

Canvas Profile, Settings, and Notification Preferences



First, let's set up your Canvas profile. This will allow your teaching team and fellow learners to get to know you a bit better. Within Canvas, click on the "Account" button in the left menu. This opens a menu of your personal settings within the Canvas platform.

PROFILE

From your account menu, click on "Profile" to complete your personal profile.

Throughout this course and program, we will work together to build a vibrant learning community. The connections we create, and our capacity to learn from one another, begins here in building a profile. As your peers and teaching team may want to learn more detail about your background to understand what they might learn from you, be sure to complete your profile using the instructions below.

In your profile, include your name, location, role, organization, and some information about your current responsibilities. Be sure to upload a photo so we can put your name to your face. If you have a link to a CV, portfolio or other website with more information about yourself and your work, please include this in your profile, under "Links".

SETTINGS

Click on "User Settings" to register other services to your Canvas account and to change your contact information. You may add contact information for SMS (text), other email addresses, and social media services. Registering these services will allow you to receive course alerts via your preferred method, and allow others to find you in forums outside of this program.

NOTIFICATIONS

Click on "Notifications" to set when you would like to receive course communications. By default, you will receive certain alerts at the email address you used to log in to this course site. You may add alternative email addresses or contact methods, and set the frequency of receiving specific alerts, by customizing your Notification Preferences.

Each possible type of notification (alert) is listed down the left column. Your chosen contact methods are listed along the top row. To change notification preferences for a contact method (specific email addresses, SMS, LinkedIn, etc), hover over the notification type you want to change. You will see these options:

- Select the **Check mark** icon to be notified immediately of any change for the activity.
- Select the **Clock** icon to be notified daily of any change for the activity.
- Select the **Calendar** icon to be notified weekly of any change for the activity.
- Select the **X** icon to remove the notification preference so you won't be notified of any change for the activity.

