

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**.

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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: jimbertest287@

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

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.

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WH-ISSA-SB01-2020 > Course Notification Settings

Search...

View Course Stream

View Course Calendar

View Course Notifications

To Do

Nothing for now

Recent Feedback

Nothing for now

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	Enable	
Grading Policies	Enable	
Course Content	Enable	
Files	Enable	Enable
Announcement	Enable	Enable
Announcement Created By You	Enable	Enable
Grading	Enable	
Invitation	Enable	Enable
All Submissions		
Late Grading	Enable	
Submission Comment	Enable	
Blueprint Sync	Enable	
Discussions		
Discussion	Enable	
Discussion Post	Enable	

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
