

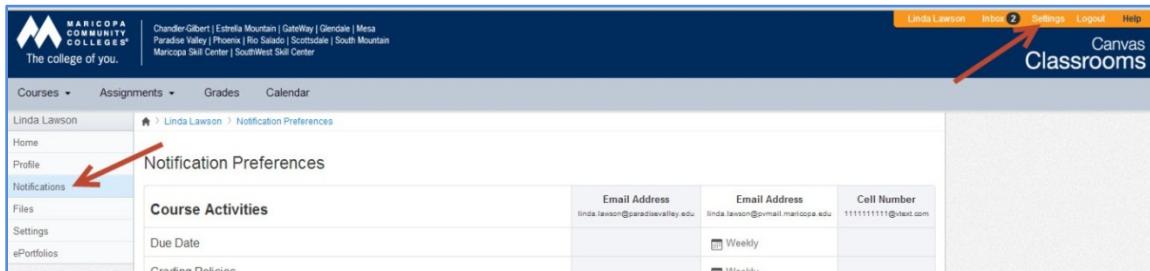
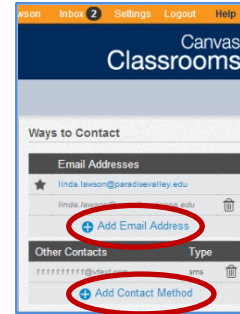
# Canvas Notification Preferences

There are a number of ways that faculty and students can receive communications for their course and updates from the Canvas learning management system. These communications can be set through the **Notifications** area of the **Settings** link.

Specific instructions for setting up your notifications, including setting up multiple emails and text messages can be found at:

[http://bit.ly/MCCCD\\_notifications](http://bit.ly/MCCCD_notifications).

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. Click the **Add Contact Method** link to add an SMS contact.



Click **Settings** located on the orange “**Personal Tool Bar**”, then Click **Notifications**.

Notifications can be configured to be sent to your default email as well as to a preferred email that you can set and for those items that you would like to receive even quicker than email, you can configure them to be set to be text messaged to your cell phone (note: carrier charges may apply).

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

## Frequency of notifications

You can schedule your notifications to be delivered to you:

	You will receive your notification as soon as possible.
	You will receive a daily digest of the notifications for this area. Sent at 6pm MST.
	You will receive a weekly digest of the notifications for this area. Sent Mondays at 7PM MST.
<p>X Never</p>	You will not receive any notifications for this area.

Note: You can change your notification preferences at any time if you find that you would like to change the frequency at which you receive the notifications.

## Types of notification

Here is a list of the different notifications you can set, and recommendations for how frequently you should receive the notifications as well as how the notifications should be delivered.

<b>Course Activity Notifications</b>	<b>For faculty</b>	<b>For students</b>
Due Date <i>When the due date on an assignment/quiz is changed</i>	Never	ASAP
Grading Policies	Never	Weekly
Course Content	Never	Daily
Files	Never	Never
Announcement <i>When a new announcement is added to a course you are in</i>	Never	ASAP
Grading <i>When the grade on an assignment is changed</i> <i>When the grade on an assignment is first entered</i>	Daily	Daily or ASAP – depends on the student’s preference
Invitation <i>When a user is invited to participate in a group, course or collaboration</i>	ASAP	ASAP
All Submissions	Daily	Never
Late Grading	Daily	Daily
Submission Comment	Daily	Daily

<b>Discussions Notifications</b>	<b>For faculty</b>	<b>For students</b>
Discussion Entry	Daily	Never
Discussion	Daily	Never

<b>Communications Notifications</b>	<b>For faculty</b>	<b>For students</b>
Added to Conversation	ASAP	ASAP
Conversation Message	ASAP	ASAP

<b>Scheduling Notifications</b>	<b>For faculty</b>	<b>For students</b>
Student Appointment Signups	Daily	Never
Appointment Signups	Daily	Never
Appointment Cancelations	ASAP	Never
Appointment Availability	Daily	Never
Calendar <i>When the teacher changes the date of a calendar event</i>	ASAP	ASAP

<b>Groups Notifications</b>	<b>For faculty</b>	<b>For students</b>
Membership Update	Daily	Daily

<b>Alerts Notifications</b>	<b>For faculty</b>	<b>For students</b>
Alert	Daily	Daily
Administrative Notifications	Weekly	Weekly