1. CHANGE YOUR TIME ZONE

A. Login to Canvas

 Open the web browser program on your computer (such as Google Chrome or Microsoft Edge) and type this web address into the address bar: <u>https://canvas.instructure.com</u>. The login screen will come up.

	N V A S Dr teacher		Canvas Account? :k Here. It's Free! Browse courses	
Email				
John.Smith@	Youragency.ny.g	ζον		
Password				
✓ Stay signed in Forgot Passw			Log In	
f	10	G	in	
	1	۶		

2. Type in your Canvas Username and Password. Your username is usually your email address. Forgot your password? See section D below.

Note: It's best to check the Stay Signed in box so that the system remembers you.

3. Next, click the **Log In** button.

B. Access the Account Menu

1. Click on the Account link in the menu on the left-hand side of the screen.



2. Click on Settings from the new screen that opens.



3. Click **Edit Settings** on the right side of the screen.



4. Select Eastern Time (US & Canada) from the Time Zone drop-down menu.



5. Click **Update Settings** to save your changes.

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← → C		Alaska (-09:00/-08:00)									
🔛 Apps 🤇) Canvas 🔥 Asana 🔘 Serv	ice Portal - Serv 🛛 😤	Pacific Time (US & Canada) (-08:00/-07:00)	OneDrive	& Partnership	🕤 Intranet	🥥 WebEx	🔊 Style Guide	Format Guide	SLMS	🐐 NYS ITS P
475			Arizona (-07:00)								
Jessica Rossman's settings		n's settings	Mountain Time (US & Canada) (-07:00/-06:00)								
FREE FOR TEACHER	CANVAS WIELE PORT REACHER		Central Time (US & Canada) (-06:00/-05:00)								
۱	Notifications	(À).	Eastern Time (US & Canada) (-05:00/-04:00)	<u> </u>							
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6	Files	5									
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Courses	ePortfolios	Display Name:	Midway Island (-11:00)	mments.							
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Help		Time Zone:	Eastern Time (US & Canada) (· 🖌								
		□ I want to receive information, news and tips from Instructure									
	Password: Change Password										
	Cancel Update Setting 5										

2. CHANGE YOUR PROFILE IMAGE

A. The Profile

Note: The Global Navigation menu is on the left side of the screen on the Canvas website.

1. Click on **Account** on the Global Navigation Menu.



2. Click on **Profile** from the new screen that opens.



3. Click Edit Profile on the right side of the screen.



4. Click the **Profile Circle** to change your profile picture.

670 Canvas	Jessica Rossman's Profile		
Account Dashboard Courses	Notifications Profile Files Settings ePortfolios	Name: Jessica Rossman Pronouns: Noce Title:	Cancel Editing
Calendar Inbox Commons O Help	Shared Content QR for Mobile Login Global Announcements	Contact No registered services, you can add some on the settings page. Biography	
⊬		Links URL Add another link Cancel Save Profile	

- 5. Select Upload a Picture.
- 6. Click on **Choose a picture**. A new window will open. Browse to the location on your computer and choose the image you would like to upload. Click **Open** to choose the image.
- 7. Click **Save** to close the window and save the image choice.
- 8. Click **Save Profile** to save all changes to your profile.

n's Profile		
	Name: Jessica Rossman Pronouns: None Title: Select Profile Picture 5 Upload a Picture Take a Picture From Gravatar	×
	Contact No registered services, you Biography	
	Links 6 choose a picture	•
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