



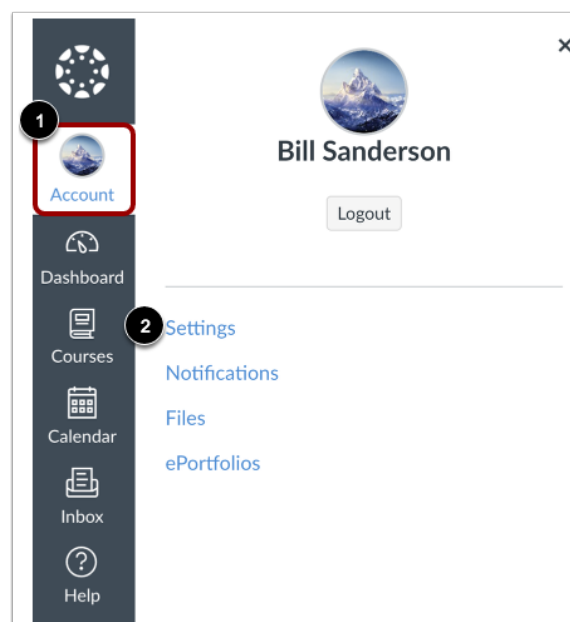
## Observer Account Settings

### Add Contact Methods

#### Computer/Desktop View:

##### Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].



##### Add Ways to Contact

In the Ways to Contact sidebar, your account displays the default email associated with your account, if any. However, if you want to add an additional email address, click the Add Email Address link [1].

If you have multiple Canvas accounts, you can view the Add icon [2], which allows you to merge the address with another Canvas account that uses the same email address.

If you want to add SMS text messages as a contact method, click the Add Contact Method link [3].



## View Communication Warnings

Canvas does not send notifications to communication channels that have bounced, which means the channel can no longer attempt to generate or send a notification. Bounces can occur from invalid addresses (caused by address typos, changed addresses, etc.) or blocked servers.

In User Settings, Canvas may display the following icons to indicate a contact method's status:

- Warning [1]: indicates a bounced contact method. To correct the error, you can remove then re-add the contact method to your profile.
- Check Mark [2]: notifies you of an unconfirmed email address.

To delete a contact method, click the Delete icon [3].

### Ways to Contact

#### Email Addresses

bill.sanderson.canva...	★	
canvasobserver.canv...		1
billsandobser.canvas...	2	
sandwilcanv.@gamil...	✓	

+ Email Address

#### Other Contacts

canvasobserver.canvas@gmail.com	sms	3
---------------------------------	-----	---

+ Contact Method

## Link to Web Services

The Web Services portion on your settings page is divided into two columns. Services you have already registered, such as through the Ways to Contact section of your settings, or through course Collaborations and assignments, appear in the left column under the Registered Services heading [1]. Other services that are available for registration appear in the right column under the Other Services heading [2].

Learn how to add [web services](#) in Canvas.

### 1 Registered Services

Google Drive  
view your profile bill.sanderson.canvas@gmail.com

### 2 Other Services

Click any service below to register:

Skype

LinkedIn

Twitter

## View Approved Integrations

When you allow third-party integrations to access your account, the Approved Integrations section will appear and display

### Approved Integrations:

These are the third-party applications you have authorized to access the Canvas site on your behalf:

App	Purpose	Dates	
Inst-FS (Production)		Expires: never Last Used: --	<a href="#">details</a>



the authorized integrations. Each integration will show you the name of the app, the purpose (if one is noted), the date the app was last used, the date the app expires, and a link to view further details.

## Set Notifications & Alerts

Canvas includes a set of default notification preferences you can receive for the courses you are observing. Notifications are sent to Canvas contact methods as specified in your account User Settings. However, you can change the default settings by setting your own notification preferences. These preferences only apply to you; they are not used to control how course updates are sent to the student you are observing.

**Some notifications may not apply to the observer role.** To learn more about each notification, default settings, and notification triggers, view the [Canvas Notifications PDF](#).

Notifications are sent as one of four delivery types: notify me right away, daily summary, weekly summary, or don't send. If you change a setting, the change is made immediately to your account.

