Setting Up Your Canvas Account

1) You will be able to get to Canvas in two ways:

   Go to http://auburn.instructure.com/. You will see a screen that looks like the one below.
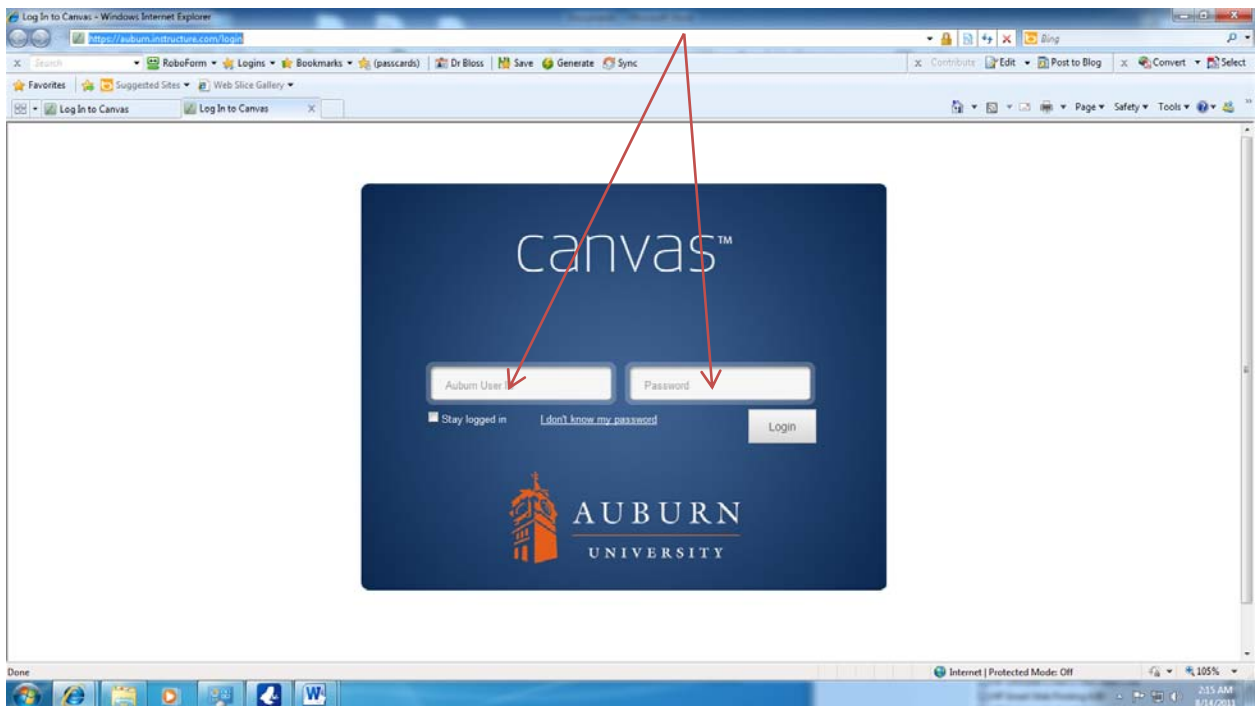

   These two arrows indicate where you should place your Auburn Username and password (the same one you use for Tigermail). Like your email log-in, capitalization and special characters will make a difference, so please type carefully.

