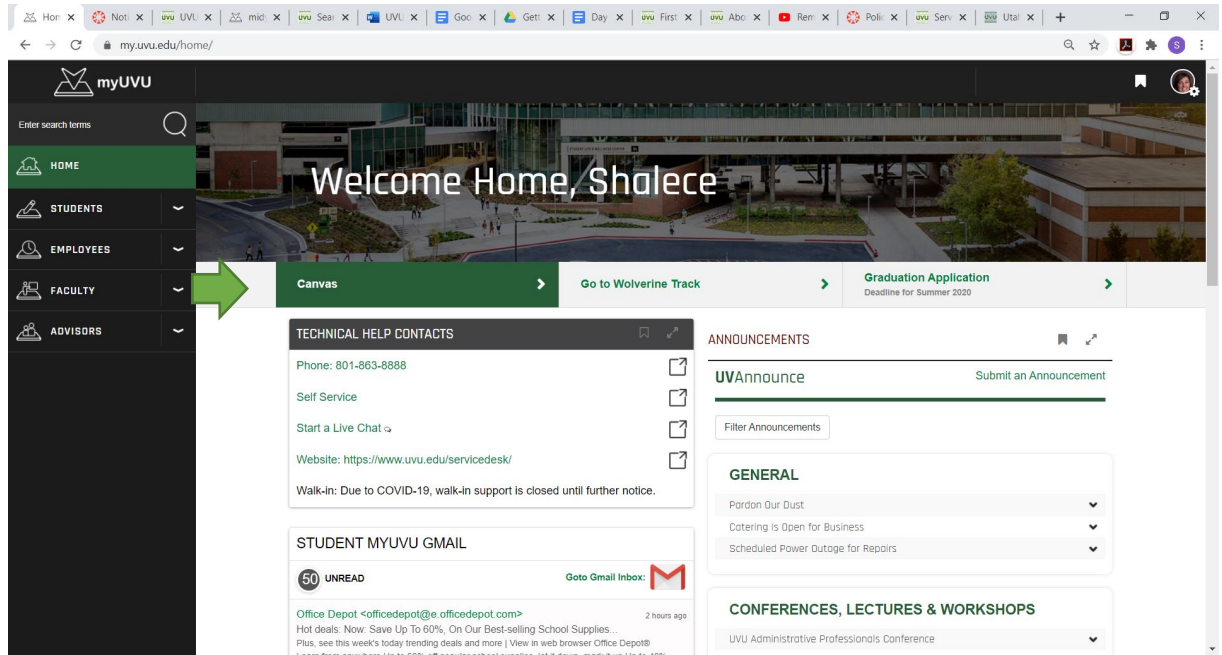
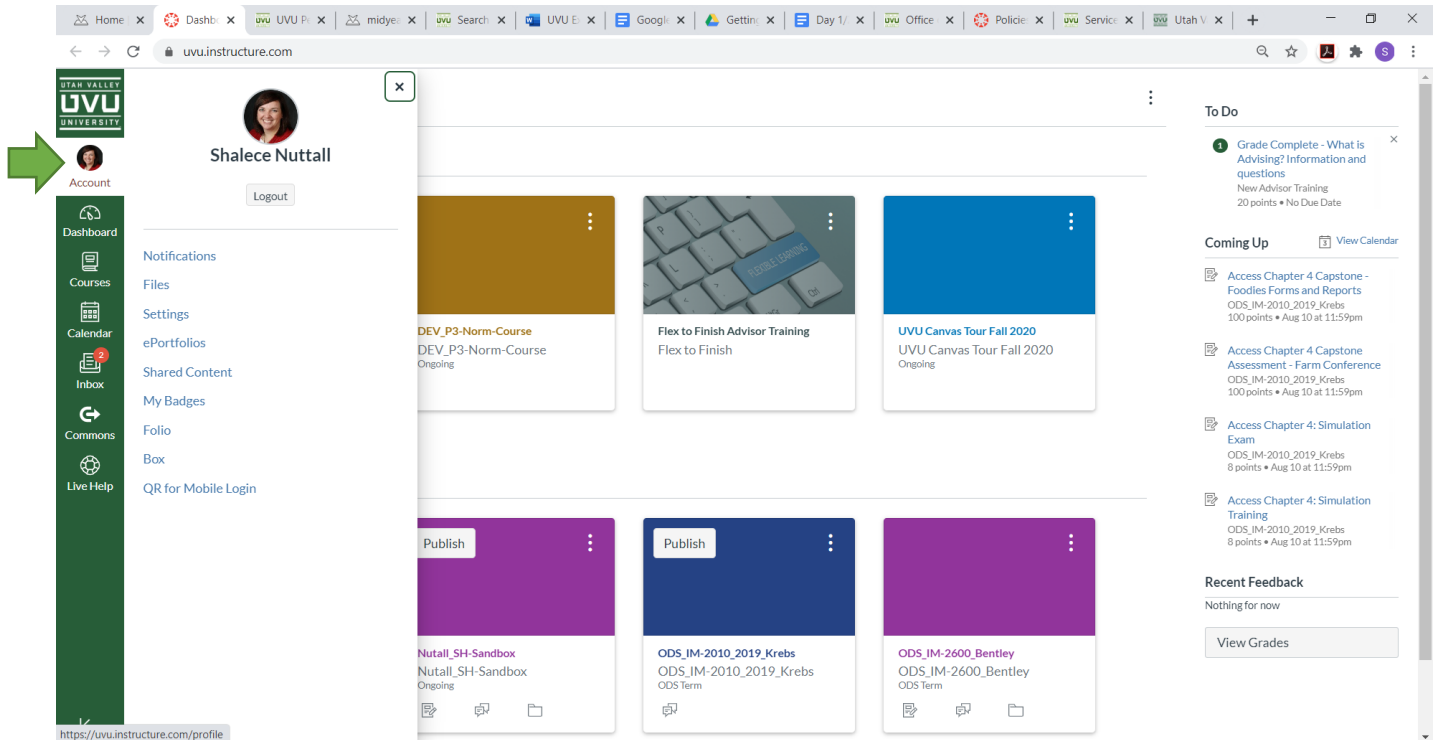


