Attention Students

Below are a series of steps to make it easier to find all your assignments for all your classes as well as help you prioritize your day to decide which assignments you should work on first.

**Step 1:** Locate the Dashboard Options icon on your Canvas Dashboard. *(Refer to arrow below.)*

- Dashboard
  - Dashboard Options icon
  - List View

**Step 2:** Click on the icon and from the dropdown click on **List View.** *(Refer to arrow below.)*

**Step 3:** The Dashboard will show all Upcoming Assignments in order of Due Date. Just click on an assignment to complete it.