HOW TO: Create an Assignment in the Calendar in Canvas

597 Faye Buckley August 3, 2017 [Assignments](#), [Calendar](#)

Creating an Assignment in the Calendar

You can create assignments for your courses in the Calendar.

1. Click on **Calendar** in the **Global Navigation**.
2. Click the **Create New Event** button at the top of the **Calendar**.
3. Click on the Assignment tab.
4. Enter a name for the **Assignment** tab.
5. Click the **Calendar** button on the **Due** box and select a due date from the resulting calendar.
6. *Optional:* Click the arrow on the **Calendar** box and select the course calendar that you want the assignment added to from the resulting menu.
7. *Optional:* Click the arrow on the **Group** box and select the group that you want the assignment placed in from the resulting menu.
8. *Optional:* Toggle the **Publish** button if you want to publish the assignment immediately after saving.
9. *Optional:* Click the **More Options** button to add additional assignment information.
10. Click the **Submit** button.

Online URL: https://hdkb.clemson.edu/phpkb/article.php?id=597