**Canvas Scavenger Hunt**

Before you can start doing all of the assignments, you’ll need to familiarize yourself with Canvas and the course layout.

1. **(5 Points)** Step 1 is as easy as it gets. Show that you can download a file from Canvas by downloading this word document! Now enter all of the answers for the following steps on this document.
2. **(5 Points)** Nobody seems to check their VCCS e-mail. The good news is that you can set your preferred communication method in Canvas. If you want to have notifications go to your personal e-mail or as a text message, you can do that. You can even respond from text message and it will go to your professor’s e-mail (no phone number information is shared, so don’t panic that your professor will be texting you for a ride!).
   1. Click on the Account button at the top left, select Settings, and add your actual preferred contact information in “Ways to Contact.” (For text, you’ll add your phone number in “Other Contacts.”)
   2. \*\*\*\*Note that if you are the rare person who does check their VCCS e-mail account regularly, you can keep that as you’re preferred form of communication. Whatever method you select, you are responsible for all information sent through Canvas.
3. **(5 Points)** Since you’re in the Account Section, click on Notifications and change the following settings:
   1. Set Announcements, Grading, Submission Comment to “Notify me right away.”
   2. Set Due Date, Grading Policy, and Discussion Post to “Daily.”
      1. Take a screen shot showing that you have made these changes and attach it right here:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Graphical user interface, text, application, email

Description automatically generated**

1. **(5 Points)** Now show me that you’ve completed step 2 by sending me a message using the Canvas inbox.
   1. Click on the “Inbox” button on the left and send me a message. When I respond, it will go through the Canvas inbox to whatever preferred communication.
   2. Take a screen shot of the response and attach it here:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **(5 Points)** Navigate to the module section and find the following information:
   1. How many points is the grade scale for this class based on? 1000 points
   2. Where should you submit your general class questions? Ask the professor discussion board.
   3. When is the reading quiz for Unit 3 due? July 4th
   4. How many possible essay prompts are on the midterm study guide? 2
      1. How many of these prompts will you have to choose from when you write the essay portion? 1
   5. What is your instructor’s favorite hockey team? Ducks
3. **(5 Points)** Now that you’ve completed the Canvas Scavenger Hunt, save this document and upload it using the submission link on this page. Title your file “<First Initial, Last Name> Scavenger Hunt” (i.e. JSampson Scavenger Hunt), and save it as a .doc, .docx, or .pdf file.