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Managing notifications in Canvas (for instructors)

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

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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:
  - Web Browser: Penn Canvas > **Account > Notifications**
  - **iOS or Android :** Canvas Teacher app top left menu > **Settings**
- 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.**

○ Hover over the channel to learn more.

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.

Conversations Inbox Opt-out

We recommend you disable the Conversation's Inbox unread messages badge and send all conversation messages and notifications via email.

Questions?

Contact: courseware@wharton.upenn.edu