How to Change Your Notification Settings in Canvas

Dashboard

1. Once you log into Canvas, click on the Account icon.

Phillips, James
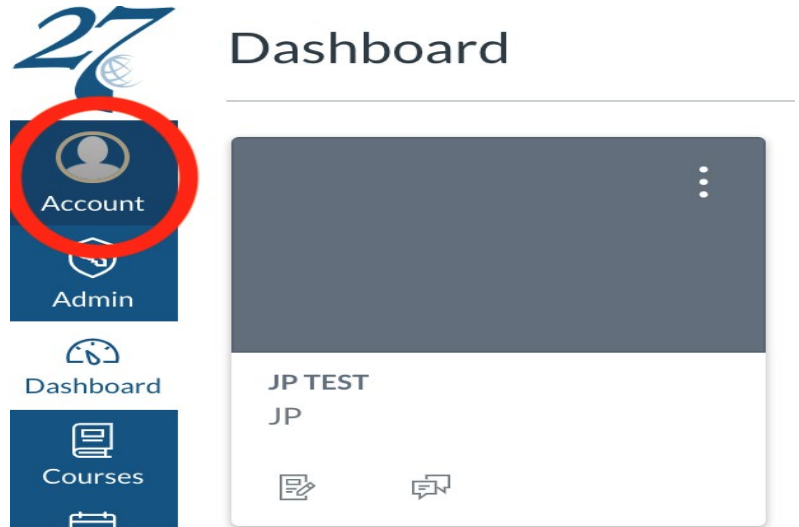
2. Then click on Notifications

Notifications

Settings

ePortfolios

Library

NB27 Canvas Documentation

Parent Portal
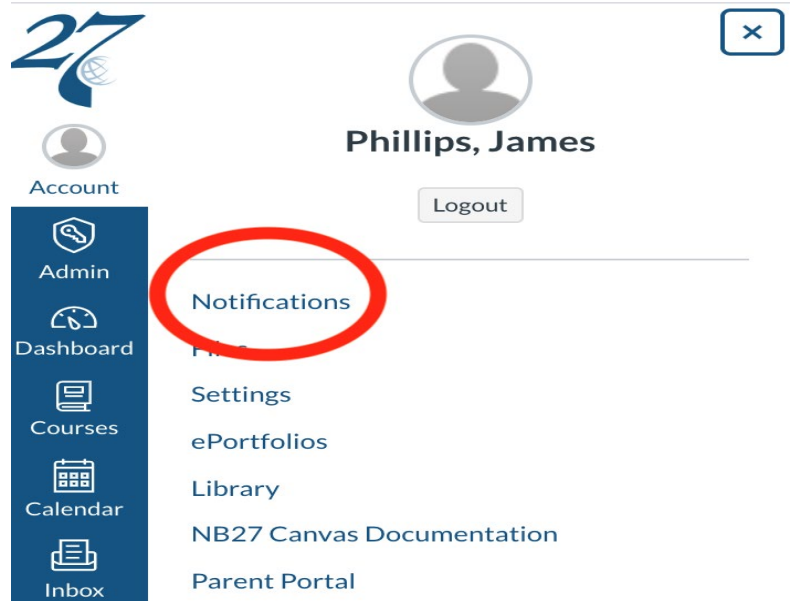
3. Then look for where it says Announcement and click on the checkmark (✓) box on the right to be notified right away when an Announcement is made.

Notifications

Files

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NB27.org

Notification Preferences

✓ Notify me right away   ⏱ Send daily summary   📅 Send weekly summary   ✕ Do not send me anything

☐ Show name of observed students in notifications.

Course Activities	Email Address phillips.j@nb27.org			
Due Date	✓	⏱	📅	✕
Grading Policies	✓	⏱	📅	✕
Course Content	✓	⏱	📅	✕
Files	✓	⏱	📅	✕
Announcement	✓	⏱	📅	✕
Announcement Created By You	✓	⏱	📅	✕