

## Canvas Notification Preferences

There are a number of ways that faculty and students can receive communications for their course and updates from the Canvas learning management system. These communications can be set through the Notifications area of the **Settings** link. Specific instructions for setting up your notifications, including setting up multiple emails and text messages can be found at: [http://bit.ly/MCCCD\\_notifications](http://bit.ly/MCCCD_notifications).

The screenshot shows the Canvas Classroom interface. At the top, there is a navigation bar with the user's name 'Ron Schilling', 'Inbox', 'Settings', 'Logout', and 'Help'. Below this is a header with the Maricopa Community Colleges logo and the text 'The college of you.' and 'Canvas Classrooms'. The main navigation bar includes 'Courses', 'Assignments', 'Grades', and 'Calendar'. The left sidebar shows 'Ron Schilling', 'Home', 'Notifications', 'Files', and 'Settings'. The main content area is titled 'Notification Preferences' and shows 'Course Activities' with an email address 'ron.schilling@scottsdalecc.edu'. A red arrow points to the 'Settings' link in the top navigation bar, and another red arrow points to the 'Notifications' link in the left sidebar.

Notifications can be configured to be sent to your default email as well as to a preferred email that you can set and for those items that you would like to receive even quicker than email, you can configure them to be set to be text messaged to your cell phone (note: carrier charges may apply).

### Frequency of notifications

You can schedule your notifications to be delivered to you:

<input checked="" type="checkbox"/> ASAP	You will receive your notification as soon as possible.
<input type="checkbox"/> Daily	You will receive a daily digest of the notifications for this area. Sent at 6pm MST.
<input type="checkbox"/> Weekly	You will receive a weekly digest of the notifications for this area. Sent Mondays at 7PM MST.
<input type="checkbox"/> X Never	You will not receive any notifications for this area.

Note: You can change your notification preferences at any time if you find that you would like to change the frequency at which you receive the notifications.

## Types of notification

Here is a list of the different notifications you can set, and recommendations for how frequently you should receive the notifications as well as how the notifications should be delivered.

<b>COURSE ACTIVITY NOTIFICATIONS</b>	<b>For faculty</b>	<b>For students</b>
<b>Due Date</b> <i>When the due date on an assignment/quiz is changed</i>	Never	ASAP
<b>Grading Policies</b>	Never	Weekly
<b>Course Content</b>	Never	Daily
<b>Files</b>	Never	Never
<b>Announcement</b> <i>When a new announcement is added to a course you are in</i>	Never	ASAP
<b>Grading</b> <i>When the grade on an assignment is changed</i> <i>When the grade on an assignment is first entered</i>	Daily	Daily or ASAP – depends on the student's preference
<b>Invitation</b> <i>When a user is invited to participate in a group, course or collaboration</i>	ASAP	ASAP
<b>All Submissions</b>	Daily	Never
<b>Late Grading</b>	Daily	Daily
<b>Submission Comment</b>	Daily	Daily

<b>DISCUSSIONS NOTIFICATIONS</b>	<b>For faculty</b>	<b>For students</b>
<b>Discussion Entry</b>	Daily	Never
<b>Discussion</b>	Daily	Never

<b>COMMUNICATIONS NOTIFICATIONS</b>	<b>For faculty</b>	<b>For students</b>
<b>Added to Conversation</b>	ASAP	ASAP
<b>Conversation Message</b>	ASAP	ASAP

<b>SCHEDULING NOTIFICATIONS</b>	<b>For faculty</b>	<b>For students</b>
<b>Student Appointment Signups</b>	Daily	Never
<b>Appointment Signups</b>	Daily	Never
<b>Appointment Cancelations</b>	ASAP	Never
<b>Appointment Availability</b>	Daily	Never
<b>Calendar</b> <i>When the teacher changes the date of a calendar event</i>	ASAP	ASAP

<b>GROUPS NOTIFICATIONS</b>	<b>For faculty</b>	<b>For students</b>
<b>Membership Update</b>	Daily	Daily

<b>ALERTS NOTIFICATIONS</b>	<b>For faculty</b>	<b>For students</b>
<b>Alert</b>	Daily	Daily
<b>Administrative Notifications</b>	Weekly	Weekly