It is **very important** that you keep up with your courses and know what assignments are due. Canvas has great features that will notify you when you receive grades, comments from your instructors, when an assignment is due, when a new assignment has been added, and much more. **YOU ARE RESPONSIBLE** for keeping up with your course. Please set up your notification preferences. **Follow the steps below**. It is **very important** that you keep up with your courses and know what assignments are due. Canvas has great features that will notify you when you receive grades, comments from your instructors, when an assignment is due, when a new assignment has been added, and much more. **YOU ARE RESPONSIBLE** for keeping up with your course. Please set up your

## Follow the steps below:

## **Setting Course Preferences:**

## Step 1-

notification preferences.

Open up your Notifications preference page. Select **Account** and click on "**Notifications**"

## Step 2-

Change the notifications under the source (email or cell number) you check most frequently.

For best practices, each notification should match the notifications table to the right. Please make adjustments as necessary. Simply click on the icon that is indicated for each field..

\*If you turn off all notifications, you may miss important notifications about Due Dates.





