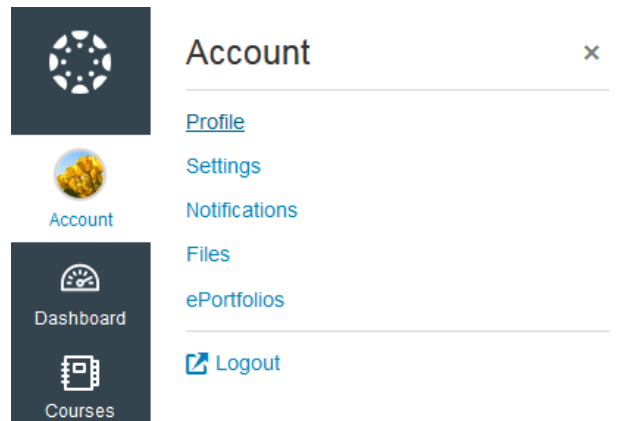# Canvas Tips for Students

Account Settings

Your account settings enable you to manage your Canvas preferences. The most popular items that will be covered here are:

- setting a profile picture.
- adding an alternate email address.
- adding a mobile number for text messages.
- setting notification preferences.

To access your account settings, click Account > Profile.

Account > Profile

To add or change a profile picture, click the icon to the left of your name. You can upload a picture from your computer or take a picture if you have a webcam connected.

Profile picture icon

Look to the right of the screen under Ways to Contact. Your Brookdale email address is already set up as your default contact method. You can add additional email addresses and mobile numbers. To do so, click Add Email Address.

Add Email Address

The Register Communications dialog opens to the Email Addresses tab. Enter your alternate email address in the field provided, then click Register Email. Canvas will send you a message to that address containing a link that you will have to click to verify your account.

Register email

To receive text messages from Canvas, click the Text (SMS) tab. Enter your cell number and pick your carrier, then click Register SMS. Again, Canvas will send a link or code to verify your account.

Register for Text (SMS)

In the left-hand navigation, click Notifications to select how often you'd like to receive notifications for different types of Canvas events.
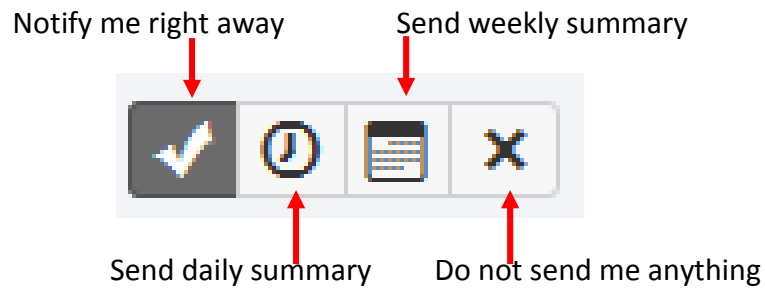

Notifications

Each row that appears contains an item or event where you can set notification preferences.

Notification Preferences

Course Activities	Email Address
Due Date	✔ ASAP
Grading Policies	🗓 Weekly
Course Content	⏱ Daily
Files	🗓 Weekly
Announcement	✔ ASAP
Announcement Created By You	
Grading ☐ Include scores when alerting about grade changes.	✔ ASAP
Invitation	✔ ASAP
All Submissions	🗓 Weekly
Late Grading	⏱ Daily

Notification preferences

Move your mouse over the grey cell to the right of each item to set your notification preference for that item. You can choose to receive notifications right away, in daily summaries, in weekly summaries, or never.

Notify me right away   Send weekly summary

Send daily summary   Do not send me anything

You'll probably want to be notified right away of announcements, grading, and conversations.