AN OVERVIEW OF

DOWNLOAD

SYNCING APPS

Shovel allows you to sync all your assignments and events from Canvas. You can also sync your Outlook, Google, and Apple calendars.

Calendar Task List

English

All tasks + Add new task

Class prep (6 tasks)

The Conversation: Read. Eng

Midterm Exom: Reading _ English

The Conversation: Readi. English

The Importance of Read. Engl

The Conversation: Readi...

+ Add new task

Psychology

NAME

V J Assignment (21 tasks)

Orientation and Cour

A Introduction - Assign.
A Introduction - Assign.

Career Exploration - _

Coreer Exploration - Assi

Goal Setting and Time M.

Goal Setting and Time M.

Class prep

Class prep

Closs prep

Courses

Soc 100

Activities

Workout

> pplacek@howtostu.

00 Connected Calendars

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Book 1 (5 min) Sep 19,

Book 1 (5 min)

+ Add nev

Biology

Moth

New course

Book 1 (5 min) Sep 26, 11:59p

Sep 26, 11:59;

Colendar Task List

10p - 1p Marol

4 PM

6 PM

7 PH 7p-8p Heal

4 200 - 5:20

3 days

3 days

Tue 23

tip - tp

D 7p-8p Meal

12p - 1p

20p - 2 30p

7p - 8p Meol

<u>Sync Canvas →</u> Sync Other Apps →</u>

All tosks

Courses

History

Faalish

Psychol

Economic

Activities

Me Time

Loundry

Lunch

Trash

Bedtime Rou

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LAYOUT

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- Mor 2021 Today

7p - 8p Meol Sun 28

Week Month

Fri 26

-

12p - 1p Meol

200 - 2.20

7p - Rp Meol 1 day

Sot 27

10p - 1p

7p - 8p

Let's take a look at the Calendar view. Here you can see your classes, study time, tasks, other events, and your sleep schedule. Any time that hasn't been assigned to a class or event will be considered study time. You can adjust the minimum amount of time needed to be considered study time in settings. The To-Do List view allows you to see all current and upcoming assignments so you can stay on track...or get ahead! You can also add these tasks to your calendar!

Thu 25

30m Extra

12p - 1p Marol

7p - 8p Heal

TOOLS

Task Timer

- Can be used to predict the amount of time needed for future assignments
- Allows you to calculate time per page for readings

Cushion Graph + Timeline View

- Calculates your "cushion" for each assignment (time available – time needed)
- GREEN = time available > time needed → You're on track!
- YELLOW = time available = time needed → Start now!
- RED = time available < time needed → Adjust your schedule to find more time!

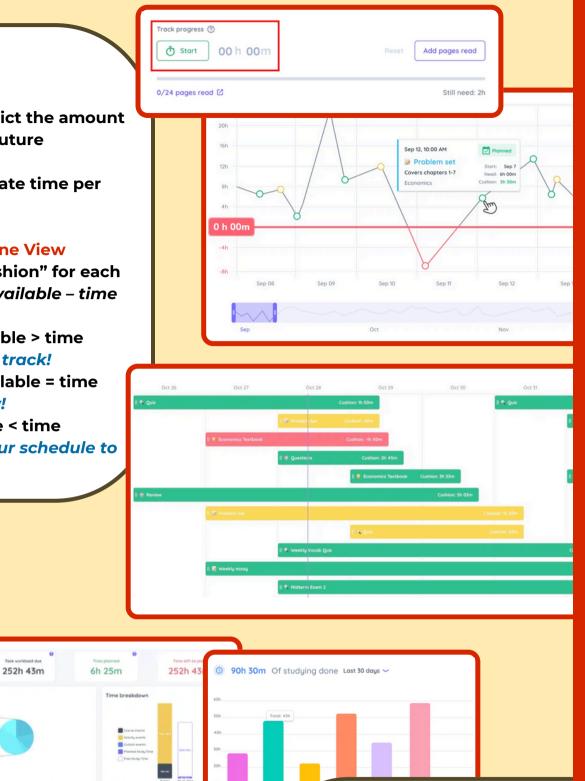
Tools due

123

203h 35m

ask workload due break

Task workload due each week



DATA

Figure out how much you study for each class and learn how your study habits change over time!

MORE QUESTIONS?

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