**Customizing your Calendar**

Your canvas calendar can be set up to automatically keep track of course dates and events. You can customize the calendar to house 10 courses.

1. **To navigate to your calendar,** click on the calendar button in your global navigation.

![Calendar Button](image1)

2. Your calendar will display course dates/events in the main area.

![Calendar Display](image2)

3. **To change which courses are visible,** just click the checkbox next to the course name on the right side of the screen. Remember that only 10 can be open at one time.

![Checkbox List](image3)