

Niswonger Online / AP Access for ALL Guardian Information

Add your email address to your student's Canvas account

1. Ask your student to log in to their online account.
2. Once you reach the Canvas Dashboard, choose Account from the left menu.



3. From the Account menu, choose Settings.

Notifications

Files

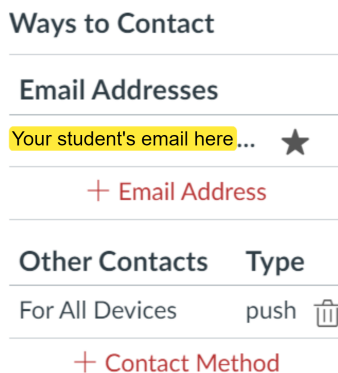
Settings

ePortfolios

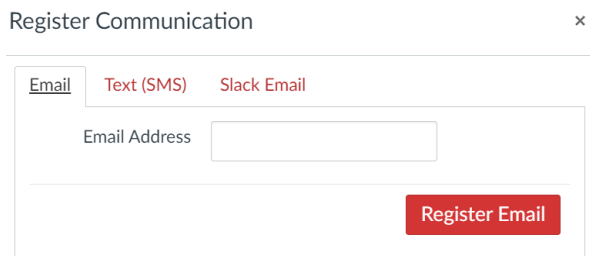
QR for Mobile Login

Global Announcements

4. From the Settings page, look for “Ways to Contact” on the right side. You will see your student’s email address listed first under “Email Addresses”. Click “+ Email Address”

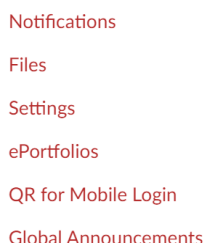


5. When the pop-up box appears, enter your email address. Then click Register Email.



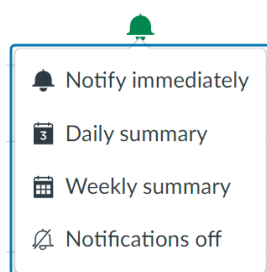
The image shows a 'Register Communication' pop-up window. At the top, there are three tabs: 'Email' (selected), 'Text (SMS)', and 'Slack Email'. Below the tabs is a text input field labeled 'Email Address'. At the bottom right of the window is a red button labeled 'Register Email'.

6. Once the email address has been registered, go back to the Account menu and choose Notifications.



A vertical list of menu items in red text: 'Notifications', 'Files', 'Settings', 'ePortfolios', 'QR for Mobile Login', and 'Global Announcements'.

7. From the Notifications Settings page, you can choose from a number of different options. You may want to consider allowing alerts related to Announcements, Grading, Submission Comments, and Conversation Messages. You can also choose when to receive these alerts: immediately, a daily summary, or weekly summary. Please encourage your student to also enable these notifications to their email address.



The image shows a 'Notifications' settings menu. It has a green bell icon at the top. Below the icon are four options: 'Notify immediately' (with a bell icon), 'Daily summary' (with a calendar icon showing '3'), 'Weekly summary' (with a calendar icon), and 'Notifications off' (with a crossed-out bell icon).

Questions or concerns? Please contact us!

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