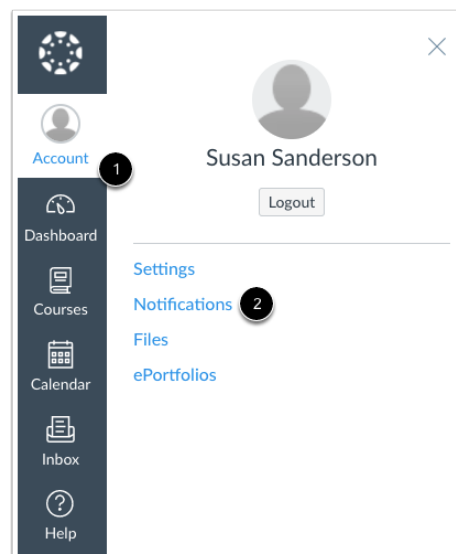
Notification settings apply to all courses you are observing; you cannot change settings for individual courses.

You can reply directly to email notifications outside of Canvas and have the reply appear in Conversations. However, please be aware that attachments added as part of an external reply are not included with the message shown in the Canvas Inbox.

## Computer/Desktop View:

### Open Notifications

In Global Navigation, click the Account link [1], then click the Notifications link [2].





## Set Notification Preferences

You can select to view an observed student's name in a notification. Select the Show name of observed students in notifications checkbox [1]. Currently only grade update notifications include observed student names.

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 [1]. These notifications may be delayed by up to 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 [2].

To receive a weekly notification, click the calendar icon [3]. 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 icon [4].

**Notes:** Each set notification preference will automatically apply to all of your courses. They cannot be set individually. Twitter and SMS notification preferences do not support daily summary or weekly summary options.

Unregistered contact methods will appear in notification preferences but will not receive notifications until you confirm the registration.



### Notification Preferences

☒ Notify me right away   ☐ Send daily summary   ☐ Send weekly summary   ☒ Do not send me anything

1 ☐ Show name of observed students in notifications.

Course Activities	Email Address bill.sanderson.canvas@gmail.com	Email Address canvasobserver.canvas@gmail.com
Due Date	2 <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Grading Policies	3 <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Course Content	<input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Files	<input checked="" type="checkbox"/> <input type="checkbox"/> 5 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Announcement	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Announcement Created By You	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Grading	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>

## View Notification Details

To view details for a notification, hover over the notification name.

### Notification Preferences

☒ Notify me right away   ☐ Send daily summary   ☐ Send weekly summary   ☒ Do not send me anything

1 ☐ Show name of observed students in notifications.

Course Activities
Due Date
Grading Policies
Course Content
Files
Announcement

Course Content

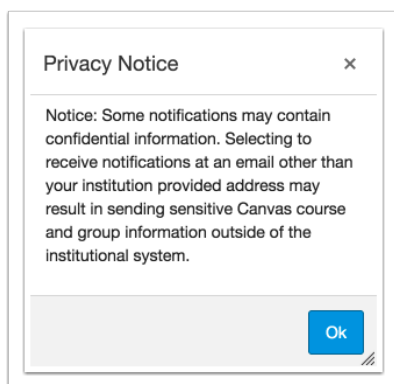
Change to course content:

- Page content
- Quiz content
- Assignment content



## View Privacy Notice

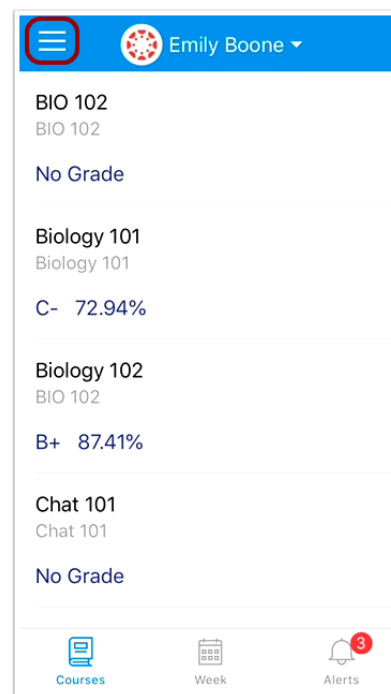
If you've set a notification preference for an email address that is outside your institution, you may see a privacy warning. You can close the warning by clicking the **OK** button. Once the warning has been displayed, it will not display again.



## Phone/Tablet View:

### Open User Menu

Tap the Menu icon.





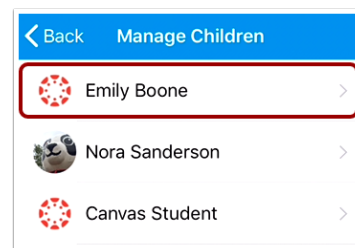
## Manage Students

To manage student, tap the Manage Children link.



