

Student Knowledge Base



SOUTH ALLEGHENY
SCHOOL DISTRICT

STKB104 Canvas - Set Notification Preferences as a Student

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, or 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:

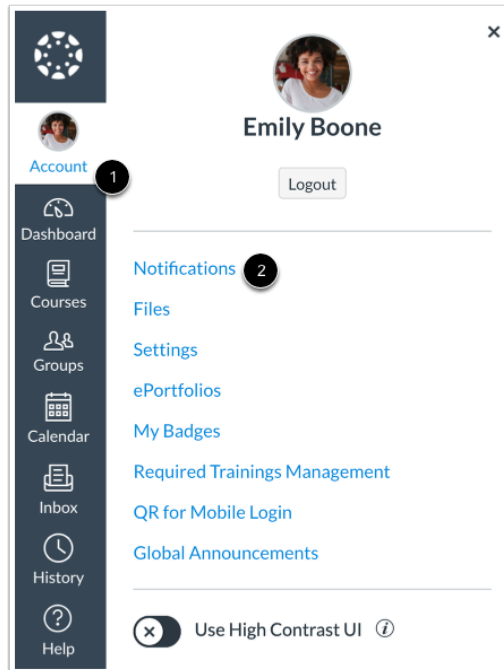
- Notifications are sent to Canvas contact methods as specified in your account. You cannot receive notifications if your contact methods are unconfirmed. If you are not receiving Canvas notifications, please confirm your Canvas contact methods.
- The Canvas Student app supports setting notification preferences. However, setting preferences inside the app will override preferences in the browser version of Canvas.
- You may be able to select notification preferences for an individual course. Learn more about managing notifications for a single course ([See STKB105](#)).
- SMS notifications are only available for Announcements and Grading notification types.

Link to a video to complete this task:

https://vimeo.com/720026288?embedded=true&source=vimeo_logo&owner=9556738

Open Notifications

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

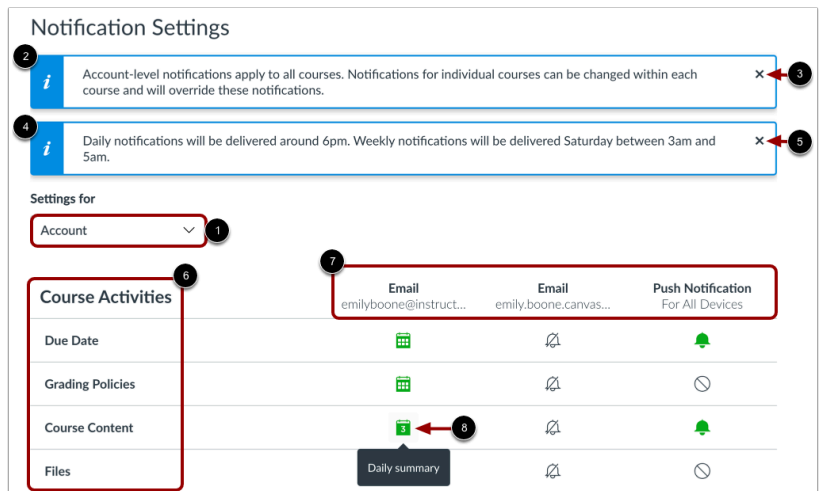


View Account Notification Settings

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

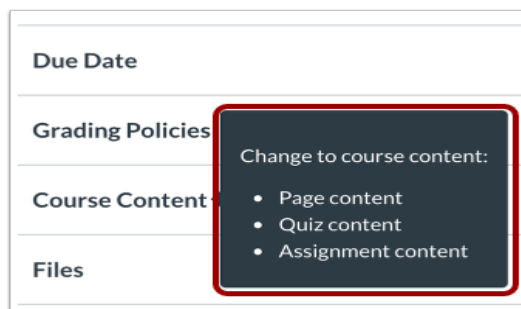
View the account-level notification types [2] and your listed contact methods [3].

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].



View Notification Details

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



Set Notification Preferences

Each notification is set to a default preference. To change a notification for a contact method, locate the notification and click the icon for the contact method [1].

To receive a notification right away, select the **Notify immediately** option [2]. 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.

To receive a daily notification, select the **Daily summary** option [3].

To receive a weekly notification, select the **Weekly summary** option [4]. 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, select the **Notifications off** option [5].

Unsupported notification types display the **Unsupported** icon [6]. Unsupported notification types cannot be enabled.

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.

Notification Settings

i Account-level notifications apply to all courses. Notifications for individual courses can be changed within each course and will override these notifications. **x**

i Daily notifications will be delivered around 6pm. Weekly notifications will be delivered Saturday between 3am and 5am. **x**

Settings for

Account **v**

Course Activities

Email emilyboone@instruct... Email emily.boone.canvas... Push Notification For All Devices

Due Date	1		
Grading Policies	2 Notify immediately		6
Course Content	3 Daily summary		
	4 Weekly summary		
Files	5 Notifications off		

Privacy Notice **x**

Notice: Some notifications may contain confidential information. Selecting to receive notifications at an email other than your institution provided address may result in sending sensitive Canvas course and group information outside of the institutional system.

Ok

Contact the Help Desk with any questions.
tech@st.southallegheny.org