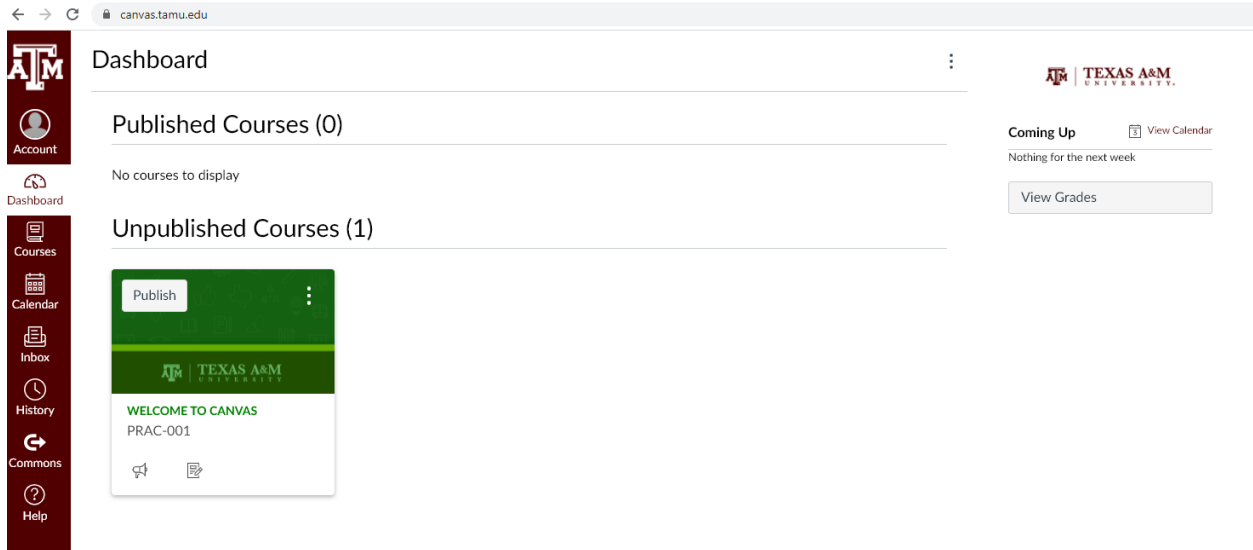


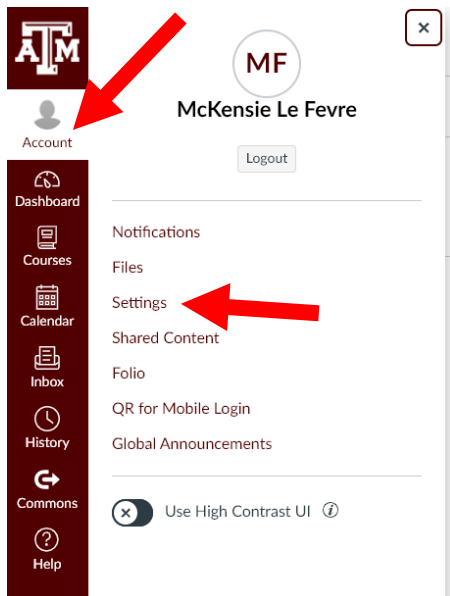
## Initial Settings to do in Canvas

Log in to Canvas at <https://canvas.tamu.edu/>

This will bring up the Canvas Dashboard with your courses:



First, click the “Account” button at the top left, this will bring a pop up menu where you click “Settings”:



1. This will bring up the Settings page, where you need to make sure the information is correct, especially your email address. You can integrate the Google Drive in this page, if you need assistance please refer to the instructions: [\*\*How to integrate your google drive in Canvas\*\*](#)

The other area you need to take a look at is the “Notifications” area at the top left menu of the Account button:

Here is the notification dashboard, where you can click the icons on the right hand side of the rows to modify how you want your settings to be. As noted, these can be overridden at the individual course level:

Notifications

Files

Settings



Shared Content

Folio

QR for Mobile Login

Global  
Announcements

## Account Notification Settings

 Account-level notifications apply to all courses. Notifications for individual courses can be changed within each course and will override these notifications. 

### Course Activities

Email  
mckensied@tamu.edu





Due Date



Grading Policies

Course Content

Files

-  Notify immediately
-  Daily summary
-  Weekly summary
-  Notifications off

Announcement



You are welcome to leave these as default, if desired, it is up to you and your preference.