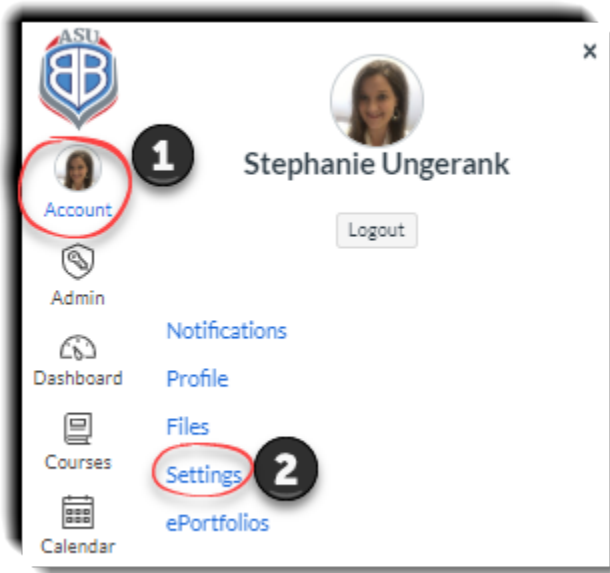


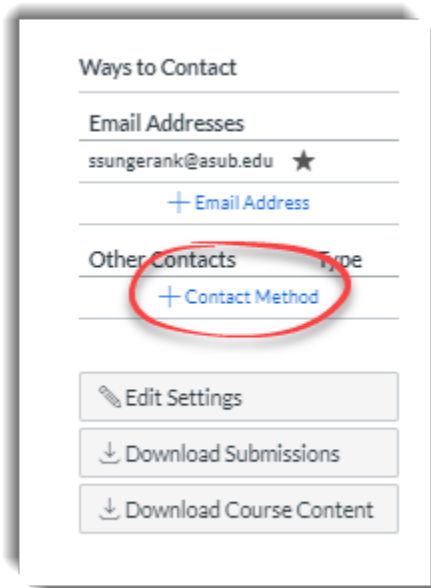
# Add Text Notifications in Canvas

Students can add their cell phone number to Canvas and receive selected Canvas notifications via text message.

1. Open **Canvas**
2. Click **"Account"** at the top of the page
  - a) Click **"Settings"**

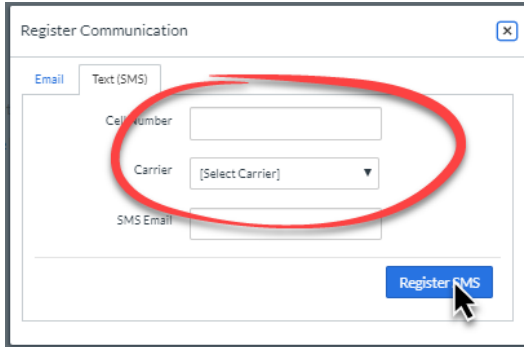


3. Select **"Contact Method"**



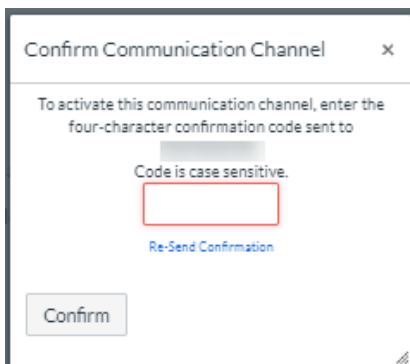
# Add Text Notifications in Canvas

4. Enter your cell phone number and carrier. The SMS Email field will automatically populate.
  - a) Click **“Register SMS”**



