

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 mtu.edu/success/, and check out the [Term at a Glance](#), the [Weekly Calendar](#), and many more options in the [time management section](#).