

# TIME MANAGEMENT TOOLS IN CANVAS

## TOOL:

## WHY USE IT:

## STRATEGIES FOR SUCCESS:



### **Notification Preferences:**

Click “Account” (global navigation pane), then select “Notifications”

- ▶ To stay on track with personalized notifications
- ▶ To choose how often you want to receive updates about due dates, grades, and announcements

- ▶ Set preferred notifications each term
- ▶ Make intentional choices about what notifications you need right away & which can be a daily or weekly summary



### **Canvas Calendar:**

Click “Calendar” (global navigation pane), then select specific course calendars (right selection pane)

- ▶ To track assignments & due dates all term long
- ▶ To familiarize yourself with events for each course

- ▶ Early in the term, check for due dates on Canvas; if you don't find them, add them to the calendar yourself
- ▶ Add your own calendar entries so you can complete work in advance of due dates
- ▶ Look at each course calendar *and* view all courses at once to get the big picture
- ▶ Color-code each course to easily see due dates for all courses
- ▶ Download the Canvas app to get phone notifications
- ▶ Screen cap the week or the month & keep it visible (fridge, phone wallpaper, bathroom mirror)



### **Announcements:**

Click “Announcements” (course navigation pane)

- ▶ To see/find reminders & information about exams, assignments, &/or changes to the schedule
- ▶ To be sure you're keeping pace with the course & have the most recent information from your instructor

- ▶ Plan to review announcements from courses daily
- ▶ Take notes on announcements (especially if they're well in advance of the coursework that they relate to)
- ▶ Ask questions if you're unsure what an announcement means
- ▶ If links are provided, verify you have access; if not, notify your instructor



### **Course Syllabus:**

Click “Syllabus” (course navigation pane)

- ▶ To see a summary of all assignments & due dates for the term
- ▶ To access your to-do list for the course

- ▶ Look through the entire syllabus page at the start of term to get a sense for the course assignments
- ▶ Identify routine assignments that are due each week, as well as any weeks with additional assignments, projects, or exams



### **Modules**

Click “Modules” (course navigation pane)

- ▶ To find the learning outcomes, assigned readings, assignments, & due dates for the week
- ▶ To preview upcoming content & plan time to accomplish work

- ▶ Start each week off right by previewing the module & its content
- ▶ Create a weekly to-do list based on content & assignments for the week
- ▶ Add flex time in case a task or assignment takes longer than expected.

For other time management tools, visit [success.oregonstate.edu/learning/all-worksheets](https://success.oregonstate.edu/learning/all-worksheets), and check out the [Term at a Glance](#), the [Weekly Calendar](#), and many more options in the time management section.