**MANAGE YOUR NOTIFICATIONS**

You can change the notification preferences to change the email notifications you receive.

1. Open your notification preferences
   a. Choose account in the main menu
   b. Choose notifications

2. Set your preferences
   a. Click on the icon that has your preference
     - Notify me right away
     - Send daily summary
     - Send weekly summary
     - Do not send me anything

   Tip: hover over the name of the activity to get more information.

   b. Changes are automatically saved

**Note:** the settings are for all your courses. You can change the settings at any time.

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**CANVAS APP**

Thanks to the Canvas Student App you can access Canvas on your smartphone. The app is available for Android and iOS.

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**HELP!**

**Courses**

Don't see your courses after 48 hours? Check if the registration in Student SelfService was successful. If registration went well you can contact the helpdesk via vub.service-now.com or 02 629 37 37.

**Study material**

Can't find a document? Is your assignment not available yet? Contact your teacher for all questions concerning the study material.

**Manuals and instruction videos**

You can use the help button in Canvas to access manuals and instruction videos about Canvas.

**Technical issues**

Problems with your log-in, error messages or some other technical problem? Contact the helpdesk via vub.service-now.com or 02 629 37 37.
WHAT IS CANVAS?
Canvas is the online learning platform of the VUB. On this platform teaching staff publishes messages and study material. You can also communicate with fellow students and teachers via Canvas.

**Note:** you have to register for your courses in the administration tool, Student SelfService. After registration your courses will automatically appear in Canvas. This can take up to 48 hours.

HOW TO LOG IN?
Go to canvas.vub.be and log in using your VUB email address (firstname.lastname@vub.be) and password.

NAVIGATION
In Canvas you find separate course spaces for each of your courses and community spaces for general faculty or university information.

LANGUAGE SETTINGS
Canvas is automatically set to Dutch, but you can change the language settings.
1. Choose account in the main menu
2. Choose instellingen
3. Click on instellingen bewerken
4. Open the drop-down menu taal
5. Choose your language

NOT ALL COURSES REGISTERED YET?
You can have a look at the study material of all the VUB-courses via the Public course index.
1. Open courses in the main menu
2. Choose all courses
3. Choose browse more courses

EPORTFOLIO
Your teacher can ask to make a portfolio to publish your (internship) reports and other files. To make such a portfolio in Canvas:
1. Choose account in the main menu
2. Choose ePortfolios
3. Click on instellingen bewerken

**Tip:** use the wizard to build your portfolio.