

# Quick Start Guide

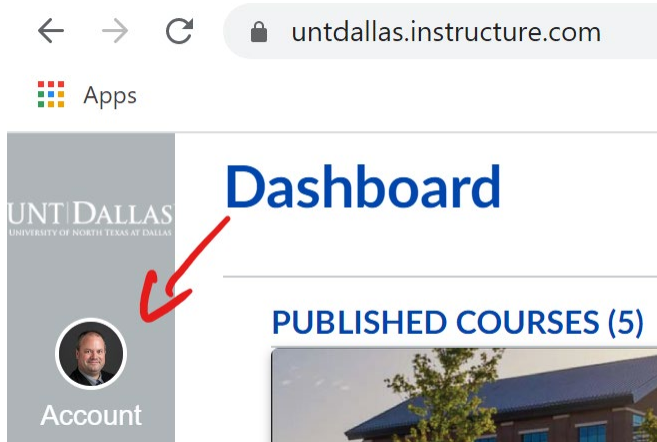
## Canvas - Notifications

### Introduction:

This guide will cover how to set notifications in Canvas. Notifications are set at the user-level in Canvas. As such, an instructor cannot control how notifications are processed for their students – only the student can control their notifications.

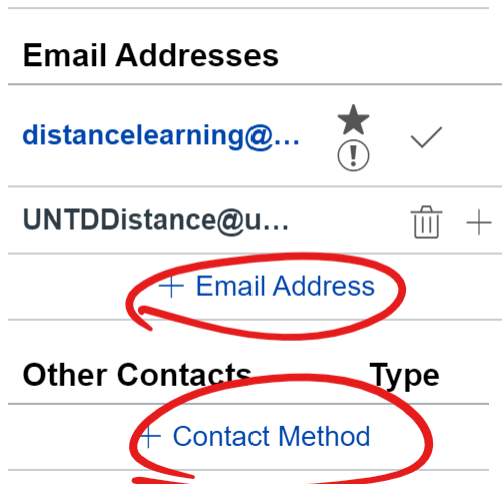
### Setting Where Notifications Are Received:

- 1) Login to [UNT Dallas Canvas](#) with EUID / Password.
- 2) Click on the “Account” button in the top of the left navigation.



- 3) Select “Settings” on the pop-out menu.  
NOTE: It is usually the top item in the left navigation and may have your profile picture in it, if you have loaded one.
- 4) Make changes as needed. You can add e-mail addresses (click +Email Address link) or text (click +Contact Method link).

### Ways to Contact

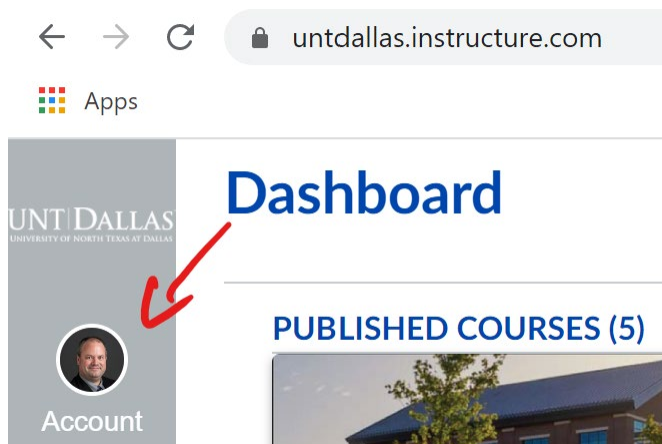


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## Canvas - Notifications

### Accessing Notification Settings:

- 1) Click on the “Account” button in the top of the left navigation.



- 2) Select “Notification” on the pop-out menu.

NOTE: It is usually the top item in the left navigation and may have your profile picture in it, if you have loaded one.

### Changing Notification Settings (System-Wide for User):

Notice that you have multiple ways you can receive notifications for selected events. Please note that these change the notification for ALL interactions in Canvas. The next section covers how to adjust notifications at the individual course level.

### Notification Preferences

Notify me right away     Send daily summary     Send weekly summary     Do not send me anything

COURSE ACTIVITIES	Email Address	Push Notification For All Devices

- The “checkmark” icon indicates that you will be notified immediately of the selected event(s)/item(s).
- The “clock” icon indicates that you will receive a single combined daily summary of the selected event(s)/item(s).
- The “calendar” icon indicates that you will receive a combined weekly summary of the selected event(s)/item(s).
- The “X” icon indicates that you will receive NO notifications of the select event(s)/item(s).

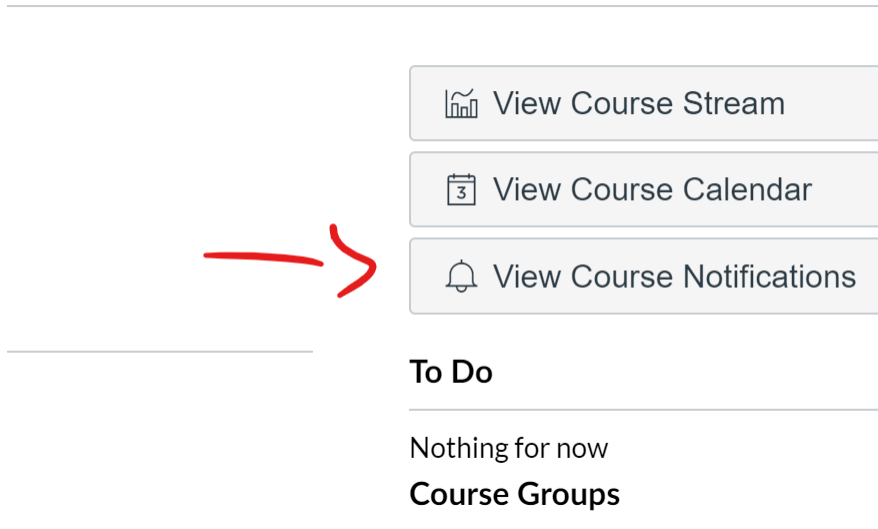
You can hover over each event/item for a description of what is represents.

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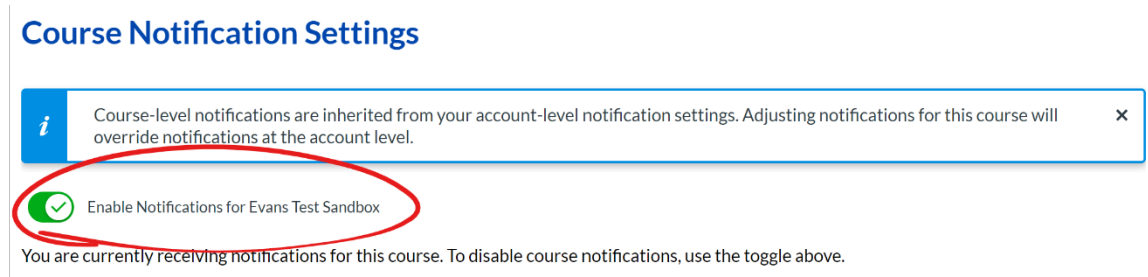
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### Changing Notification Settings (Individual Courses):









- 1) Access the course you want to adjust the notifications for.
- 2) Click the “View Course Notifications” button in the right navigation.



- 3) Ensure the “Enable Course Notifications” is turned on.



- 4) Click on the frequency icon for each event/item to set as desired.

Course Activities	Email distancelearning@untdallas.edu	Email UNTDDistance@unt.edu
Due Date		
Grading Policies		
Course Content		
Files		

NOTE: There is no “Save” button. Your selections are processed immediately.