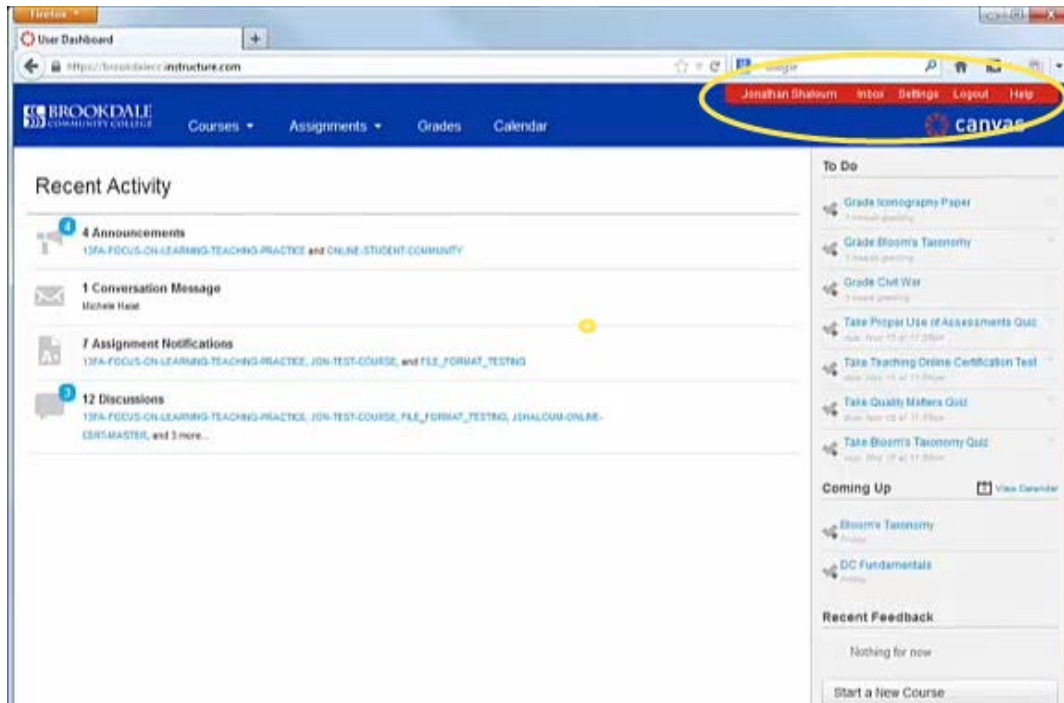


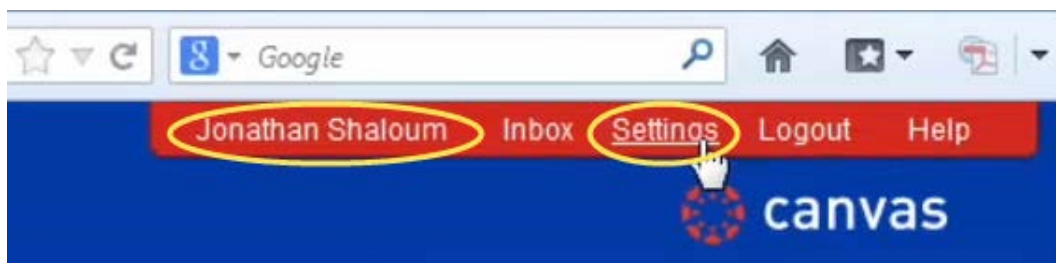


Canvas Tips for Faculty

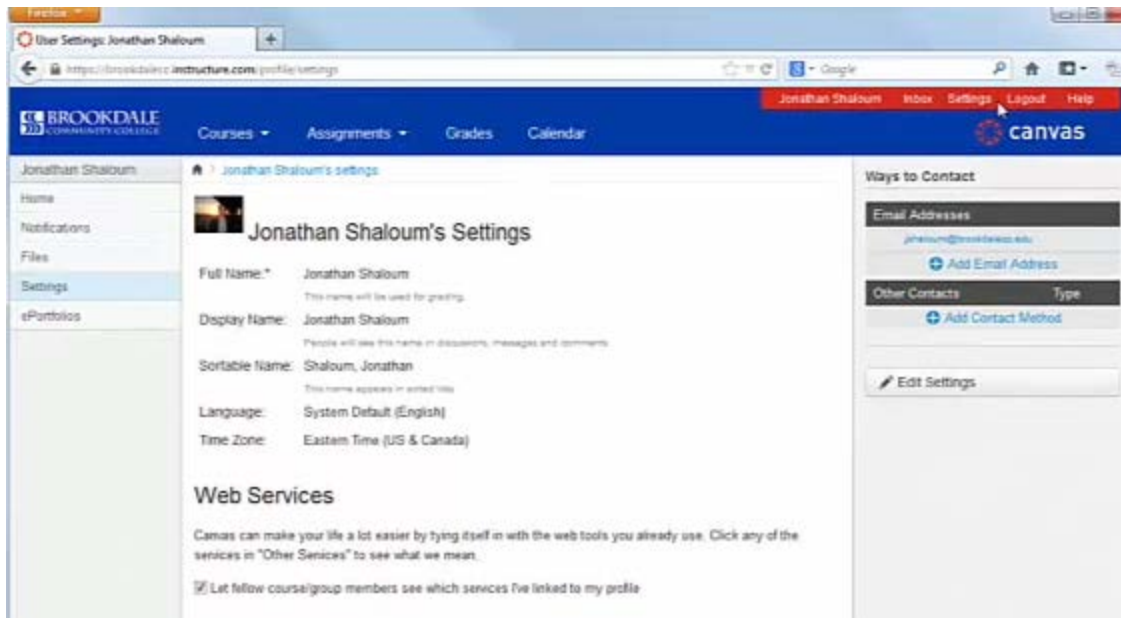
Notifications



1. The first thing you will need to do if you are new to Canvas, is to setup your *Personal Settings*. You can start by clicking on either your *name* or *setting* in the red area of the upper right portion of the *Dashboard* screen.



2. This will bring you to your *user specific* settings as opposed to your *course specific settings*



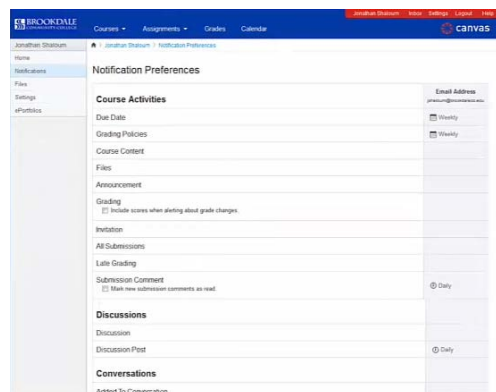
This is your *user specific* settings page

- You will setup your notification preferences by clicking on **Notifications** in the left navigation bar.



- Here you can setup your Notification preferences under these categories:

- Course activities
- Discussions
- Conversations
- Scheduling
- Groups
- Alerts Etc.

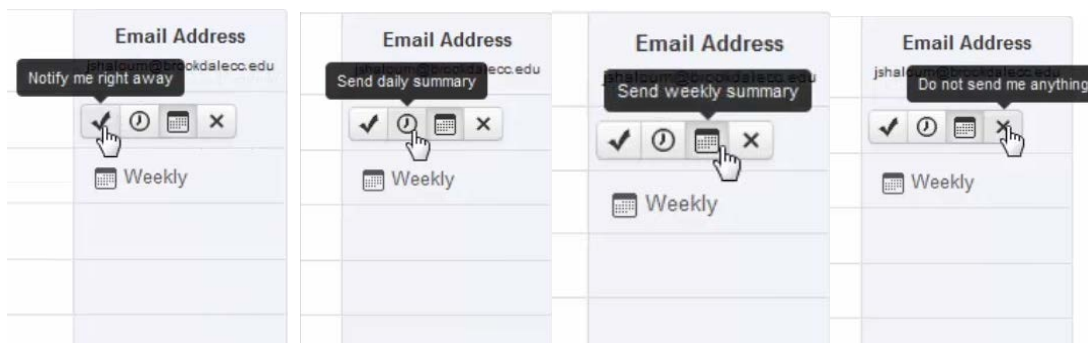


The **Notification Settings** will determine how often you will be notified about any specific course item under these categories.

Notification Preferences	
Course Activities	Email Address jpratum@brookdalecc.edu
Due Date	Weekly
Grading Policies	Weekly
Course Content	



5. To setup your notification preferences for a course item, place your cursor in the **Gray** area to the right of the item and click on one of the following options.



- *Notify Me Right Away*
- *Send Daily Summary*
- *Send Weekly Summary*
- *Do Not Send Me Anything*

Your settings here will apply to any type of course activity listed on the page.

Course Activities	Email Address jpratum@brookdalecc.edu
Due Date	Weekly
Grading Policies	Weekly
Course Content	
Files	
Announcement	
Grading <input type="checkbox"/> Include scores when alerting about grade changes	
Invitation	
All Submissions	
Late Grading	
Submission Comment <input type="checkbox"/> Mark new submission comments as read	Daily
Discussions	
Discussion	
Discussion Post	Daily