Updating Canvas Notification Settings

1. Login to Canvas through myUVU



2. Click on your "account"



- Go to settings to change your email
Select Email Address and enter your UVID@uvu.edu email

Shalece Nuttall's settings

Notifications

Files

Settings

ePortfolios

Shared Content

Folio

Box

QR for Mobile Login

Global Announcements

Shalece Nuttall's Settings

Full Name:* Shalece Nuttall
This name will be used for grading.

Display Name: Shalece Nuttall
People will see this name in discussions, messages and comments.

Sortable Name: Nuttall, Shalece
This name appears in sorted lists.

Pronouns: She/Her
This pronoun will appear after your name when enabled

Language: System Default (English (United States))

Time Zone: Mountain Time (US & Canada)

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](#).

Ways to Contact

Email Addresses

shalece.nuttall@uvu... ★

+ Email Address

Other Contacts **Type**

For All Devices push 📱

+ Contact Method

Edit Settings

Download Submissions

Download Course Content

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

uvu.instructure.com/profile/communication

Shalece Nuttall > Notification Preferences

Account

Dashboard

Courses

Calendar

Inbox

Commons

Live Help

Notification Preferences

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

	Email Address
Course Activities	shalece.nuttall@uvu.edu
Due Date	✓ 🔔 📧 ✕
Grading Policies	✓ 🔔 📧 ✕
Course Content	✓ 🔔 📧 ✕
Files	✓ 🔔 📧 ✕
Announcement	✓ 🔔 📧 ✕
Announcement Created By You	✓ 🔔 📧 ✕
Grading <input type="checkbox"/> 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.	✓ 🔔 📧 ✕
Invitation	✓ 🔔 📧 ✕
All Submissions	✓ 🔔 📧 ✕
Late Grading	✓ 🔔 📧 ✕
Submission Comment	✓ 🔔 📧 ✕
Blueprint Sync	✓ 🔔 📧 ✕
Discussions	
Discussion	✓ 🔔 📧 ✕

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.

The screenshot shows a web browser window with the URL `uvu.instructure.com/profile/communication`. The page title is "Shalece Nuttall > Notification Preferences". On the left is a dark green sidebar with navigation icons for Account, Dashboard, Settings, ePortfolios, Courses, My Badges, Folio, Box, QR for Mobile Login, Commons, and Live Help. The main content area is titled "Notification Preferences" and has four radio button options: "Notify me right away" (selected), "Send daily summary", "Send weekly summary", and "Do not send me anything". Below these options is a table of notification categories. A green oval highlights the right side of the table, which contains the email address "shalece.nuttall@uvu.edu" and three icons (checkmark, clock, and X) for each row.

	✓	🕒	✕
Course Activities			
Due Date	✓	🕒	✕
Grading Policies	✓	🕒	✕
Course Content	✓	🕒	✕
Files	✓	🕒	✕
Announcement	✓	🕒	✕
Announcement Created By You	✓	🕒	✕
Grading <input type="checkbox"/> 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.	✓	🕒	✕
Invitation	✓	🕒	✕
All Submissions	✓	🕒	✕
Late Grading	✓	🕒	✕
Submission Comment	✓	🕒	✕
Blueprint Sync	✓	🕒	✕
Discussions			
Discussion	✓	🕒	✕