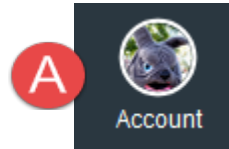


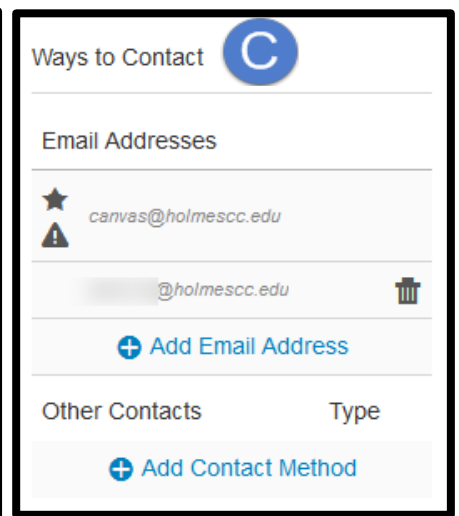
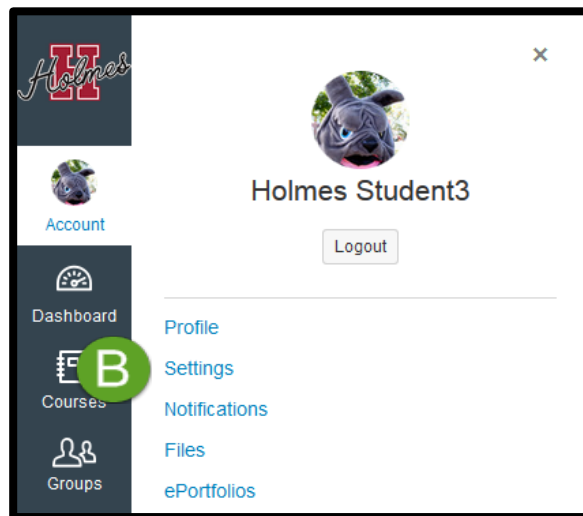
Personal Settings and Notification Preferences

In an online class, regular communication between instructor and student is vital to student success. Follow the instructions on the handout below to set your notifications as recommended by the eLearning Department.

1. Click **Account** at the top of the Canvas Global Menu

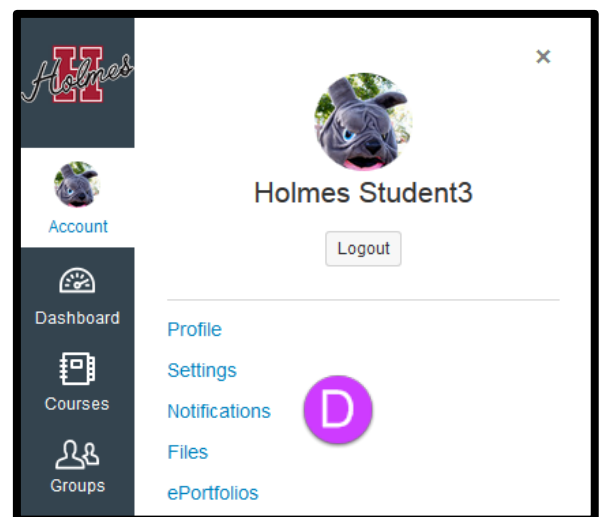


2. Click **Settings** to set up ways for Canvas to notify you



3. Add **Ways to Contact** (email, cell number for texts, Twitter, etc.)

4. Click **Notifications** to set your notification preferences



5. Set your **Notification Preferences** to match those below:

- Choose the **Notification frequency (ASAP, Daily, Weekly)** for each **Ways to Contact** you set up.
- **eLearning recommends that you set ASAP for Announcements, Conversations, and Submission Comments at a minimum!**



Course Activities	Email Address canvas@holmescc.edu
Due Date	✓ 🕒 📅 ✕
Grading Policies	✓ 🕒 📅 ✕
Course Content	✓ 🕒 📅 ✕
Files	✓ 🕒 📅 ✕
Announcement	✓ 🕒 📅 ✕
Announcement Created By You	✓ 🕒 📅 ✕
Grading <input type="checkbox"/> Include scores when alerting about grades. If your email is not an institution email this means sensitive content will be sent outside of the institution.	✓ 🕒 📅 ✕
Invitation	✓ 🕒 📅 ✕
All Submissions	✓ 🕒 📅 ✕
Late Grading	✓ 🕒 📅 ✕
Submission Comment	✓ 🕒 📅 ✕
Blueprint Sync	✓ 🕒 📅 ✕
Discussions	
Discussion	✓ 🕒 📅 ✕
Discussion Post	✓ 🕒 📅 ✕
Conversations	
Added To Conversation	✓ 🕒 📅 ✕
Conversation Message	✓ 🕒 📅 ✕
Conversations Created By Me	✓ 🕒 📅 ✕