

## How do I set my Notification Preferences?

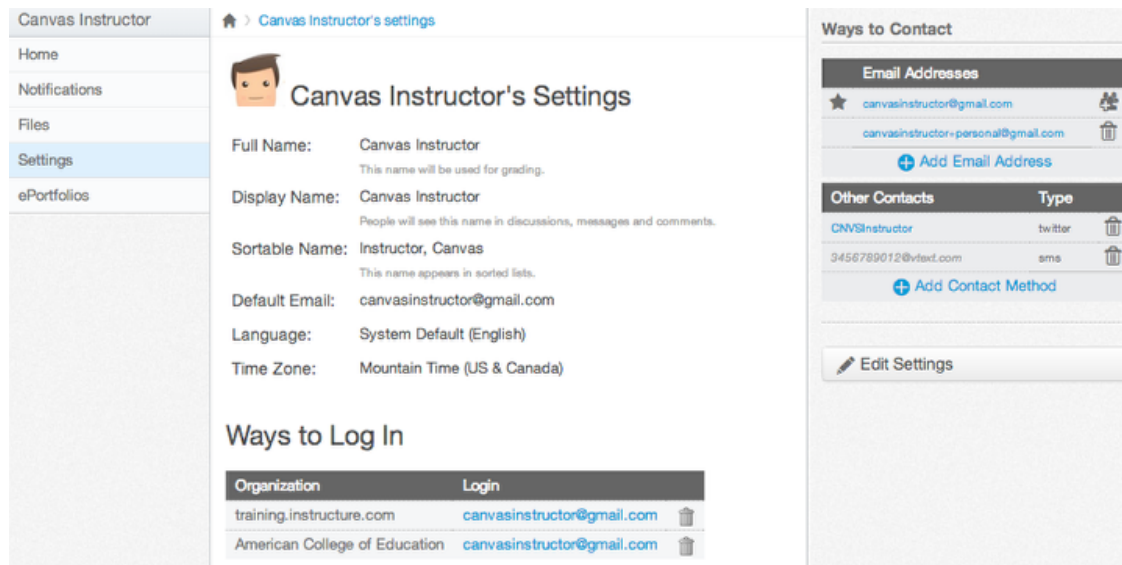
You can set each notification to your preference and it will apply to all of your courses.

### Open Personal Settings



Click the **Settings** link.

### View Settings



The screenshot shows the 'Canvas Instructor's Settings' page. On the left is a navigation menu with 'Settings' highlighted. The main content area is titled 'Canvas Instructor's Settings' and includes the following fields:

- Full Name:** Canvas Instructor (Note: This name will be used for grading.)
- Display Name:** Canvas Instructor (Note: People will see this name in discussions, messages and comments.)
- Sortable Name:** Instructor, Canvas (Note: This name appears in sorted lists.)
- Default Email:** canvasinstructor@gmail.com
- Language:** System Default (English)
- Time Zone:** Mountain Time (US & Canada)

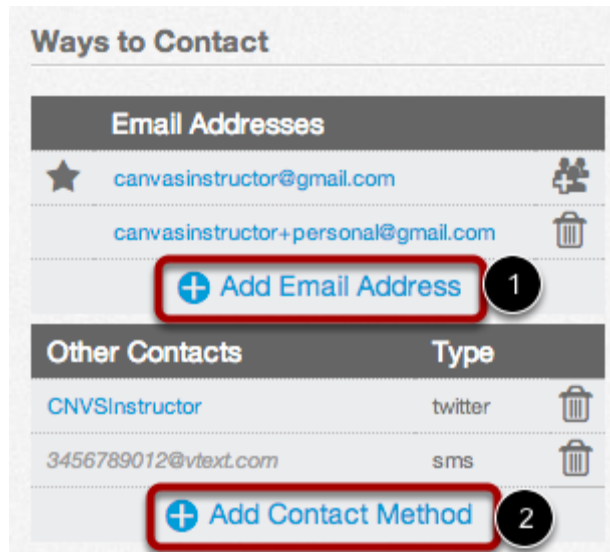
Below these fields is a 'Ways to Log In' section with a table:

Organization	Login
training.instructure.com	canvasinstructor@gmail.com
American College of Education	canvasinstructor@gmail.com

On the right side of the page is a 'Ways to Contact' section with 'Email Addresses' and 'Other Contacts' lists, each with an 'Add' button and an 'Edit Settings' button at the bottom.

After clicking the Settings link, you will be able to edit your personal settings.

## Add Ways to Contact



Before you can set your Notification Preferences, you will need to set the ways you want to be notified. Click the **Add Email Address** link to add additional emails to be contacted by [1]. Click the **Add Contact Method** link to add an SMS contact [2].

