

# How do I set my Canvas account notification preferences as a parent/observer?

You can receive Canvas email notifications for the courses you are observing. Notifications are sent to Canvas contact methods listed in your account User Settings. Canvas includes a set of default notification preferences. However, you can change the default settings by setting your own notification preferences. Your notification preferences only apply to you; your notification settings do not affect course notifications sent to the student you are observing.

**Some notifications may not apply to the observer role.** To learn more about each notification, default settings, and notification triggers, view the [Canvas Notifications PDF](#).

You can select one of four delivery frequency options for each notification type:

- Notify me right away
- Daily summary
- Weekly summary
- Don't send.

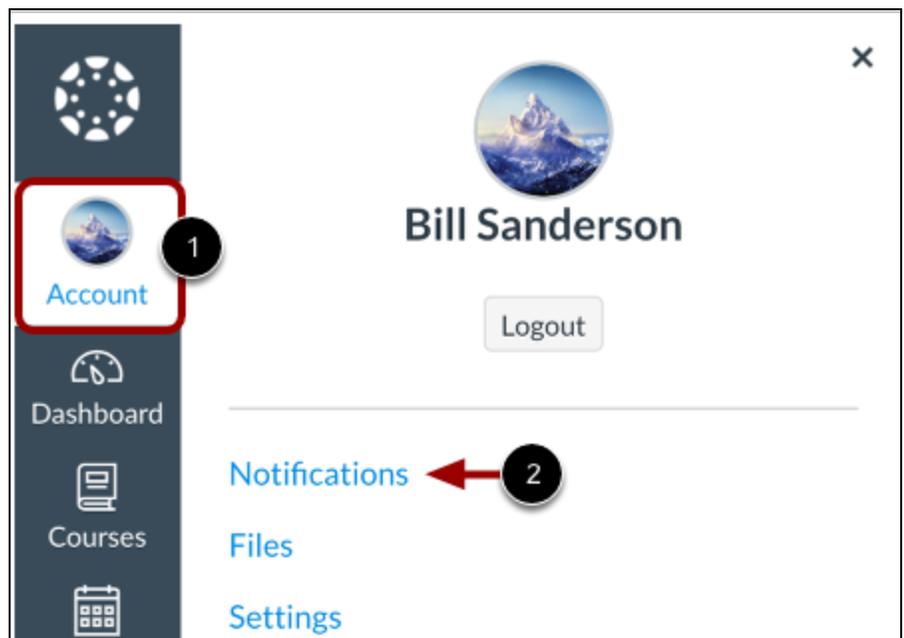
If you change a setting, the change is effective immediately to your account.

If you reply directly to email notifications from outside of Canvas, your reply also appears in your Canvas Inbox. However, attachments added as part of an external reply are not included with the Canvas Inbox message.

## **STEP 1**

### **Open Your Notifications Settings Page**

From your Canvas Dashboard, click the **Account** link [1], then click the **Notifications** link [2].



## STEP 2

### View Your Canvas Account Notification Settings

The Account Notification Settings page displays a banner reminding you that account-level notifications apply to all courses [1].

View the account-level notification types [2] and your listed contact methods [3].

Each notification has a default delivery frequency preference. To view the current notification delivery frequency for a notification type and contact method, hover over the notification icon [4].

The screenshot shows the 'Account Notification Settings' page. At the top, a blue banner (1) contains an information icon and text: 'Account-level notifications apply to all courses. Notifications for individual courses can be changed within each course and will override these notifications.' Below this is a table of notification settings. The table has two columns for contact methods: 'Email' (c.jones.canvas@gmail...) and 'Email' (bill.sanderson.canvas...). The rows are: 'Due Date', 'Grading Policies', 'Course Content', 'Files', 'Announcement', and 'Announcement Created By You'. A red box (2) highlights the 'Course Activities' column. A red box (3) highlights the contact method headers. A red box (4) highlights a hand cursor icon over a bell icon in the 'Announcement' row, with a tooltip that says 'Notify immediately'.

| Course Activities           | Email | Email |
|-----------------------------|-------|-------|
| Due Date                    |       |       |
| Grading Policies            |       |       |
| Course Content              |       |       |
| Files                       |       |       |
| Announcement                |       |       |
| Announcement Created By You |       |       |

### View What Each Notification Means

To view details for a notification, hover your mouse over the notification name.

The screenshot shows a tooltip for the 'Course Content' notification. The tooltip text is: 'Change to course content:' followed by a bulleted list: 'Page content', 'Quiz content', and 'Assignment content'. The tooltip is highlighted with a red box.

- Page content
- Quiz content
- Assignment content

## STEP 3

### Set Your Canvas Notification Preferences

To view an observed student's name in notifications, click the **Show name of observed students in notifications** checkbox [1]. Currently only grade update notifications include observed student names.

To change a notification delivery frequency for a contact method, locate the notification and contact method. Then click the notification icon [2].

You can select one of four delivery frequency types:

- **Notify immediately** [3]: receive these notifications right away. *These notifications may be delayed by up to one hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notifications in a short amount of time.*
- **Daily summary** [4]: receive a daily summary for this notification type.
- **Weekly summary** [5]: receive a weekly summary for this notification type.
- **Notifications off** [6]: no notifications sent for this notification type.

The screenshot displays the 'Account Notification Settings' page. At the top, a blue information banner states: 'Account-level notifications apply to all courses. Notifications for individual courses can be changed within each course and will override these notifications.' Below this, a table lists notification settings for 'Course Activities'. The table has two columns for contact methods: 'Email' (c.jones.canvas@gmai...) and 'Email' (bill.sanderson.canvas...). The 'Due Date' row is highlighted, and a dropdown menu is open, showing four options: 'Notify immediately', 'Daily summary', 'Weekly summary', and 'Notifications off'. Numbered callouts (1-6) point to specific UI elements: 1 points to the 'Course Activities' header, 2 points to the notification icon in the 'Due Date' row, 3 points to the 'Notify immediately' option, 4 points to the 'Daily summary' option, 5 points to the 'Weekly summary' option, and 6 points to the 'Notifications off' option.

|                          | Email                  | Email                    |
|--------------------------|------------------------|--------------------------|
| <b>Course Activities</b> | c.jones.canvas@gmai... | bill.sanderson.canvas... |
| Due Date                 |                        |                          |
| Grading Policies         |                        |                          |
| Course Content           |                        |                          |
| Files                    |                        |                          |