# Managing notifications in Canvas (for instructors)

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Customize your global Canvas notification settings or course level notification preferences.

#### **Before You Start**

You need the following:

- An active PennKey account (or authorized email address)
- Enrollment in a current course site

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#### Canvas Global Notification Preferences & Recommendations

- Canvas allows you to control how you are notified, when, and the frequency of notifications. You can update these settings at:
  - Penn Canvas > Account > Notifications (steps for use in a web browser) or
  - Canvas Teacher app top left menu > Settings (steps for iOS or steps for Android)
- Each channel of communication (for instance, email and push notifications on mobile devices) can be set independently:
  - To add or manage emails where your notifications are sent, go to Account > Settings and use the Ways to Contact. Text messaging (SMS) notifications for announcements may also be enabled there.
  - If your Canvas notifications aren't set up appropriately before opting out of the Conversations Inbox, you may miss some messages.
  - Push notifications must first be enabled in your Canvas Teacher app; once enabled, further settings can be done either via web browser or in the app.
  - For best results with learning tools included in Canvas, ensure your default (starred) email in Canvas is the same as your primary email address in Penn Directory.
  - Frequency options are notify immediately, daily summary, weekly summary, or notifications off. These options pertain to all current courses.
  - Grades are not communicated via notifications (though availability of grades is).
- We recommend that you set announcement, grading, invitation, files, submission comments, and appointment availability to **notify immediately.**

Wharton	Jimmer Test287	7 > Notification Settings				
Account	Notifications     Notification Settings       Profile        i         Account-level notifications apply to all courses. Notifications for individual courses can be changed within each course and will override these         ii         notifications.					
Courses	Settings ePortfolios i Daily notifications will be delivered around 6pm. Weekly notifications will be delivered Saturday between 8pm and 10pm.					
오요 Groups	NameCoach Account Profile QR for Mobile Login	Settings for Account				
	Global Announcements	Course Activities jim	<b>Email</b> jimmertest287@			
History		Due Date	Notify immediately			
? Help		Grading Policies	Daily summary			
		Course Content	Weekly summary			
		Files				
		Announcement Created By You	- 21			

## **Course Level Notification Preferences**

You can set notification preferences by individual course, too:

- To do this, open a specific course and click the View Course Notifications button on the course home page.
- To override the global notification settings, set them on this page.
- To disable notification for a course, deselect the **Enable Notifications for [course name]** under Course Notification Settings.

	WH-IS Wharton	SA-SB01-2020 > Course Notification Settings		Search		
🖼 View Course Stream	Account Home	Course Notification Settings				
3 View Course Calendar	Dashboard Modules	NTS Enable Notifications for Wharton Incoming Student Sum You are currently receiving notifications for this course. To	Enable Notifications for Whatton Incoming Student Summer Advising - Sandbox You are currently receiving notifications for this course. To disable course notifications, use the toggle above.			
⇔ View Course Notifications	Search	Course Activities	Email webcafemm@wharton.upenn.edu	Push		
Do	Groups	Due Date	<b>a</b>	ø		
thing for now	Calendar	Grading Policies	8	ø		
cent Feedback	Inbox	Course Content	8	ø		
thing for now	Help	Files				
		Announcement				
		Announcement Created By You				
		Grading		ø		
		Invitation				
		All Submissions	Ø	ø		
		Late Grading	<b>B</b>	ø		
		Submission Comment	Î	Ø		
		Blueprint Sync	8	ø		
		Discussions				
		Discussion		ø		
		Discussion Post		Ø		

#### **Conversations Inbox Opt-out**

Disable the Conversation's Inbox unread messages badge and send all conversation messages and notifications via email, ASAP.

### Questions?

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