

# Canvas Updates

- *Using Google Chrome Find option to help update Canvas Pages* – Faculty will need to open each Canvas Page in the Pages directory and replace Thomas Nelson with Virginia Peninsula. Faculty can use Google Chrome’s Find option to search for Thomas Nelson in Pages that have a lot of content. This process is useful only to native Canvas Pages. Other uploaded file types such as .doc, .docx, .pdf, and etc will have to be updated in an appropriate software editor.

How to use Google Chrome’s Find option to help update Canvas Pages:

1. Enter any of your courses
  2. Click Pages
  3. Click a page (ie Course Entry)
  4. Click Edit
  5. Click on the vertical three dots in the browser (ideally, Chrome), and select Find
  6. In the text field, enter **Thomas**
- *Canvas Notifications* - The @VPCC.EDU email address will be the preferred email address SIS for faculty. This will update Canvas as being the default email address where Canvas will send notifications and Canvas Inbox messages. Yet, faculty will need to input their previous @TNCC.EDU email address in order to reply via Outlook/Webmail to any previous semester Canvas messages.

How to input an additional email account for Canvas Notifications:

- a. Click **Account** on the left
- b. Click **Settings**
- c. Click **+Email Address** on the right
- d. Input your previous @tncc.edu email address, then click **Register Email**

Once committed, the window below should appear. If not, click on the new email listing in order to open the window to re-send the confirmation notification.

