

# Editing / Deleting a Calendar Event

The following instructions are for calendar events that are not tied to Assignments or other items with To-Do deadlines (like student-editable Pages).

If you want to edit / delete a calendar entry for an Assignment or To-Do item, we recommend that you go to the assigned activity and modify the item directly.

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## Editing a Calendar Event

1. In the left side global navigation bar, click on the "**Calendar**" tool.



2. Make sure that your course calendar is selected in the list of "**Calendars**" along the right-hand side.
  - a. Selected calendars will have a color-coded box next to it that identifies items belonging to that calendar.
  - b. If a course calendar is not currently visible, click on the **box next to the course calendar** until you see a color associated with it.

3. If necessary, navigate to the month / day that the event is scheduled. If the event is in the past, you can use any of the **calendar navigation tools** to move to other months.

4. Click on the **calendar event** you want to edit.  
5. In the event pop-up box, click on the **"Edit"** button.

Today ← → January 2022 Week Month Agenda +

SUN	MON	TUE	WED	THUR	FRI	SAT
26	27	28				
2	3	4				
9	10	11				
16	17	18				
23	24	25	26	27	28	29
30	31	1	2	3	4	5

### Class Meeting

Jan 20, 2022, 9am - 1:15pm

**Calendar** Sample Course 301

**Location** Poorvu Center

**Address** 301 York Street

**Details**  
Class will meet at the lounge tables in the hallway of the Poorvu Center.

Delete **Edit**

9a Class Meeting

6. In the editing pop-up you can edit some basic details for your event, like the "**Title**," "**Date**," "**From**," "**Location**," and "**Calendar**" the event is associated with.
  - a. When done making your changes, click the "**Submit**" button.
7. If there are components of the event that you are not able to edit from this editing pop-up box, click the "**More Options**" button to view the entire event to make changes.

Edit Event



Event

Title:

Date:

From:  to

Location:

Calendar:

## Deleting a Calendar Event

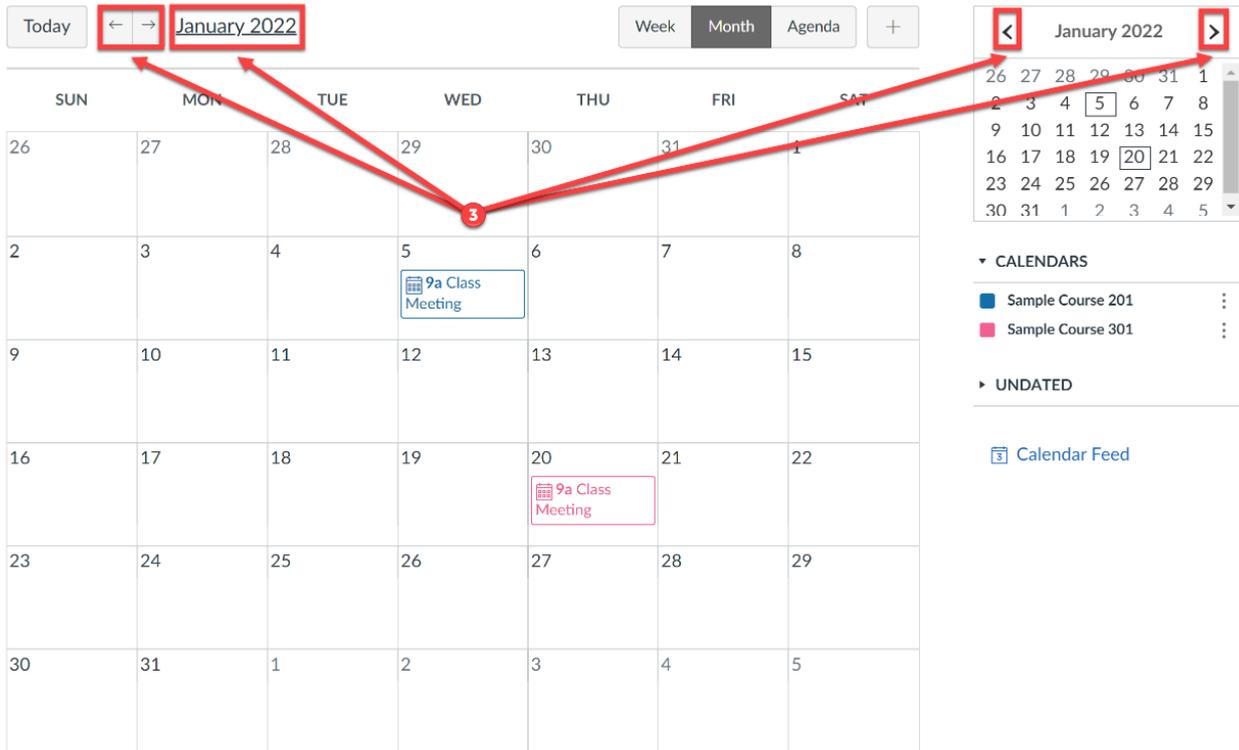
1. In the left side global navigation bar, click on the "Calendar" tool.



