



CANVAS STUDENT SUCCESS CHECKLIST

CUSTOMIZE YOUR DASHBOARD

- ☐ Change course colors.
- ☐ Find the Dashboard List View – you may want to switch to this to see a list of assignments due for all classes.

SET ACCOUNT NOTIFICATIONS

- ☐ *Due Date*: Daily
- ☐ *Course Content*: Daily
- ☐ *Announcements*: Daily
- ☐ *Grading*: Daily
- ☐ *All others*: OFF

CHECK YOUR CALENDAR

- ☐ Make sure the boxes next to each course name on the right side of the calendar have a color. (De-selecting the color will make the course assignments disappear from your calendar.)
- ☐ Optional: Adjust course colors as needed.

FIND ASSIGNMENTS

- ☐ Click **Modules** for each course – this is where you can find assignments.
- ☐ You can also find some assignments in the Calendar and Dashboard List View.

CANVAS STUDENT APP - OPTIONAL

- ☐ If you have a cell phone, download the Canvas Student App and manage notifications for the app.