



Student Orientation to the Canvas



4. To log into Canvas, enter your **Marian University user ID** (your email address **without** the domain, e.g., astudent123) and the same password you use to access your Marian University email account (you may have just updated your password earlier in step 2).



Instructor Communication

6. MAP strongly recommends that you communicate with your instructor using the messaging tool within Canvas rather than your personal email address. Follow these steps to send a message within Canvas.
 - a.



Notification Preferences

7. Notification preferences such as email and text messaging are configured in your Canvas **Settings**. For email notifications, the **default** email address for your notifications is your Marian email account. You may add a Gmail or other email account and set it as the default, if you prefer. Follow these steps to access your notification settings:
 - a. Click on the **Account** icon in the left Global Navigation.
 - b. Click on **Settings**.

8.



9. Add Cell Number.



Notification Preferences

	Email Address	Push Notification
Due Date	<input checked="" type="checkbox"/> <input type="clock"/> <input type="calendar"/> <input type="remove"/>	<input checked="" type="checkbox"/> <input type="remove"/>
Trading Policies	<input checked="" type="checkbox"/> <input type="clock"/> <input type="calendar"/> <input type="remove"/>	<input checked="" type="checkbox"/> <input type="remove"/>
Course Content	<input checked="" type="checkbox"/> <input type="clock"/> <input type="calendar"/> <input type="remove"/>	<input checked="" type="checkbox"/> <input type="remove"/>

Each notification is set to a default preference. To change a notification for a contact method, locate the notification and click the icon for your preferred delivery type.

To receive a notification **right away**, click the **check mark** icon. *These notifications are delayed by one hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notifications in a short amount of time.*

To receive a **daily** notification, click the **clock** icon.

To receive a **weekly** notification, click the **calendar** icon. The date and time of your weekly notifications are posted at the bottom of the notifications page.

If you do not want to receive a notification, click the **remove (x)** icon.

Note: Each set notification preference will automatically apply to all of your courses. They cannot be set individually.

MAP recommends that you configure your notification preferences to receive notifications **right away** since class cancellations and other important information will be relayed this way.

11. If you have any questions, please call the helpdesk at 317.955.6444 or email us at helpdesk@marian.edu.