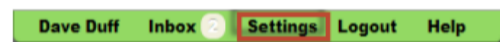## Personal Settings

Changing Notification Preferences

Notification Preferences allows you to select how and when you want to be notified when various events occur within your course. This same functionality is extended to students, so they'll be notified whenever there is a change in a due date, an updated assignment, or a message sent from within Canvas.

1. Click the **Settings** link found in the *Help Corner* of the *Canvas interface.*

2. Click the **Notifications** link located on the left side of the *personal settings* screen.

3. You will need to go through and set how you want to be notified for each type of alert.

1 Immediate notification
2 Daily notification
3 Weekly notification
**4** No notification

Conversations-Inbox

Conversations Inbox is a private messaging system within *Canvas.*

1. Click on the **Inbox** link found in the *Help Corner* of the *Canvas* interface. The number following *Inbox* indicates how many messages you have.

2. All sent and received messages will appear on the left side [1] and the preview of messages is on the right side [2]. You can reply, forward or delete messages using the more options gear on the far right side.
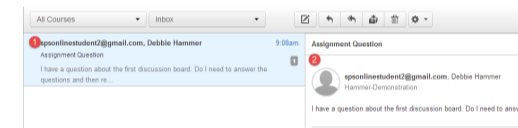
3. By using the icons on the tool bar you can:
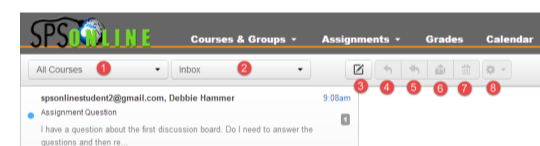
1 Filter messages by course
2 Filter messages by type (Inbox, Unread, Starred, etc.
3 Compose a new message
4 Reply to a message
5 Reply-all to a message
6 Archive a message
7 Delete a message
8 Forward and star conversations via the settings icon
9 Filter conversations by a user

Canvas Quick Tips for Students and Parents

Canvas is a teacher-student-parent learning management system (LMS) used by many Springfield Public Schools' teachers for online classes, blended classes and as a communication tool.

Parents will need to contact the school secretary to obtain a login for eSchool. This login will be used for both eSchool (grades)

Parents are registered in the courses as an observer. This means parents can see everything in the course, including assignments, grades, calendars and announcements.

Logging Into Canvas

Complete the following steps to lo g into your Canvas account:

- Open your internet browser (any browser except Internet Explorer)

- Go to Springfield Public Schools website:
  (http://www.springfieldpublicschoolsmo.org/pages/SPSMO)

- Click on the link to *Canvas,* located in the *Find it Fast* section of the Springfield Schools homepage.

- Parents login to Canvas using your eSchool username and password.

- Student login to Canvas using their ID (lunch) number for the username and password "student".
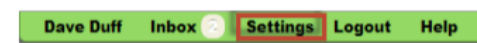

Personal Settings

Adding Notification Contact Methods

In Canvas a user can receive notifications for several different events such as announcements, To be notified, the user must set-up their contact methods.
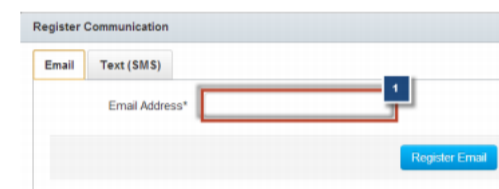
1. Click the **Settings link** found in the *Help Center* of the *Canvas* interface.
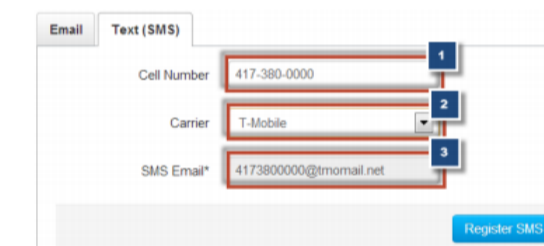

2. Click the [1] **Add Email Address** link to add additional email accounts, and the [2] **Add Contact Method** to add cell phone to receive text messages.
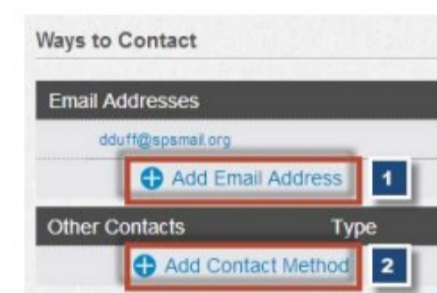
3. To add an email address, [1] enter the address in the **Email Address** text box and then select the **Register Email** button.

4. To add a cell phone, [1] enter the cell phone number in the **Cell Number** text box and then [2] select the **Carrier** for your cell phone service. After you have entered the information in the first two boxes, the [3] **SMS Email** information will be automatically populated.

5. Click the **Register SMS** button.