-->

# Managing notifications in Canvas (for instructors)

Last Modified on 05/05/2025 10:26 am EDT

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 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.**

- 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

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

# Questions?

Contact: courseware@wharton.upenn.edu