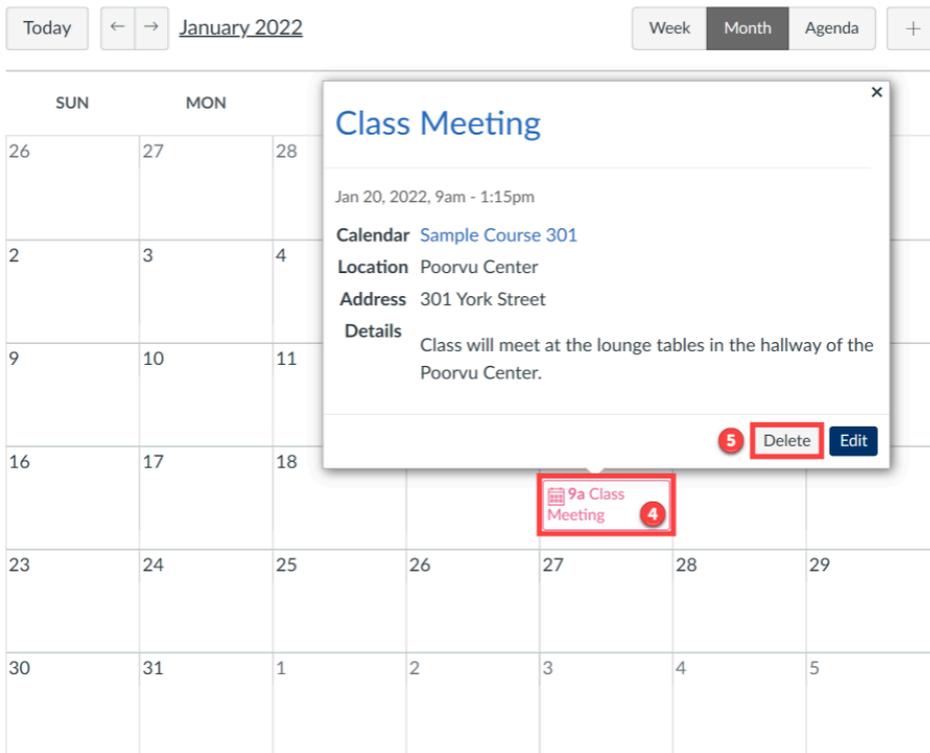
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The screenshot displays the Canvas calendar interface for January 2022. At the top left, there are navigation buttons for 'Today', left and right arrows, and the current month 'January 2022'. Below these are tabs for 'Week', 'Month' (selected), and 'Agenda', along with a '+' button. The main calendar grid shows dates from 26 to 5. A blue box labeled '9a Class Meeting' is on Wednesday, Jan 5. A red box labeled '9a Class Meeting' is on Thursday, Jan 20. To the right, a 'CALENDARS' sidebar shows 'Sample Course 201' with a blue box and 'Sample Course 301' with a red box. A 'Calendar Feed' link is at the bottom. Navigation arrows and a 'Today' button are at the top left. A secondary calendar navigation widget is at the top right.

3. If necessary, navigate to the month / day that the event is scheduled. If the event is in the past, you can use any of the **calendar navigation tools** to move to other months.



4. Click on the **calendar event** you want to remove.
5. In the event pop-up, click on the "**Delete**" button.



6. In the "**Confirm Deletion**" pop-up box that opens, click "**Delete**" to finalize removing the event from the Calendar.

## Confirm Deletion



Are you sure you want to delete this event?

6

Cancel

Delete



For more help, please contact [canvas@yale.edu](mailto:canvas@yale.edu).