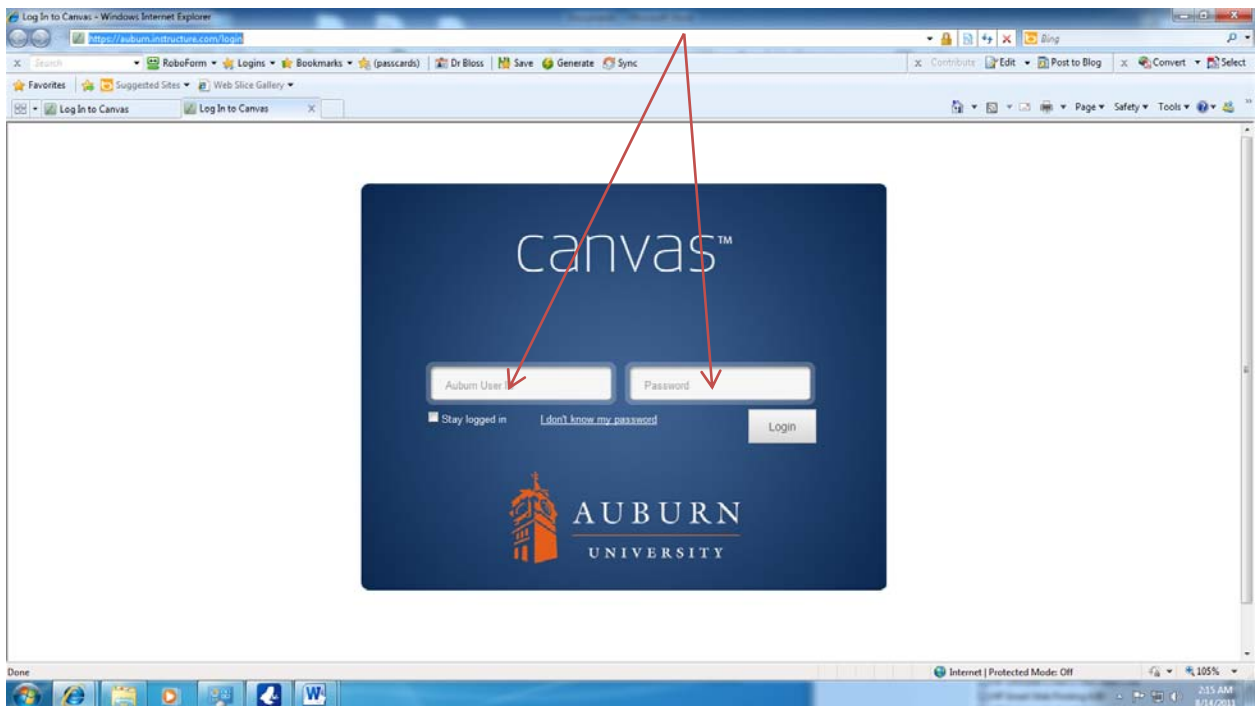


## Setting Up Your Canvas Account

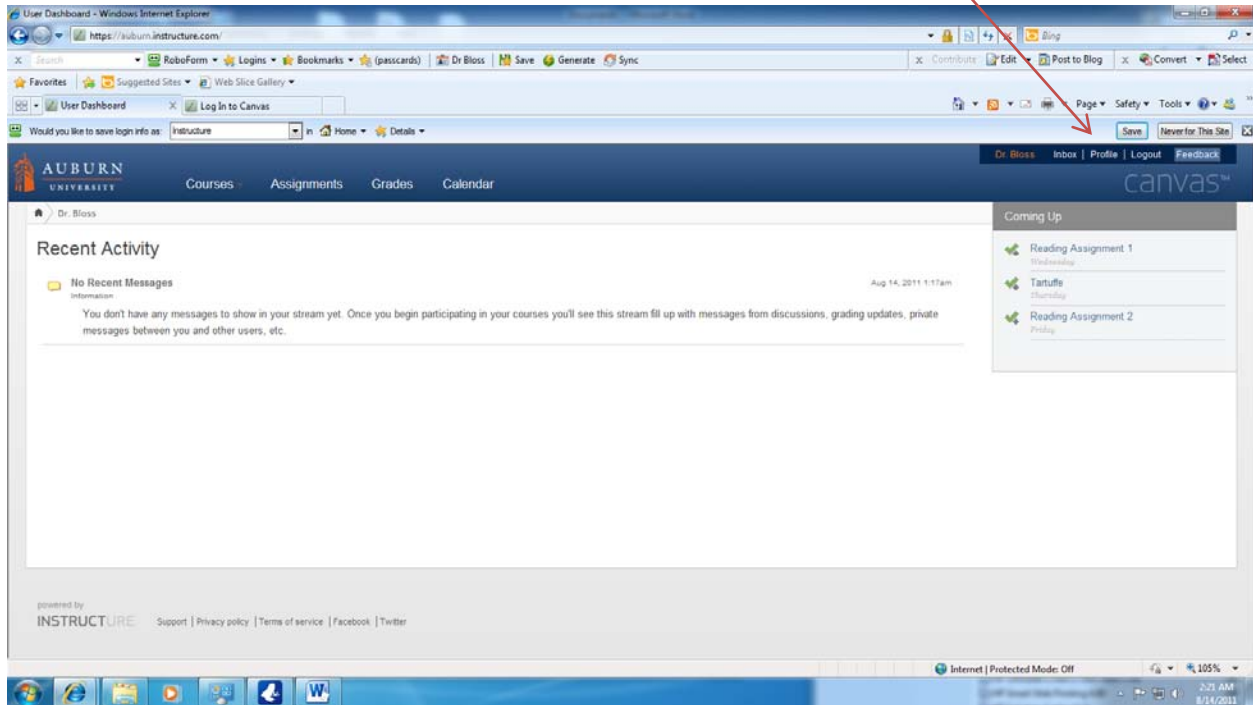
1) You will be able to get to Canvas in two ways:

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

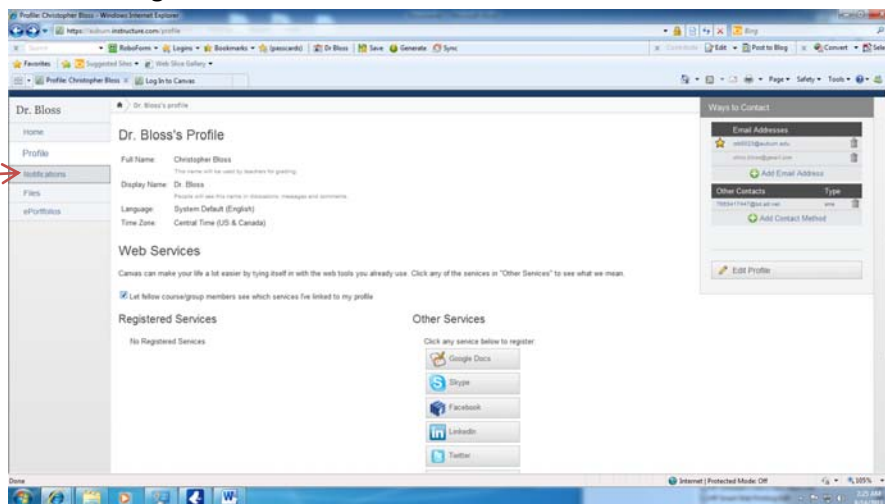


These two arrows indicate where you should place your Auburn Username and password (the same one you use for Tigermail). Like your email log-in, capitalization and special characters will make a difference, so please type carefully.

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.



