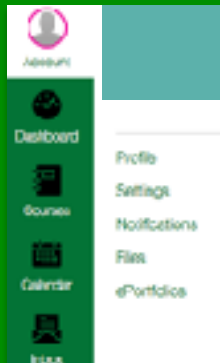


Changing Notification Preferences

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

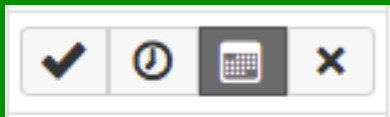
Click the **Notifications** link found in your account.

Set how you want to be notified for each type of alert.



You can set separate types of alerts for each email and/or phone number you have entered.

You can choose to be alerted [1] Immediately, [2] Daily, [3] Weekly, or [4] Receive No Notification.



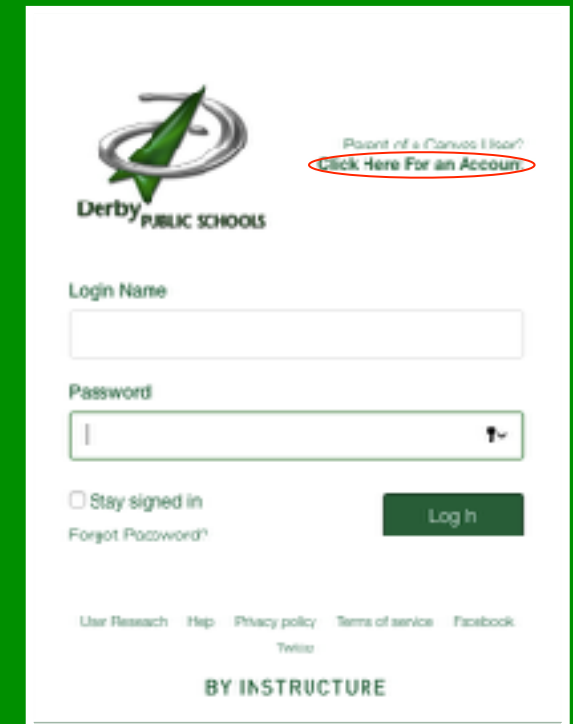
INBOX

- The Inbox icon in the account is a way that parents and students can communicate outside of the regular school email accounts.
- 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.
- Teachers are currently being instructed to use the regular email and not this messaging center. This feature will be



DERBY PUBLIC SCHOOLS
120 East Washington, Derby, KS 67037
email: derbycanvasadmin@usd260.com
website: www.derbyschools.instructure.com

CANVAS QUICK TIPS FOR PARENTS



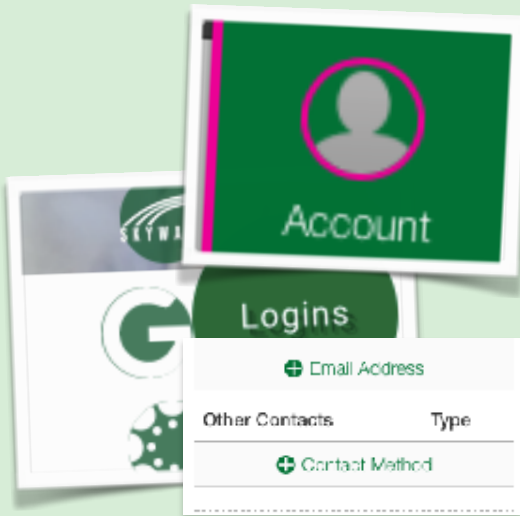
Canvas is a teacher-student-parent learning management system (LMS) used by Derby Public Schools' teachers to help present class material in an electronic, online format.

www.derbyschools.instructure.com



LOGGING IN & PERSONAL SETTINGS

These instructions detail how you can access your student's Canvas pages and keep up with what is going on in your student's classes.



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

Parents will log in using their student's school email username and password.

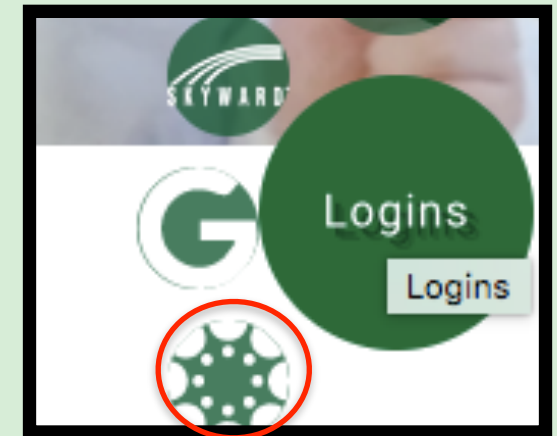
In Canvas, a user can receive notifications for several different events such as announcements. To be notified, the user must set up their contact methods. See the information to the right.



LOGGING INTO CANVAS:

Completed the following steps to log into your Canvas account:

- Open your internet browser.
- Got to Derby Public Schools website (www.derbyschools.com)
- Click on the link to *Canvas*, located on the *Login* section of the Derby Schools homepage.
- Enter your student's school email username and password.



PERSONAL SETTINGS:

- **Adding Notification Contact Methods:**
- Click the **Account** link found in the Upper Left of the Canvas interface. Then click on **Settings**.
- Click the [1] **Add Email Address** link to add your email accounts, and/or the [2] **Add Contact Method** to add a cell phone to receive text messages.
- To add an email address, [1] enter the address in the **Email Address** text box and then select the **Register Email** button.
- Follow the same instructions to add another contact method. You can have as many emails and phone numbers as you would like.

