

# INSTRUCTIONS FOR SETTING UP NOTIFICATIONS IN CANVAS:

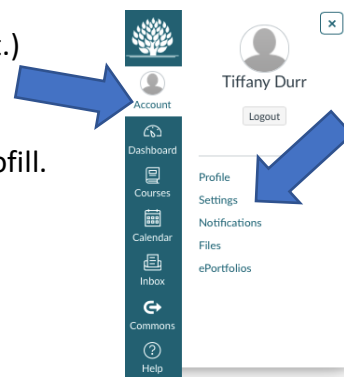
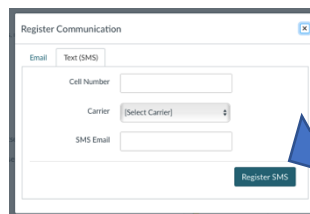
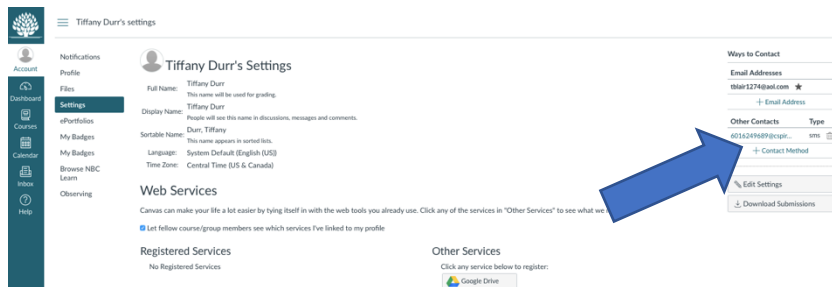
Login to your Canvas parent account at: <https://rankin.instructure.com/login/ldap>

First, you can add other ways to contact you in addition to the email address that you used to set up your account.

If you would like to add a cell phone so that you receive text notifications in addition to or instead of emails, follow these instructions:

Click on **Account** and select **Settings** from the slide out menu. (See image to the right.)

Click on **+ Contact Method** and then follow the prompts on the box that appears to enter your cell phone number and your service provider/carrier. The last box will autofill. Then click **Register SMS**. (See the images below.)



Now follow these instructions to set up your notifications:

Click on **Account** and select **Notifications** from the slide out menu.

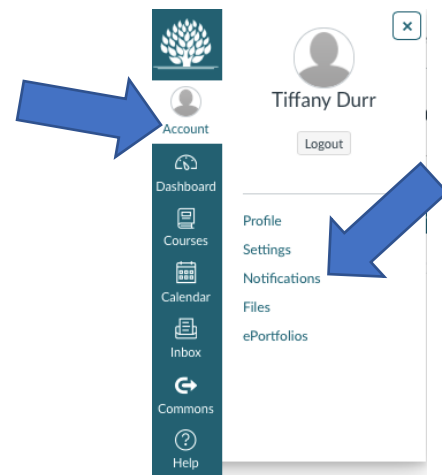
Notifications are sent as one of four delivery types: notify me right away, daily summary, weekly summary, or don't send. If you change a setting, the change is made immediately to your account.

Notification settings apply to all courses you are observing; you cannot change settings for individual courses.

You can hover over the notification to see what information is included. You may want to limit what you select and the delivery frequency.

Each notification is set to a default preference. To change a notification for a contact method, locate the notification and click the icon for your preferred delivery type.

To receive a notification right away, click the check mark icon. These notifications may be delayed by up to one hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notifications in a short amount of time.



To receive a daily notification, click the clock icon.

To receive a weekly notification, click the calendar icon. The date and time of your weekly notifications are posted at the bottom of the notifications page.

If you do not want to receive a notification, click the remove (X) icon.

**FHS Counselors ask that you at least do the following to be sure you receive important info from their office and your student's courses.**

**Click the check mark icon to receive immediate notifications for Due Date and Announcements.**

The screenshot shows the 'Notification Preferences' page for Tiffany Durr. The page is divided into several sections: 'Course Activities', 'Files', 'Announcement', 'Announcement Created By You', 'Grading', 'Invitation', 'Submission Comment', and 'Blueprint Sync'. Each row has four columns of icons: a checkmark, a clock, a calendar, and an 'X'. Two blue arrows point to the checkmark icons in the 'Notify me right away' column for 'Due Date' and 'Announcement'.

Category	Notify me right away	Send daily summary	Send weekly summary	Do not send anything
Course Activities				
Due Date	✓	🕒	📅	✕
Grading Policies	✓	🕒	📅	✕
Course Content	✓	🕒	📅	✕
Files	✓	🕒	📅	✕
Announcement	✓	🕒	📅	✕
Announcement Created By You	✓	🕒	📅	✕
Grading	✓	🕒	📅	✕
Invitation	✓	🕒	📅	✕
Submission Comment	✓	🕒	📅	✕
Blueprint Sync	✓	🕒	📅	✕