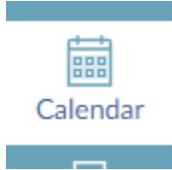


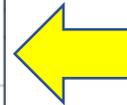
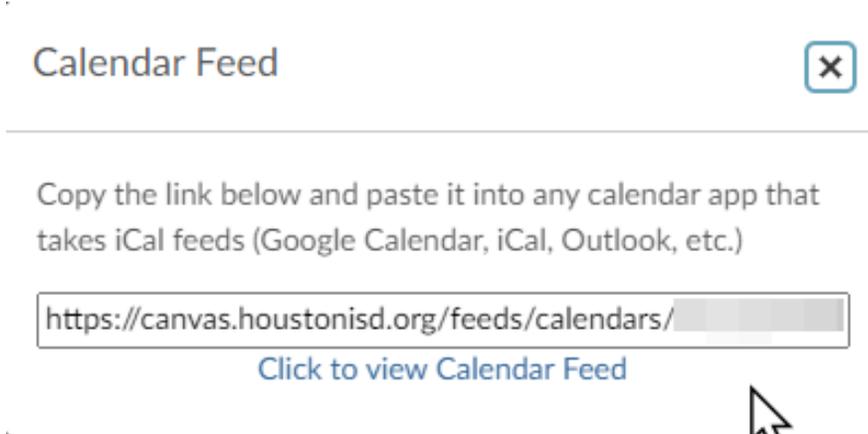
How to Subscribe to Canvas Calendars for Parents/Guardians

The calendar on Canvas is a simple tool students can use to help manage their time and keep track of assignment. Parents/guardians may refer to this calendar by subscribing to it. Follow the instructions below. This requires the student to log into Canvas and provide parents with a hyperlink via email.

1. Student must log into Canvas. Click on *Calendar*:



2. Clicking on Calendar Feed to see the link. Have the student copy and paste the link onto an email:



Students should now open their web-based Outlook app, paste the link into an email and send to their parent/guardian.

Below are general instructions for popular digital calendars. Instructions for your version of a specific calendar may differ.

How to add a subscription to Google Calendar:

1. Go to Google Calendar and sign in.
2. Find *Other Calendars* located on the left of the screen.
3. Click on the *plus* sign next to add calendar.
4. Select *from URL*
5. Paste the link supplied by your student via email.

How to add a subscription to Outlook:

1. Launch Outlook.
2. Go to the calendar feature, by clicking on the calendar icon.
3. In the Home tab, click the open calendar dropdown and select *from internet*.
4. Paste the link supplied by your student via email.

How to add a subscription to apple products:

1. Launch the settings app.
2. Click on *Mail, Contacts, Calendars*.
3. Under Mail section, click on *Add Account*, then *Other*.
4. Under the other Section, click on *Add Subscribed Calendar*.
5. Paste the link supplied by your student via email.
6. Click *Next*, then *Save*.