## Updating Canvas Notification Settings

1. Login to Canvas through myUVU



2. Click on your "account"

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ITAH VALLEY	25	×			:	To Do
Account	Shalece Nuttall			:		<ul> <li>Grade Complete - What is Advising? Information and questions</li> <li>New Advisor Training 20 points • No Due Date</li> <li>Coming Up</li> <li>View Calen</li> </ul>
Courses Calendar	Notifications Files Settings ePortfolios Shared Content My Badges	DEV_P3-Norm-Course DEV_P3-Norm-Course Ongoing	Flex to Finish Advisor Training Flex to Finish	UVU Canvas Tour Fall 2020 UVU Canvas Tour Fall 2020 Ongoing		Access Chapter 4 Capstone - Foodles Forms and Reports ODS_IM-2010_2019_Krebs 100 points + Aug 10 at 11:59pm  Access Chapter 4 Capstone Assessment - Farm Conference ODS_IM-2010_2019_Krebs 100 points + Aug 10 at 11:59pm
Commons	Folio Box QR for Mobile Login					Access Chapter 4: Simulation Exam ODS_IM-2010_2019_Krebs 8 points • Aug 10 at 11:59pm
		Publish	Publish	:		Access Chapter 4: Simulation Training ODS_IM-2010_2019_Krebs 8 points • Aug 10 at 11:59pm
						Recent Feedback
						Nothing for now
		Nutall_SH-Sandbox Nutall_SH-Sandbox Ongoing	ODS_IM-2010_2019_Krebs ODS_IM-2010_2019_Krebs ODSTerm	ODS_IM-2600_Bentley ODS_IM-2600_Bentley ODS Term		View Grades

## 3. Go to settings to change your email

Select Email Address and enter your UVID@uvu.edu email

Shalece Nuttall	I's settings	
Notifications Files	Shalece Nuttall's Settings	Ways to Contact Email Addresses
Settings	Full Name:* Shalece Nuttall This name will be used for grading.	shalece.nuttall@uvu ★
ePortfolios Shared Content	Display Name: People will see this name in discussions, messages and comments.	Other Contacts Type
Folio	Sortable Nuttall, Shalece Name: This name appears in sorted lists.	For All Devices push 🔟
Box	Pronouns: She/Her This pronoun will appear after your name when enabled	+ Contact Method
Global	Language: System Default (English (United States)) Time Zone: Mountain Time (US & Canada)	⊗ Edit Settings
Announcements	Maintenance windows: 1st and 3rd Thursday of the month from 1:05am to 3:05am (Thursday from 7:05am to 9:05am UTC )	
	Next window: Thu Oct 20, 2022 from 1:05am to 3:05am Maintenance windows begin July 2021. For details please see the release notes ⊟.	Jownload Course Content

4. Go to notifications to set up how often you would like to get notifications about course activities.

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	Shalece N	iuttall > Notification Preferences				-
Account	Notifications	Notification Preferences				
ක	Files	✓ Notify me right away ③ Send daily summary	ie anyt	hing		. 1
Dashboard	ePortfolios	Course Activities	Ei shale	<b>nail A</b>	<b>ddress</b> Il@uvu.edu	
Courses	Shared Content	Due Date	~	$\bigcirc$	iii ×	
	My Badges	Grading Policies	~	0	iii ×	
Calendar	Folio	Course Content	~	0	iii 🗙	
Inbox	Box	Files	~	0	🖬 🗙	
e	QR for Mobile Lo	Announcement	$\checkmark$	0	×	
Commons		Announcement Created By You	~	0	iii 🗙	
Eive Help		Grading Include scores when alerting about grades. If your email is not an institution email this means sensitive content will be sent outside of the institution.	~	0	i ×	
		Invitation	~	0	× 📾	
		All Submissions	~	()	iii ×	
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5. You can then identify how often you want to receive a notification to your UVU email. This can be immediate, daily, weekly, or none at all.

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Shalece Nuttall	> Notification Preferences			
Notifications	Notification Preferences			
Files	$\checkmark$ Notify me right away	() Send daily summary	Send weekly summary	× Do not send me anything
Settings ePortfolios	Course Activities			Email Addres
Shared Content	Due Date			
My Badges	Grading Policies			
Folio	Course Content			✓ ⓒ ▦
Вох	Files			✓ ଓ 🖩
QR for Mobile Login	Announcement			V 🖬
	Announcement Created By You			✓ ଓ 🗎
	Grading Include scores when alerting about grades. If your	email is not an institution email this means sensitive conte	ent will be sent outside of the institution.	<mark>~</mark> 0 m
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	Submission Comment			✓ () iii
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