## Open Student

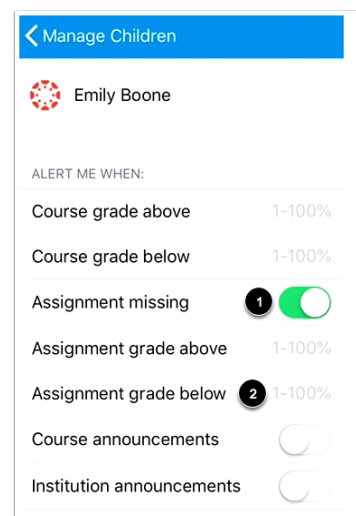
To manage a student, tap a student's name.



## Set Alerts

To enable a toggle alert [1], tap the toggle so it shifts to the right.

You can also be notified of alerts when an assignment is above or below a certain percentage. To enter the percentage, tap the numbers next to the assignment criteria [2].





---

## Enter Percentage Alerts

To enter a percentage alert, tap the numbers on the keypad [1]. To delete a digit, tap the Delete icon [2].

To save the alert, tap the Done link [3].

If necessary, you can disable the alert at a later time by re-opening the alert and clearing the percentage.

---

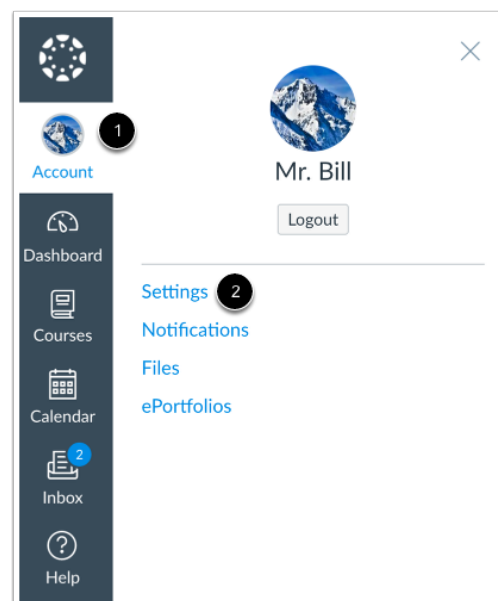
## Set Language Preference

---

### Computer/Desktop View:

#### Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].







## Edit Settings

Click the Edit Settings button.

### Ways to Contact

---

#### Email Addresses

---

bill.sanderson.canvas... ★

canvasobserver@gmail...

+ Email Address

---

Other Contacts	Type
8885555555@txt.att.net	sms

+ Contact Method

---

Edit Settings

Download Submissions

Download Course Content

## Select Language

In the Language drop-down menu, choose your preferred language.

Language:

System Default (English (US))

This will override any browser or account settings.

## Update Settings

Click the Update Settings button.

Cancel

Update Settings

## View Preferred Language

View Canvas in your preferred language.



## Profil użytkownika Mr. Bill

Powiadomienia

Pliki

**Ustawienia**

ePortfolio

My Badges

Required Trainings  
Management

Obserwowanie



### Ustawienia użytkownika Mr. Bill

Pełna nazwa: **Bill Sanderson**  
Instruktor będzie używał tej nazwy do oceniania.

Wyświetlana nazwa: **Mr. Bill**  
Użytkownicy będą widzieć tę nazwę w dyskusjach, wiadomościach i komentarzach.

Nazwa na liście: **Sanderson, Bill**  
Ta nazwa pojawia się na posortowanych listach.

Domyślny adres e-mail: **bill.sanderson.canvas@gmail.com**

Język: **Polski**

Strefa czasowa: **Czas górski (USA i Kanada)**

### Usługi sieci WWW

System Canvas można dla większej wygody połączyć z już używanymi narzędziami internetowymi. Kliknij dowolną pozycję pod nagłówkiem "Inne usługi", aby sprawdzić, co to oznacza.

#### Sposoby kontaktu

##### Adresy e-mail

bill.sanderson.canvas... ★

canvasobserver@gmail... 🗑

[+ Adres e-mail](#)

##### Inne kontakty

##### Typ

888555555@txt.att.net

sms 🗑

[+ Metoda kontaktu](#)

Edytuj Ustawienia

Pobierz przesłane zadania

Pobierz zawartość kursu