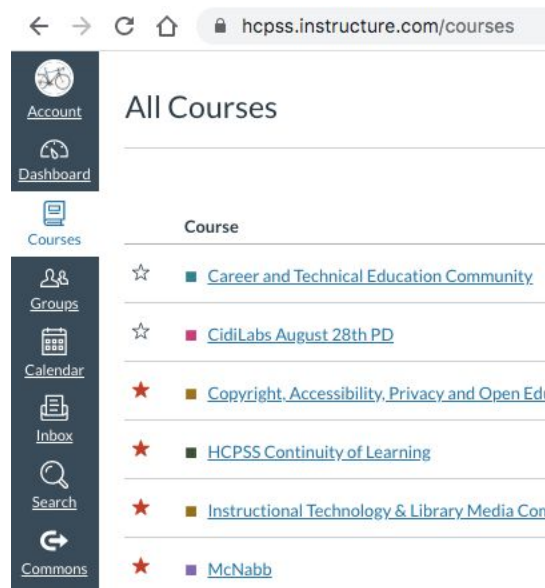


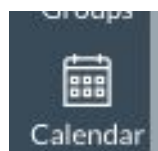
Problem: I can't find my teacher's Google Meet Sessions on the Canvas calendar.

Troubleshooting:

1. Begin by making sure that every course you are taking this quarter has been **Favorited with a colored star** or that course will not show up in your list of calendars. How do I do that?
 - a. Enter Canvas through the hcpss.me portal page OR through the Canvas app (phone/tablet). You will see a list of all your courses. In my list below, stars for Career and Technical Education Community and Cidi labs are not selected as favorites and will not show up my list of calendars. **Click the stars to make sure you can see the calendar for every course you are taking this quarter.**



2. Now that you have clicked the stars for your current courses, make sure that your course calendars are selected to view. How do I do that?
 - a. Enter Canvas through the hcpss.me portal page OR through the Canvas app (phone/tablet).
 - b. Select **calendar** from the left side navigational menu.



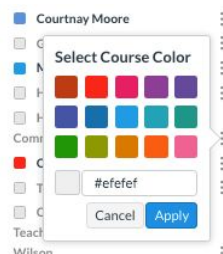
Your list of calendars now appears on the right side of the screen like the picture below.



*** Notice in the list of calendars above, some of the calendars have colored squares in front of them while some have gray squares in front of them. (ex. Suzanne McNabb, Copyright, and HCPSS Continuity of Learning have colored squares). Any calendar **WITH A COLORED SQUARE** is an active calendar whose events and assignments you can see on your Canvas calendar.

You may have a course calendar that has a gray square in front of it which means the events, assignments and Google Meet sessions scheduled for that course are NOT showing up on your calendar. How do I make them visible?

Click on the gray square to the left of the course calendar name; select a course color from the menu that appears and click the apply button. The course events and assignments will now show on your Canvas calendar.



The first calendar in the list has your name as the course. This is your personal calendar. You can put reminders or a “to do” list on it but no course assignments or events will post there.