

How do instructors set a different event date for each section in a course calendar?

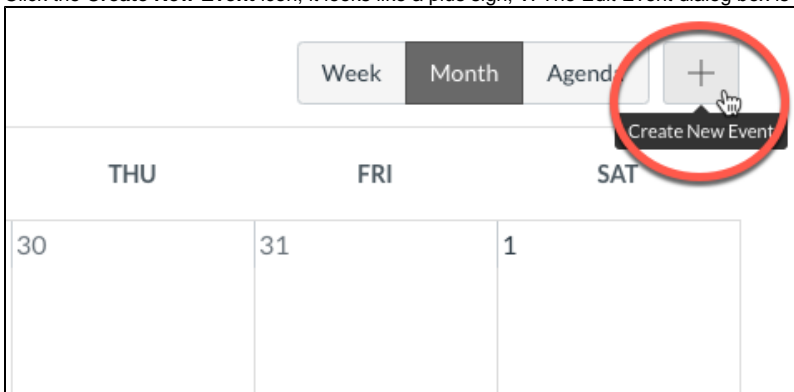
Tell Me

You can set different due dates for each sections for activities for each section in your combined Canvas course

1. In the left Canvas navigation bar, click the **Calendar** icon



2. Click the **Create New Event** icon, it looks like a plus sign, +. The Edit Event dialog box is displayed



3. In the **Title** text box, type a title for the new event
4. Enter the date and the time the new event will take place
5. In the **Locations** text box, type where the event will take place. This is optional
6. In the **Calendar** drop-down list, select your combined course

7. Click **More Options**

The screenshot shows the 'Edit Event' form with the following fields and callouts:

- 3**: Title field containing 'Week 1 Readings'
- 4**: Date field containing '2020-9-8' and 'Tue Sep 8, 2020', and time fields containing '9am' and '10:30am'.
- 5**: Location field containing 'Atkins Library'
- 6**: Calendar dropdown menu containing '202080-Fall 2020-ITCS-3:'
- 7**: 'More Options' button, which is circled in red.

8. Select the **Use a different date for each section** check box to specify a different due date and time for each section

The screenshot shows the event editor with the following details:

- Title: Week 1 Readings
- Rich text editor with a toolbar.
- Checkboxes: Use a different date for each section (indicated by a red arrow), Duplicate
- Date and time fields: 2020-9-8, 9:00am, 10:30am
- Location and Address fields.
- Buttons: Cancel, Create Event

9. For each section, specify the due date, start, and end times

10. Click **Create Event**

Use a different date for each section

Location:

Address:

Duplicate

ITCS-3120-001
2020-9-8 Tue Sep 8, 2020 9:30am - 10:30am

ITCS-3120-Y01
2020-9-9 Wed Sep 9, 2020 9:30am - 10:30am

ITCS-3120-Y02
2020-9-10 Thu Sep 10, 2020 11:00am - 12:30pm

ITCS-3120-Y03
2020-9-11 Fri Sep 11, 2020 11:00am - 12:30pm

9

10 Cancel **Create Event**

11. The events are added to the Calendar

Today Week Month Agenda +

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8 9:30a Week 1 Read	9 9:30a Week 1 Read	10 11a Week 1 Readin	11 11a Week 1 Readin	12

CALENDARS
Caryl Gordon
201980-Fall 2019-AMST-3020
003-Seminar In American Studies
202010-Spring 2020-AMST-30
004-Seminar In American Studies
202040-First Summer 2020-PS

Related FAQs

- [How do I take a New Quiz using Respondus LockDown Browser using a Windows device?](#)
- [What is the timeline for New Quizzing?](#)
- [How do I create a question bank in New Quizzes?](#)
- [How do I add all questions or a random set of questions from an item bank into a New Quiz?](#)
- [How do I add extra time for a student in New Quizzes?](#)