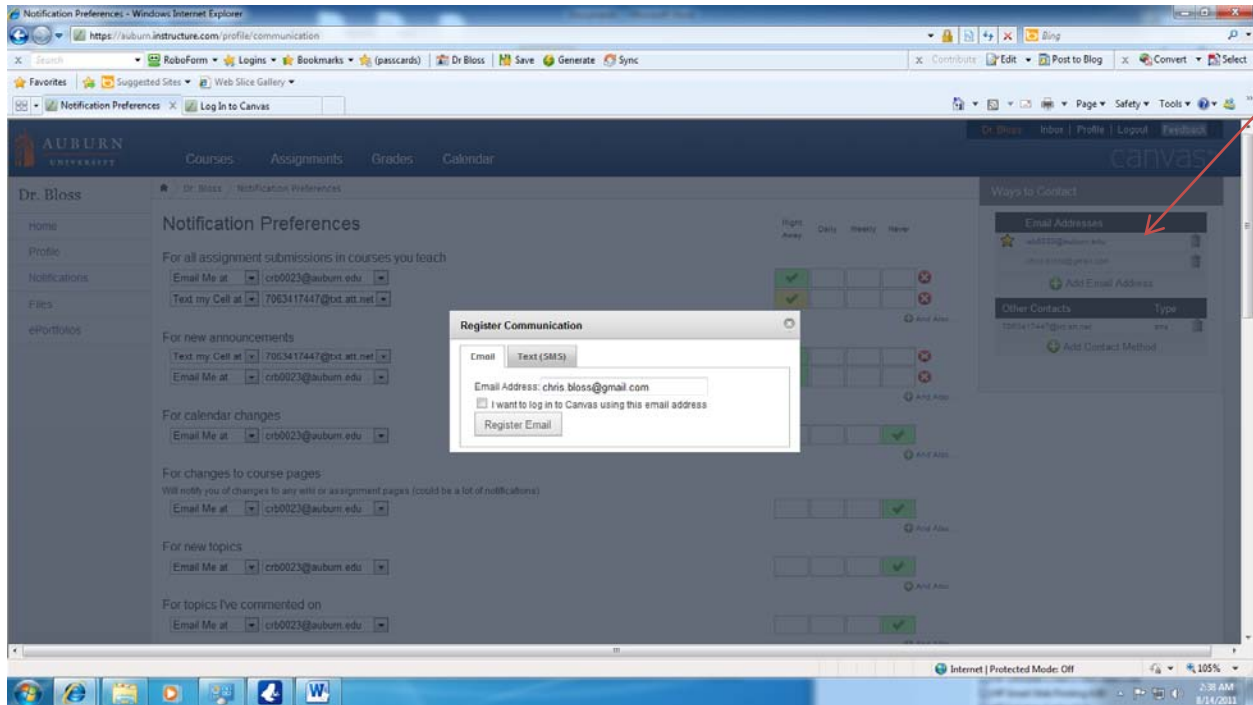
- 3) At this point, you are interested in how you will be notified when new announcements/messages are sent to the class.

The screenshot shows the 'Notification Preferences' page in a Windows Internet Explorer browser. The address bar shows the URL <https://aubum.instructure.com/profile/communication>. The page is divided into a left sidebar with navigation links (Home, Profile, Notifications, Files, ePortfolios) and a main content area. The main area is titled 'Notification Preferences' and lists several notification categories, each with a dropdown menu for the method and a grid for frequency (Right Away, Daily, Weekly, Never). The categories include: 'For all assignment submissions in courses you teach', 'For new announcements', 'For calendar changes', 'For changes to course pages', 'For new topics', 'For topics I've commented on', 'For due date changes', and 'For new files'. A sidebar on the right contains 'Email Addresses' and 'Other Contacts' sections, each with a list of addresses and a 'Type' column. The browser's taskbar at the bottom shows the date and time as 2:29 AM on 8/14/2011.

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

This screenshot is identical to the one above but includes two red arrows pointing to specific elements. One arrow points to the 'Email Me at' dropdown menu for the first notification category, 'For all assignment submissions in courses you teach'. The other arrow points to the 'Tigermail' contact listed in the 'Other Contacts' section of the sidebar. The browser's taskbar at the bottom shows the date and time as 2:32 AM on 8/14/2011.

- 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.

The screenshot shows the 'Notification Preferences' page for Dr. Bloss. The page is organized into several sections, each with a dropdown menu for the notification method and a frequency selector. A red arrow points to the 'Email Me at' dropdown for 'For all assignment submissions in courses you teach', which is currently set to 'crb0023@auburn.edu'. The frequency is set to 'Right Away'. Other notification methods include 'Text my Cell at' and 'Email Me at' for various categories. The right side of the page shows 'Ways to Contact' with 'Email Addresses' and 'Other Contacts' listed.

- 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.