

Canvas Notifications Guide for Instructors

Paying attention to Notification settings is crucial!

Notifications are the way you get alerted when a wide variety of actions occur in Canvas.

Important things to know about Notifications are:

- **You determine the frequency:** Notifications are received: right away, daily summary, weekly summary, or not at all.
- **Your notification settings be customized at any time.** You are in control of your own notification settings.
- **You determine where the Notification is received:** Email address and/or Push (mobile app) notifications.
- **There may be a delay in receiving notifications:** Notifications set to Notify Me Right Away sometimes contain more information than digests.
- **Your default notification settings are applied to all courses that you are enrolled in across UW System Canvas,** not just your Alliance or Consortium courses.
- **You can adjust your notification settings from the default for a specific course.** This is done through the Home page of the Course itself.
- **You should only use your campus email address.** Using your campus email address, instead of a personal email address, protects student data and privacy. It also protects your personal email account from being [subjected to disclosure under the public records law](#).
- **Students can select their own notification preferences.** Instructors can reinforce student use of Notifications by strongly suggesting critical notifications for their course in their welcome note.

Recommended Settings for Instructors

The following table contains our recommendations based on information gathered from some of our Alliance and Consortium instructors currently teaching in Canvas.

You may or not see all these options depending on the roles your campus has provided you.

Course Activities	What Triggers This Notification	Recommended Setting
Due Date	<ul style="list-style-type: none">• Changing an assignment, quiz, or discussion due date• Creating an assignment, quiz, or discussion with a due date• Changing an assignment, quiz, or discussion from non-graded to graded	Do not send me anything
Grading Policies	<ul style="list-style-type: none">• Change in grade weights• Change in the Gradebook Total Point column's display (percentage/point value)	Do not send me anything
Course Content	<ul style="list-style-type: none">• Any change to page, assignment, quiz, or discussion content.	Do not send me anything

Course Activities	What Triggers This Notification	Recommended Setting
Files	<ul style="list-style-type: none"> • New file was added to your course. • Notifications will not be sent to the person who uploads the file. • Since the Files tab is disabled within a course, students will not receive this notification. 	Do not send me anything
Announcement	<ul style="list-style-type: none"> • New announcement in your course (probably useful if you're teaching a course with multiple instructors). • Instructors can receive notifications for announcements students create in their group area (i.e., student in a group posts an announcement for their group members) without being added directly to a group. For this to happen, you have to enable this notification preference. 	Notify Me Right Away
Announcement Created by you	<ul style="list-style-type: none"> • Announcement created by you • Replies to announcements created by you 	Notify Me Right Away
Grading	<ul style="list-style-type: none"> • Assignment/submission grade entered/changed • Un-muted assignment grade • Grade weight changed 	At your discretion: choose your preferred option
Invitation	<ul style="list-style-type: none"> • Invitation for: <ul style="list-style-type: none"> • Web Conference • Group • Collaboration • Peer Review & Peer Review reminder 	Notify Me Right Away
All submissions	<ul style="list-style-type: none"> • Assignment submission/re-submission, including quizzes and graded discussion posts 	Do not send me anything
Late Grading	<ul style="list-style-type: none"> • Late assignment submission 	Notify Me Right Away, or send daily summary
📄 Submission Comment	<ul style="list-style-type: none"> • Assignment submission comment entered by a student. The notification will include the text of the submission comment, the student's name, the course, and the assignment name. 	Notify Me Right Away. If you choose any other frequency, you will not see the specific details of the submission comment and will have to log in every time to read the comment. Receiving these notifications immediately will be a time saver.
Discussions		
Discussion	<ul style="list-style-type: none"> • New discussion in your course. 	Do not send me anything

Course Activities	What Triggers This Notification	Recommended Setting
🔔 Discussion Post	<ul style="list-style-type: none"> New discussion post in a topic you're subscribed to. This is important in discussions like Ask the Class. 	Notify Me Right Away
Conversations		
Added to Conversation	<ul style="list-style-type: none"> You are added to a conversation. Please note: you will need to log into Canvas to view any attachments that are sent via Canvas conversations. 	Notify Me Right Away
Conversation Message	<ul style="list-style-type: none"> New inbox messages. Please note: you will need to log into Canvas to view any attachments that are sent via Canvas conversations. 	Notify Me Right Away
Conversations Created By Me	<ul style="list-style-type: none"> You created a conversation. We recommend this option so that there is a record of all messages that you send within Canvas. 	Notify Me Right Away
Scheduling		
Student Appointment Signups	<ul style="list-style-type: none"> Student appointment signup 	At your discretion: choose your preferred option
Appointment Signups	<ul style="list-style-type: none"> New appointment on your calendar. You will get this notification if you are signed up for an appointment by another user. For example, an organization site offers an appointment group and users are required to sign up in groups. After one group member makes an appointment, any other group member with this preference activated will receive a notification. 	At your discretion: choose your preferred option
Appointment Cancellations	<ul style="list-style-type: none"> Appointment cancellation 	At your discretion: choose your preferred option
Appointment Availability	<ul style="list-style-type: none"> New appointment time slots are available for signup 	At your discretion: choose your preferred option
Calendar	<ul style="list-style-type: none"> New or changed items on your course calendar 	At your discretion: choose your preferred option
Groups		
Membership Update	<ul style="list-style-type: none"> Notifications when someone joins a group you're in 	Do not send me anything
Administrative Notifications	<ul style="list-style-type: none"> Course enrollments Report generated Content Exports Migration Reports New Account User New Student Group 	Send daily summary
Conferences		

Course Activities	What Triggers This Notification	Recommended Setting
Recording Ready	<ul style="list-style-type: none">• A conference recording is ready for viewing	At your discretion: choose your preferred option

Adapted from <https://support.canvas.fsu.edu/kb/article/923-canvas-notification-settings-guide/#Instructors>

Canvas Guide: [How do I set my Canvas notification preferences?](#)