MyLearn Basics:

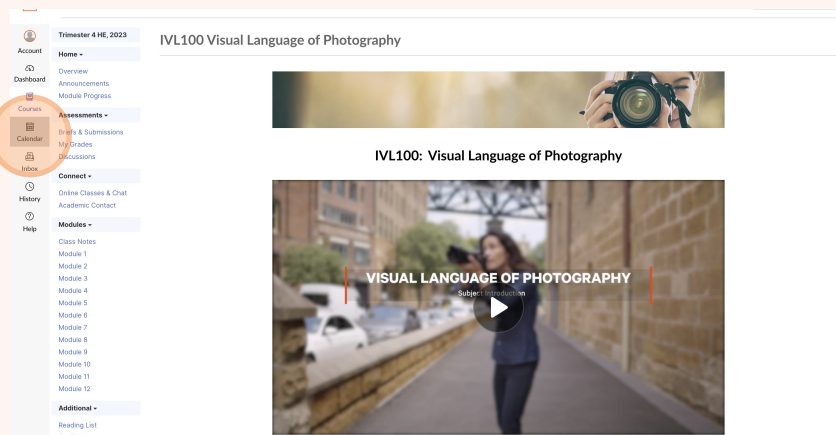## 🎓 Accessing & Using the MyLearn Calendar

Using the calendar

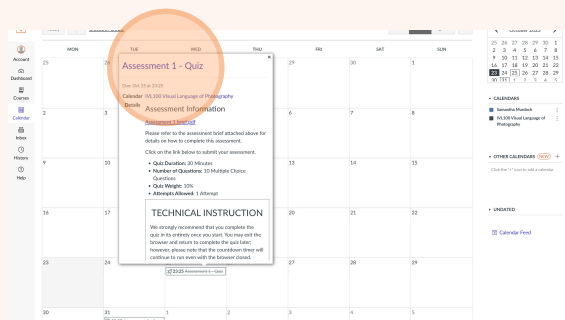**1** Log into **MyLearn**.

2 In the global menu on the far-left hand side, locate the calendar icon just above your inbox and click it to open the calendar.
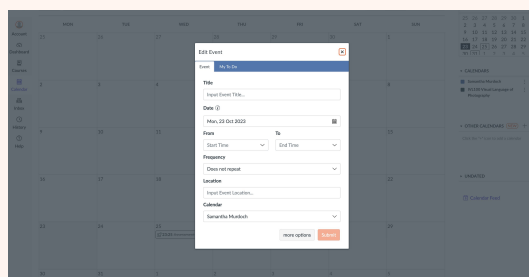

3 Once inside you will find important tasks such as your assessment due dates marked on the calendar, along with any other scheduled events relating to your subjects or your course.
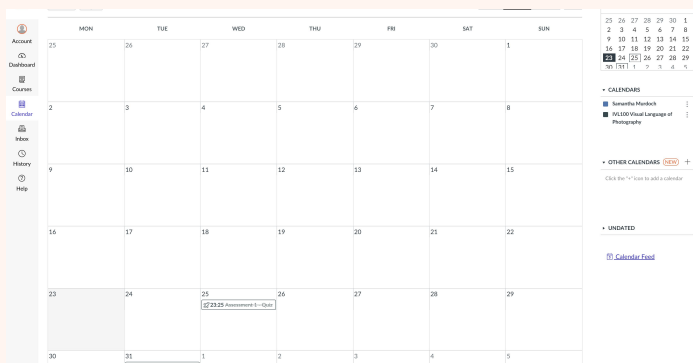

4 You can even add your own items to the calendar to keep track of milestones and important dates by clicking on a date and creating an event.

Synchronising the MyLearn Calendar with your personal calendar

1 To add this calendar feed to your personal calendar, simply click "Calendar Feed" in the bottom right-hand corner, copy the link in the pop-up, and paste it into your calendar app's 'Calendar Subscriptions' section

2 If you download the Canvas Student mobile app, you can also achieve this by simply going to settings > Subscribe to Calendar Feed, and it will automatically open your default calendar app, where you can follow the prompted steps to sync it up.