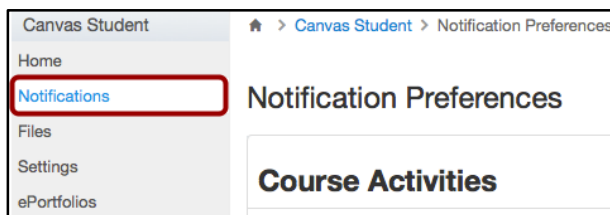


This handout explains how to setup your Notification Preferences for all your courses in MyClasses Canvas. Notification preferences allow users to select how and when they want to be notified about events and activities in each of their courses in MyClasses.

Accessing Your Notification Preferences

1. From the top right hand corner select the **Settings** link.
2. On the left side of the screen, in the User Navigation menu, select **Notification**. From here you will be able to specify how you want to be notified for each contact method.



Adjusting Your Notification Settings

The Notification Preferences are split into six sections:

1. Course Activities
2. Discussions
3. Conversations
4. Scheduling
5. Groups
6. Alerts

Under each of these categories separate notification types may be adjusted as follows.

1. Course Activities

- Due Date: Assignment due date change
- Grading Policies: Course grading policy change
- Course Content: Change to course content including WikiPage, Assignment, and Quiz content
- Files: New file added to your course. Canvas will only notify you of new files in a course once they have been updated.
- Announcement: New announcement in your course
- Announcement Created By You: You can see what announcements you have sent. Also, if you allow replies, a notification will be sent for announcement replies.
- Grading: Includes assignments/submission grade entered/changed, unmuted assignment grade, grade weight changed. Check Include scores when alerting about grade changes checkbox if you want to see your grades in your Notification. If you aren't using your institutional email address, be aware that sensitive information will be sent outside the institution.
- Invitation: Includes invitations to web conferences, collaborations, groups, course, peer review and peer review reminders
- All Submissions (**Instructor & Admin only**): Assignment submission/resubmission
- Late Grading (**Instructor & Admin only**): Late assignment submission
- Submission Comment: Assignment submission comment.

2. Discussions

- Discussion: New discussion topic in your course
- Discussion Post: New discussion post in a topic you're subscribed to

3. Conversations

- Added to Conversation: You are added to a conversation
- Conversation Message: New Inbox message
- Conversations Created By Me: You created a conversation

4. Scheduling

- Student Appointment Signups: Student appointment signup using Scheduler
- Appointment Signups: New appointment on your calendar
- Student Appointment Cancellations: Appointment cancellation
- Appointment Availability: Change to appointment time slots
- Calendar: New and changed items on your course calendar

5. Groups

- Group Membership Updates: Group enrollment, accepted/rejected membership; (Admin only) pending enrollment activated

6. Alerts

- Administrative Notification : includes course enrollment, report generated, context export, migration export, new account user, new student group

To change a notification for a contact method, hover over the notification type you want to change. Select one of four options.

1. Select the **Checkmark** icon to be notified immediately of any change for the activity.
2. Select the **Clock** icon to be notified daily of any change for the activity.
3. Select the **Calendar** icon to be notified weekly of any change for the activity.
4. Select the **X** icon to remove the notification preference so you won't be notified of any change for the activity.