## Link to Other Services

### Registered Services



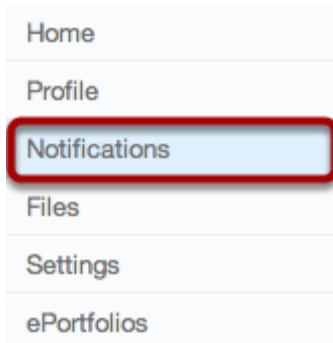
### Other Services

Click any service below to register:



If you want to be contacted through Facebook or Twitter, you will need to link to those services. Register the external service by clicking the **[ServiceName]** button [1].

## Open Notifications



Click the **Notifications** link.

## View Notification Preferences

### Notification Preferences

	Email Address	Email Address
<b>Course Activities</b>	canvasinstructor@gmail.com	canvasinstructor-personal@gmail.com
Due Date	📅 Weekly	1
Grading Policies	✔ ASAP	
Course Content	✔ ASAP	
Files		
Announcement	🕒 Daily	
Grading		
<input checked="" type="checkbox"/> Include scores when alerting about grade changes.		
Invitation	✔ ASAP	
All Submissions		
Late Grading	🕒 Daily	
Submission Comment		
<input type="checkbox"/> Mark new submission comments as read.	✔ ASAP	
<b>Discussions</b>		2
Discussion Entry	✔ ASAP	
Discussion	✔ ASAP	
<b>Communications</b>		3
Added To Conversation	✔ ASAP	
Conversation Message	✔ ASAP	
<b>Scheduling</b>		4
Student Appointment Signups		
Appointment Signups	✔ ASAP	
Appointment Cancellations	✔ ASAP	
Appointment Availability	✔ ASAP	
Calendar		
<b>Groups</b>		5
Membership Update	✔ ASAP	
<b>Alerts</b>		6
Alert	🕒 Daily	
Administrative Notifications	✔ ASAP	

*Your weekly notifications will be sent Friday between 11pm and 1am.*

You will need to go through and set how you want to be notified for each type of alert. The notifications are divided up into six categories:








1. Course Activities
2. Discussions
3. Communications
4. Scheduling
5. Groups
6. Alerts

## View Weekly Notification Time

*Your weekly notifications will be sent Friday between 11pm and 1am.*

Here is an example of what the weekly notifications note will look like at the bottom of the page. It will give you a day and time when they will be sent. This varies between users.

## Set Notification Preferences




Course Activities	Email Address	Email Address
Due Date	canvasinstructor@gmail.com	canvasinstructor-personal@gmail.com
Grading Policies	   	
Course Content	 ASAP	
Files	 ASAP	
Announcement	 Daily	
Grading		
<input checked="" type="checkbox"/> Include scores when alerting about grade changes.		

When you hover over a cell, four icons appear.

1. By selecting the **Checkmark** icon, you will be immediately notified of any change for the activity.
2. By selecting the **Clock** icon, you will be notified daily of any change for the activity.
3. By selecting the **Calendar** icon, you will be notified weekly of any change for the activity.
4. By selecting the **X** icon, you will remove the notification preference and will not be notified of any change for the activity.

**Note:** Each set notification preference will apply to all of your courses.

## View Set Notification Preferences

Course Activities	Email Address	Email Address
	canvasinstructor@gmail.com	canvasinstructor-personal@gmail.com
Due Date	 Weekly	
Grading Policies	✓ ASAP	
Course Content	✓ ASAP	
Files <span style="border: 2px solid red; border-radius: 50%; padding: 2px 5px;">1</span>		
Announcement	 Daily	
Grading <input checked="" type="checkbox"/> Include scores when alerting about grade changes.		
Invitation	✓ ASAP	
All Submissions		
Late Grading	 Daily	
Submission Comment <input type="checkbox"/> Mark new submission comments as read. <span style="border: 2px solid red; border-radius: 50%; padding: 2px 5px;">2</span>	✓ ASAP	

View the newly set notification preferences.

The default notification settings are:

1. Due dates: Emailed weekly
2. Grading policy changes: Emailed weekly
3. Course Content: Emailed never
4. Files: Emailed never
5. Announcements: Emailed right away
6. Grading alerts: Emailed right away
7. New invitations: Emailed right away
8. All submissions: Emailed never
9. Late grading: Emailed daily
10. Comments on assignment submissions: Emailed daily
11. New Discussion Topics: Emailed never
12. Discussion Topics I've commented on: Emailed daily
13. Added to Conversation: Emailed right away
14. Conversation messages: Emailed right away
15. Student appointment signups: Emailed never

16. Student appointment cancellations: Emailed never
17. Changes to appointment time slots: Emailed right away
18. Canceled appointments: Emailed right away
19. New Appointments: Emailed right away
20. Calendar changes: Emailed never
21. Group membership updates: Emailed daily
22. Alerts: Emailed daily
23. Administrative alerts: Emailed daily

**Note:** There are two new notification options. The Files notification will notify users of new files in a course, but will wait until all the files are done updating before sending a notification [1]. Users can also click the **Mark new submission comments as read** checkbox to mark all submission comment as read in their Inbox [2].