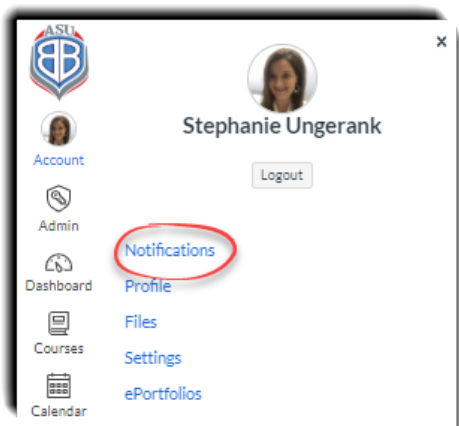
The screenshot shows a dialog box titled "Register Communication" with a close button (X) in the top right corner. There are two tabs: "Email" and "Text (SMS)". The "Text (SMS)" tab is active. Below the tabs, there are three input fields: "Cell Number", "Carrier" (a dropdown menu with "[Select Carrier]" selected), and "SMS Email". A red oval highlights the "Cell Number" and "Carrier" fields. At the bottom right, there is a blue button labeled "Register SMS" with a mouse cursor hovering over it.

5. Enter the code that is texted to you
  - a) Click **“Confirm”**



The screenshot shows a dialog box titled "Confirm Communication Channel" with a close button (X) in the top right corner. The text inside reads: "To activate this communication channel, enter the four-character confirmation code sent to [redacted]". Below this, it says "Code is case sensitive." and there is a red rectangular input field for the code. Underneath the input field is a blue link that says "Re-Send Confirmation". At the bottom left, there is a grey button labeled "Confirm".

6. Click **Notifications** at the top of the page



# Add Text Notifications in Canvas

7. The notification is set to default preference. Review each notification and click the **checkmark** for your preferred notification to be received as a text.

**Note:** Once you set your cell phone notifications, they will automatically apply to all courses. To view details for each notification, hover over the notification name.

### Important:

- Conversations means Canvas emails
- Announcements are the announcements your instructors post in Canvas

The screenshot shows the 'Notification Preferences' page in Canvas. The page is titled 'Notification Preferences' and has a sidebar on the left with links for 'Notifications', 'Profile', 'Files', 'Settings', and 'ePortfolios'. The main content area shows a list of notification categories and their status. The categories are: Course Activities, Discussions, Conversations, Scheduling, Groups, Conferences, and Alerts. Each category has a list of specific notifications, and each notification has a 'Cell Number' column with a checkmark and an 'x' icon. The 'x' icon indicates that the notification is set to be received as a text message. The 'checkmark' icon indicates that the notification is set to be received as an email. The 'x' icon is present for all notifications in the 'Cell Number' column.

| Notification Category | Notification Name            | Cell Number |
|-----------------------|------------------------------|-------------|
| Course Activities     | Due Date                     | ✓ x         |
|                       | Grading Policies             | ✓ x         |
|                       | Course Content               | ✓ x         |
|                       | Files                        | ✓ x         |
|                       | Announcement                 | ✓ x         |
|                       | Announcement Created By You  | ✓ x         |
|                       | Grading                      | ✓ x         |
|                       | Invitation                   | ✓ x         |
|                       | All Submissions              | ✓ x         |
|                       | Late Grading                 | ✓ x         |
|                       | Submission Comment           | ✓ x         |
|                       | Blueprint Sync               | ✓ x         |
|                       | Discussions                  | Discussion  |
| Discussion Post       |                              | ✓ x         |
| Conversations         | Added To Conversation        | ✓ x         |
|                       | Conversation Message         | ✓ x         |
|                       | Conversations Created By Me  | ✓ x         |
| Scheduling            | Student Appointment Signups  | ✓ x         |
|                       | Appointment Signups          | ✓ x         |
|                       | Appointment Cancellations    | ✓ x         |
|                       | Appointment Availability     | ✓ x         |
|                       | Calendar                     | ✓ x         |
| Groups                | Membership Update            | ✓ x         |
| Conferences           | Recording Ready              | ✓ x         |
| Alerts                | Administrative Notifications | ✓ x         |
|                       | Content Link Error           | ✓ x         |
|                       | Global Announcements         | ✓ x         |

Your weekly notifications will be sent Saturday between 9pm and 11pm.

