

Madison School District



How To Set My Notification Preferences As A Student In Canvas

Canvas includes a set of default notification preferences you can receive for your courses. However, you can change the default settings by setting your own notification preferences. These preferences only apply to you; they are not used to control how course updates are sent to other users.

Notifications are sent as one of four delivery types:

- **notify me right away**
- **daily summary**
- **weekly summary**
- **don't send**

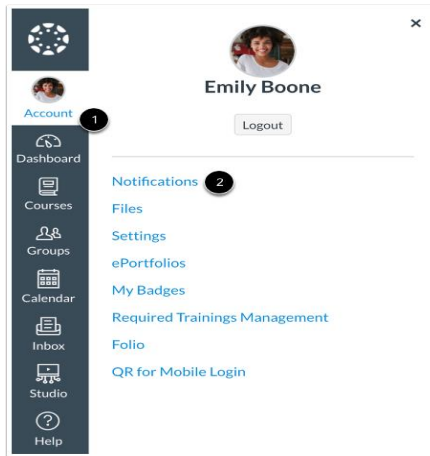
If you change a setting, the change is made **immediately** to your account.

Notification settings apply to all of your courses unless you set notification preferences for individual courses.

You may be able to reply directly to email notifications outside of Canvas. Replies are updated in the Canvas Inbox. However, please be aware that attachments added as part of an external reply are not included with the message shown in Canvas.

Notes: Notifications are sent to Canvas contact methods as specified in your account. You cannot receive notifications if your contact methods are unconfirmed. If you are not receiving Canvas notifications, please confirm your Canvas contact methods.

How to Open Notifications



In Global Navigation, click **the Account link [1]**, then click the **Notifications link [2]**.

How to Set Notification Preferences

Notification Preferences				
✓ Notify me right away ⌚ Send daily summary 📅 Send weekly summary ✕ Do not send me anything				
Course Activities	Email Address emily.boone.canvas@gmail.com	Email Address emboone86@gmail.com	Push Notification For All Devices	Cell Number
Due Date	1 ✓ ⌚ 📅 ✕	✓ ⌚ 📅 ✕	✓ ✕	5 ⓧ
Grading Policies	2 ⌚ 📅 ✕	✓ ⌚ 📅 ✕	✓ ✕	ⓧ
Course Content	✓ 3 📅 ✕	✓ ⌚ 📅 ✕	✓ ✕	ⓧ
Files	✓ ⌚ 4 ✕	✓ ⌚ 📅 ✕	✓ ✕	ⓧ
Announcement	✓ ⌚ 📅 ✕	✓ ⌚ 📅 ✕	✓ ✕	✓ ✕
Announcement Created By You	✓ ⌚ 📅 ✕	✓ ⌚ 📅 ✕	✓ ✕	ⓧ
Grading	✓ ⌚ 📅 ✕	✓ ⌚ 📅 ✕	✓ ✕	✓ ✕

Each notification is set to a default preference. To change a notification for a contact method, locate the notification and click the icon for your preferred delivery type.

To receive a notification **right away**, click the **Checkmark icon [1]**.

To receive a **daily notification**, click the **Clock icon [2]**.

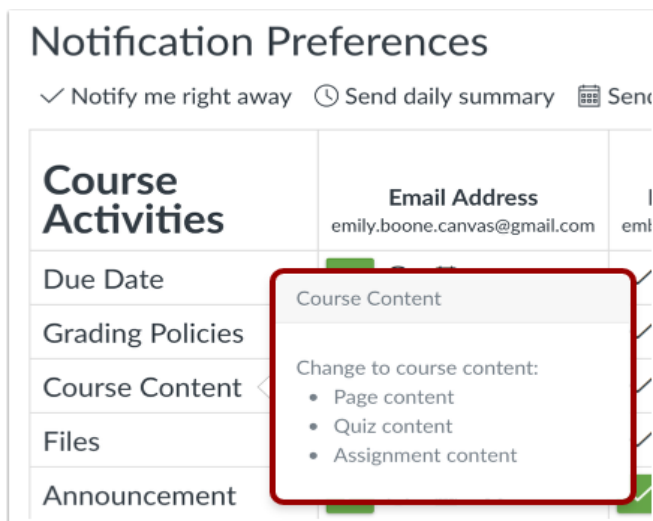
To receive a **weekly notification**, click the **Calendar icon [3]**. The date and time of your weekly notifications are posted at the bottom of the notifications page.

If you **do not want to receive a notification**, click the **Remove icon [4]**.

Unsupported notification types display the **unsupported icon [5]**. Unsupported notification types cannot be enabled.

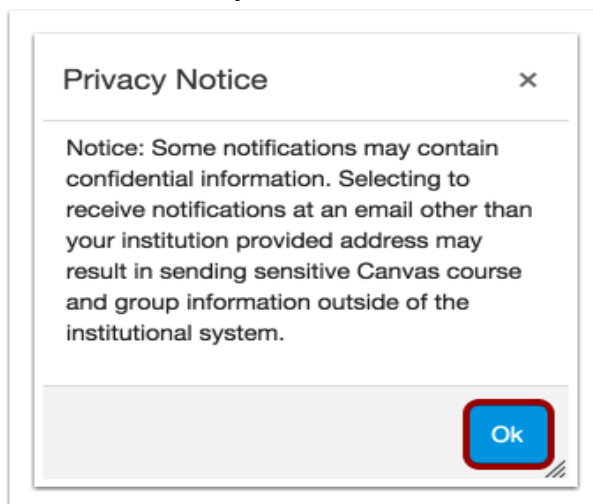
Notes:

View Notification Details



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

View Privacy Notice



If you've set a notification preference for an email address that is **outside your institution**, you may see a privacy warning. You can close the warning by clicking the Ok button. Once the warning has been displayed, it will not display again.

Set Text Notifications

Notification Preferences				
<input checked="" type="checkbox"/> Notify me right away <input type="checkbox"/> Send daily summary <input type="checkbox"/> Send weekly summary <input checked="" type="checkbox"/> Do not send me anything				
Course Activities	Email Address emily.boone.canvas@gmail.com	Email Address emboone86@gmail.com	Push Notification For All Devices	Cell Number
Due Date	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
Grading Policies	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
Course Content	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
Files	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
Announcement	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Announcement Created By You	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
Grading	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

You can set up your **mobile phone** as a contact method to receive Grading and Announcement notifications as text (SMS) messages.

On Android devices, text messages appear from notifications@instructure.com. On iOS devices, text messages appear from area code ending in 10 (such as 210 or 410).

Notification headings identify the course and the type of message notification. All notifications contain at least one text message. **You cannot reply to text message notifications.**

Note: You may want to enable push notifications in the Canvas Student app to receive all notifications on your mobile device.

Set Push Notifications

Notification Preferences					
<input checked="" type="checkbox"/> Notify me right away		<input type="checkbox"/> Send daily summary		<input type="checkbox"/> Send weekly summary	<input checked="" type="checkbox"/> Do not send me anything
Course Activities	Email Address emily.boone.canvas@gmail.com	Email Address emboone86@gmail.com	Push Notification For All Devices	Cell Number 1234567890@tmomail.net	
Due Date	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
Grading Policies	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	
Course Content	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	
Files	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	
Announcement	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
Announcement Created By You	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	
Grading	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	

If you have enabled push notifications in the Canvas Student app, you can manage your preferences in the Push Notification column. **Please be aware that push notifications can only be sent to your mobile device right away or not at all.** Daily and weekly notification options are not supported.

Additionally, setting preferences inside the app will override preferences set in the notifications page.