Or, you will also be able to access Canvas by logging in to AU Access and using the icon, located next to the the icon for Blackboard, in the tool bar at the top of the screen. You will not need to log in if you use this single sign-on option.
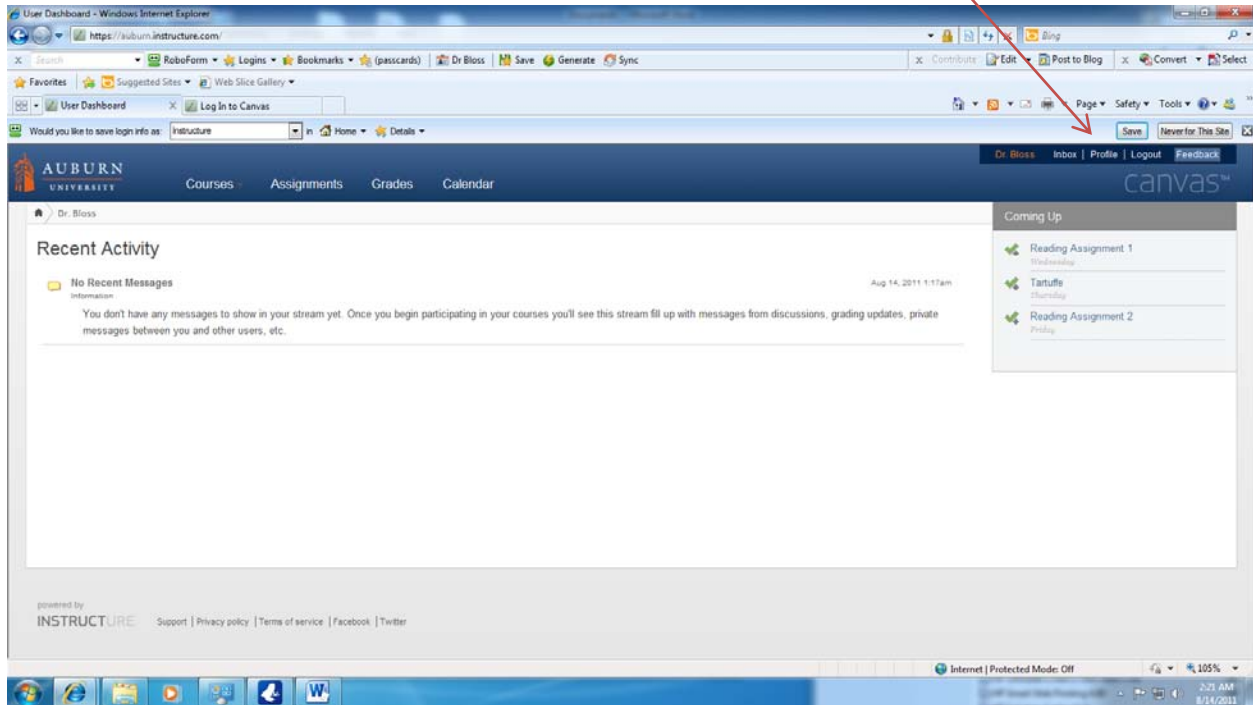
2) For the time, you should be concerned about the "Profiles" tab at the top right of the screen as indicated by the red arrow. Click on "Profile" and you will see a screen that looks very similar to the following.
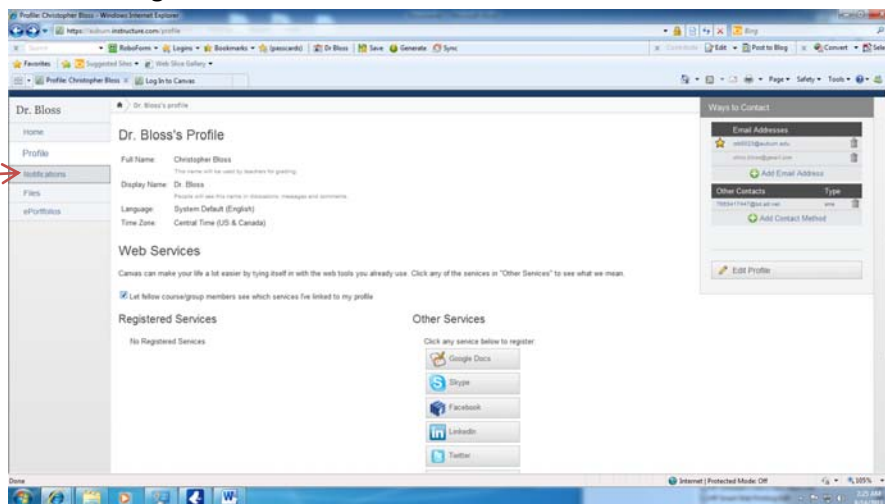

3) At this point, you are interested in how you will be notified when new announcements/messages are sent to the class.

