

Canvas Set-Up Assignment, Pt. 1 & Pt. 2

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QHTLC-008 Appendix

DUE: _____ by the start of class

This **two-part assignment**, worth up to a **combined total of 15 completion points**, is designed to achieve the following objectives:

- Enhance your familiarity with Canvas's customization and personalization options
- Improve course communication through customization (more effective, efficient, direct)
- Improve student accountability through customization of course communication
- Promote engagement and community-building among course participants

Instructions for each step are listed below. You may also wish to consult the Canvas Student Quick Start Guide (<http://guides.instructure.com/m/8470>) and/or watch the Canvas overview video (<http://guides.instructure.com/m/4210/l/141852-canvas-overview-video>), both of which are linked on our home page in Canvas.

Part 1: Update Your Canvas User Profile (7½ completion points*)

For assistance with Pt. 1: <http://guides.instructure.com/m/4212/l/75098-how-do-i-edit-my-profile>.

Help your professors and classmates put your name with your face and get to know who you are. Establish your presence on the Canvas learning management system by personalizing your user profile.

- A) Write a short bio introducing yourself.
- Include your name, year in school or expected graduation date, major(s) and/or minor(s) or your career goal(s), and/or something interesting about yourself.
- B) Replace the default avatar for your favorite selfie or headshot.
- Everyone has at least one good picture-- but if you simply cannot find one, a life-like avatar (with a close resemblance, please!), will suffice.

Profile pictures AND bios are visible across ALL COURSES in which you are enrolled. Exercise discretion and good judgment in selecting your profile picture and writing your profile.

- Click on ACCOUNT icon located on *left*-hand navigation bar. This will open a new navigation panel.
- Click on PROFILE link.
- A) To write a bio: click on EDIT PROFILE link on far *right*-hand side of window.
- B) To upload a profile photo: click on CIRCLE (edit photo) and upload a photo.

NOTE: You will **not** be handing anything in for Pt. 1 of this assignment. I will grade it “electronically” by looking under the People tab on our Canvas site and opening each individual profile.

*Half-credit, or 3¾ completion points, will be awarded for written bios only, but no profile photo OR for profile photos only, but no bio. Complete *both* steps (A and B, above, to earn) *full* credit.

Part 2: Update Your Canvas Notification Settings (7½ completion points)

For assistance with Pt. 2: <http://guides.instructure.com/m/8470/l/73162-how-do-i-set-my-notification-preferences>

Never miss an announcement, a changed due date, a discussion post, or a grade update again! You can sync Canvas notifications with preferred personal email account(s) and mobile device(s) just by A) adding additional contact information and B) changing notification settings.

A) To add new/additional contact information:

- Click on ACCOUNT icon located on *left*-hand navigation bar. This will open a new navigation panel.
- Click on SETTINGS link. This will open a new window.
 - Locate WAYS TO CONTACT section on *right*-hand side of window.
 - Click on ADD EMAIL ADDRESS to add an alternate or additional email address *besides* your IUS email account (default).
 - If you check another account more frequently than your school email, you are *strongly* encouraged to add it, then set relevant notifications (below)
 - Click on ADD ANOTHER CONTACT METHOD to add a mobile number.

B) To change notification settings: ***This next step is critical!***

- Click on NOTIFICATIONS link which opens a new window. You should see *columns* detailing your registered communication methods (default email, alternate email, and/or mobile number).

- **Change notification settings** for **each** contact method **individually** by hovering within each box under each column. Click on the appropriate desired icon.
 - Options include: ASAP (check mark icon); Daily Summary (clock icon); Weekly Summary (calendar icon); and Do Not Send Me Anything (X)
 - If a box is left blank and no icon marked, you will *not* receive a notification for that item type via any method.
- Your instructor **strongly recommends** setting ASAP notifications for:
 - Due date → any due date changes will be sent immediately
 - Announcement → Any course announcements-- including class cancellations, agendas, reminders, etc.-- will be sent immediately
 - Grading → Any grade updates or entries will be sent immediately
 - Calendar → Any changes or updates to items on course calendar will be sent immediately
- All other items may be set accordingly to your own personal preferences.

NOTE: You will be **turn in hard copy OR email screen capture** showing that you have: A) added *either* an alternate email address *OR* cellphone number or both (besides your IUS account) and B) changed the frequency of notifications for the categories above.

Happy updating!