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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.

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:
 - **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**.

Wharton Jimmer Test287 > Notification Settings

Notifications

Profile
Files
Settings
ePortfolios
NameCoach Account Profile
QR for Mobile Login
Global Announcements

Notification Settings

Account-level notifications apply to all courses. Notifications for individual courses can be changed within each course and will override these notifications.

Daily notifications will be delivered around 6pm. Weekly notifications will be delivered Saturday between 8pm and 10pm.

Settings for: Account

Course Activities

Email: jimmertest287@

Course Activity	Email	Push
Due Date	Notify immediately	
Grading Policies	Daily summary	
Course Content	Weekly summary	
Files	Notifications off	
Announcement		
Announcement Created By You		

- Hover over the channel to learn more.

Alerts

Administrative Notifications

Content Link Error

Instructor and Admin only:

- Course enrollment
- Report generated
- Content export
- Migration report
- New account user
- New student group

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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.

Wharton WH-ISSA-SB01-2020 > Course Notification Settings

View Course Stream
View Course Calendar
View Course Notifications

Course Notification Settings

Enable Notifications for Wharton Incoming Student Summer Advising - Sandbox

You are currently receiving notifications for this course. To disable course notifications, use the toggle above.

Course Activities

Course Activity	Email	Push
Due Date		
Grading Policies		
Course Content		
Files		
Announcement		
Announcement Created By You		
Grading		
Invitation		
All Submissions		
Late Grading		
Submission Comment		
Blueprint Sync		
Discussions		
Discussion		
Discussion Post		

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Conversations Inbox Opt-out

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

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Contact: courseware@wharton.upenn.edu
