

# Managing notifications in Canvas

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

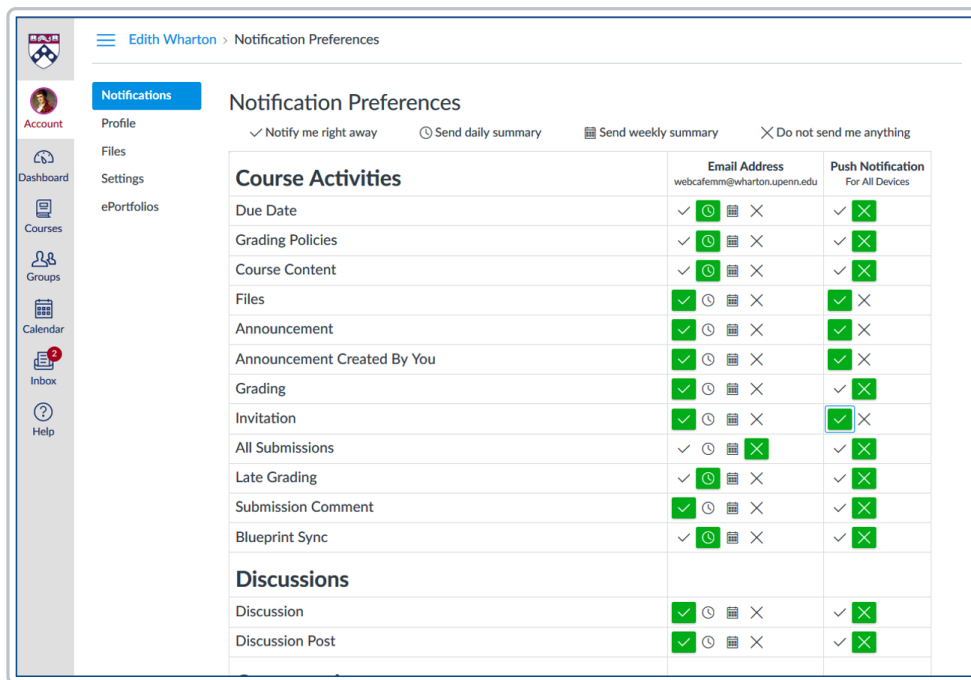
## Before You Start

You need the following:

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

## Canvas Global Notification Preferences & Recommendations

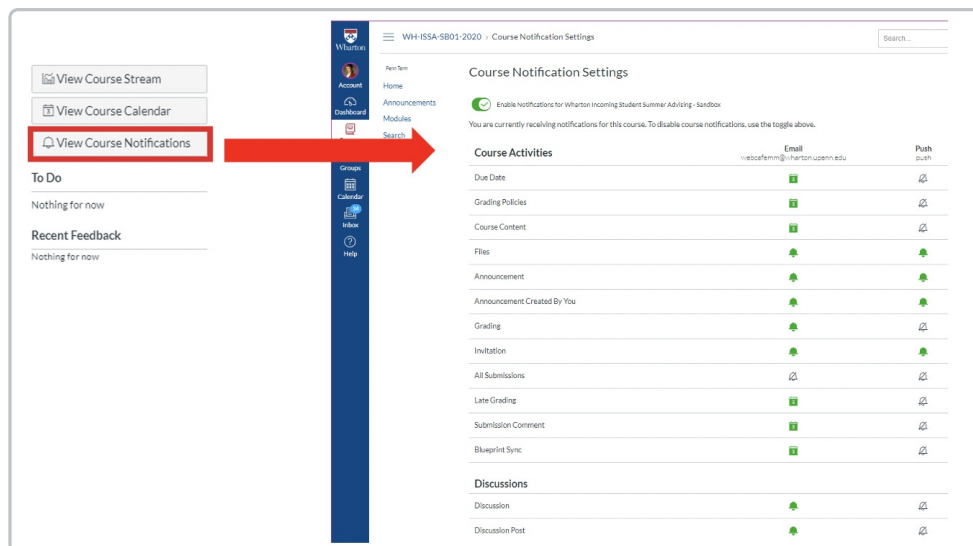
- Canvas allows you to control how you are notified, when, and the frequency of notifications. You can update these settings at:
  - [Penn Canvas](#) > **Account** > **Notifications** ([steps for use in a web browser](#)) or
  - Canvas Student app top left menu > **Settings** ([steps for iOS](#) or [steps 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.
  - Push notifications must first be enabled in your Canvas Student 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 ASAP, daily summary, weekly summary, or never. 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 “right away.”**



## 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.



## Questions?

Contact: [courseware@wharton.upenn.edu](mailto:courseware@wharton.upenn.edu)