

## Monday Morning Tech Tips Archive

### Tech Tip #1: Receive Email Notifications of Canvas Course Activities

By default, notifications of most course activities will be sent to your United email inbox, including when a professor sends an announcement or submits an assignment grade, or if anyone posts to a discussion you're subscribed to. You can adjust what notifications are sent to you and how often on the Canvas Notifications page. The [Canvas Student Guide](#) includes tutorials on how to [adjust your Canvas notification settings](#) as well as how to [send notifications to another email address](#). *If notifications that you have selected on your Canvas Notifications page do not begin appearing in your email inbox, Please contact Matt Stollenwerk at [mstollenwerk@unitedseminary.edu](mailto:mstollenwerk@unitedseminary.edu).*

### Tech Tip #2: View Your Old Canvas Courses

All of the Canvas content of United courses you completed in past terms are accessible to you for as long as you have a United Canvas account. To see all of your old courses, just open Canvas, select the **Courses** (book) menu on the left side of the page, then select **All Courses** from the menu that appears. Your completed courses appear at the bottom of the list that appears, under the **Past Enrollments** heading. You won't be able to make any further submissions to these courses, but you can view any of the content. *If you have any questions about or issues with Canvas, please contact Matt Stollenwerk at [mstollenwerk@unitedseminary.edu](mailto:mstollenwerk@unitedseminary.edu).*

### Tech Tip #3: Online Student Orientation Course

If you're a new student this fall, please don't forget to complete the [Online Student Orientation](#) course in Canvas that was assigned to you when you were first enrolled. The course contains a lot of great information that is not provided elsewhere during the matriculation process that will help with your success at United.

### Tech Tip #4: Use headphones when Zooming into class

Although our high-end classroom microphones are optimally placed and calibrated to pick up sound from anywhere in each classroom, these mics will never be able to perfectly pick up softer voices in the classroom, especially when everyone is required to wear a mask.

Student experience confirms that the use of headphones by Zoomers significantly increases their ability to comprehend voices in the classroom. In fact, our list of student

technology requirements includes a USB headset for Zooming into classes. We strongly recommend that all students Zooming into a class use a quality USB over-the-ear headset in order to best pick up sound in the classroom and remove any distracting environmental sounds. Noise canceling in-the-ear earbuds are also sufficient. Be sure to join the class in a quiet space with as little distracting sound as possible.

If, with headphones, you are still unable to understand what someone is saying in class, please ask them to repeat themselves or to speak up. All class participants will appreciate it!

### **Tech Tip #5: Canvas LMS Skills Training for Students**

If you haven't already, be sure to take some time to review the [Canvas LMS Student Basic Training](#) document. It contains tutorial videos and activities that cover the most common Canvas skills that you will use in your courses at United. Topics include customizing your user account, participating in discussions, submitting assignments, and viewing your professors' assignment grades and feedback. If you're looking for how to do something more advanced, the [Canvas Student Guide](#) has tutorials for most every task. And, of course, if you can't find what you're looking for in Canvas, you can always contact Matt Stollenwerk for help!

### **Tech Tip #6: View Assignment Grades and Feedback in Canvas**

Most professors enter grade scores for your completed assignments into Canvas, allowing you to not only view the scores and feedback for individual graded assignments, but your current overall weighted score to date. The following Canvas Student Guide tutorial shows you how to view assignment grades and comments: [How do I view my grades in a current course?](#)

Some professors add feedback as annotations directly to a copy of your submitted assignment documents. If this is the case for you, the following Student Guide tutorial shows you how to view those annotated comments: [How do I view annotation feedback comments from my instructor?](#)

In addition to viewing assignment grades and feedback, the [Canvas Student Guide](#) is a great resource for learning how to do many other common Canvas tasks as well. As always, if you have any Canvas issues or questions, please contact Matt Stollenwerk.

### **Tech Tip #7: Check Your United Email from Your Computer or Phone**

Many communications from United, some of which may be important and time-sensitive, are sent only by email. Here's [Google's tutorial for adding a Google account to your computer and mobile devices](#) so that you can stay up-to-date on your United emails.

If you're already signed into a personal Gmail account on your computer or device, you can add your United Google account so that you can quickly switch between accounts to check for new messages. Here's Google's tutorial on how to set up a second account on a computer or device.

*Please contact Matt Stollenwerk at [mstollenwerk@unitedseminary.edu](mailto:mstollenwerk@unitedseminary.edu) if you have any questions about setting up or accessing United emails.*