4) Under "notification preferences," I strongly encourage you to use your Tigermail account.

5) You are certainly welcome to add another form of communication suitable to your needs. As I indicate in the above picture, clicking on the down arrow button allows one to also add "Text My Cell at." (*Note: Charges may accrue and must be paid by you or the owner of the cell phone if you decide to use SMS text messaging.*) Prior to using text messaging, you must also add Other contacts located on the upper right side of the screen.
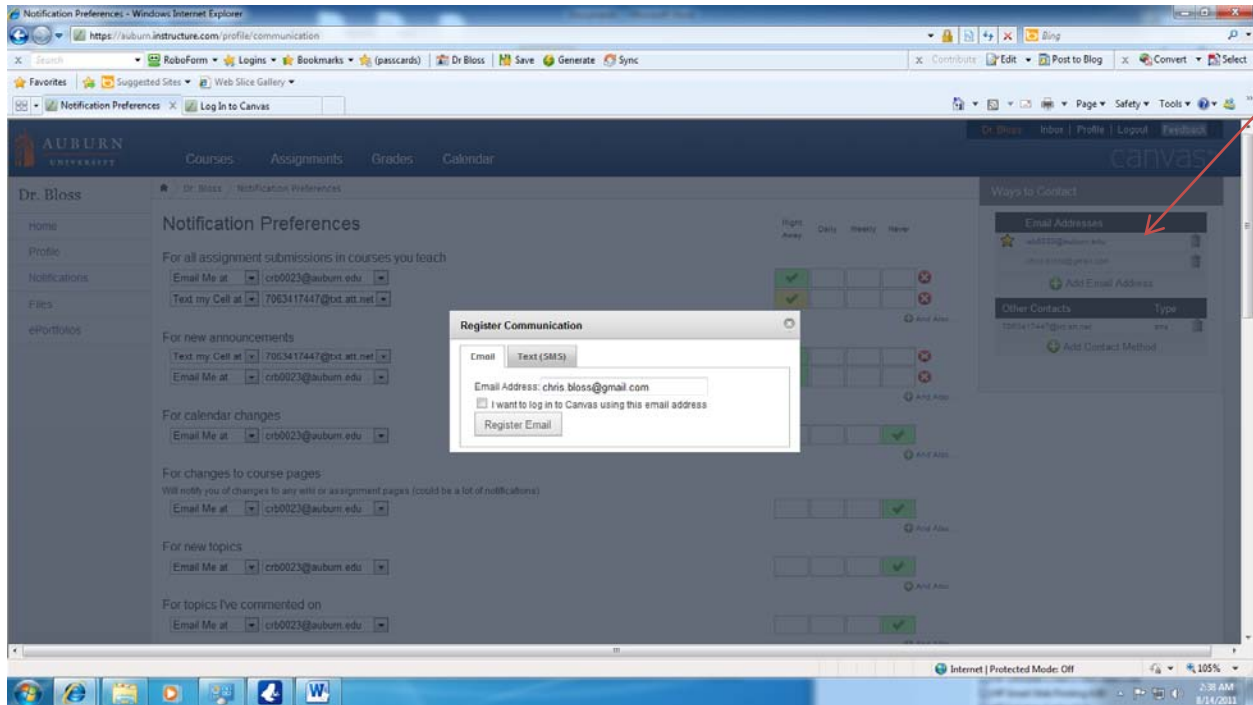
6) In this picture, I have added my personal email account. I have also previously listed my SMS text cell phone number. Be certain to click the "Register" button and go to the email address you submitted and confirm that this is the correct email address. New email accounts will display in the upper right of the screen.

7) At this point, it is highly recommended you at least select your Tigermail address for all notifications, though you may wish to add more than one notification method by clicking the green plus button and "Add also." It is also a good idea to identify the frequency you wish to be contacted with changes and/or updates. I always want to be notified "right away" so I have made selections which reflect this decision.

8) As always, if questions arise, please contact the professor or graduate assistant in your class. We need to resolve any issues immediately so we can ensure direct and timely communication for the class.