How do I set my Canvas notification preferences?
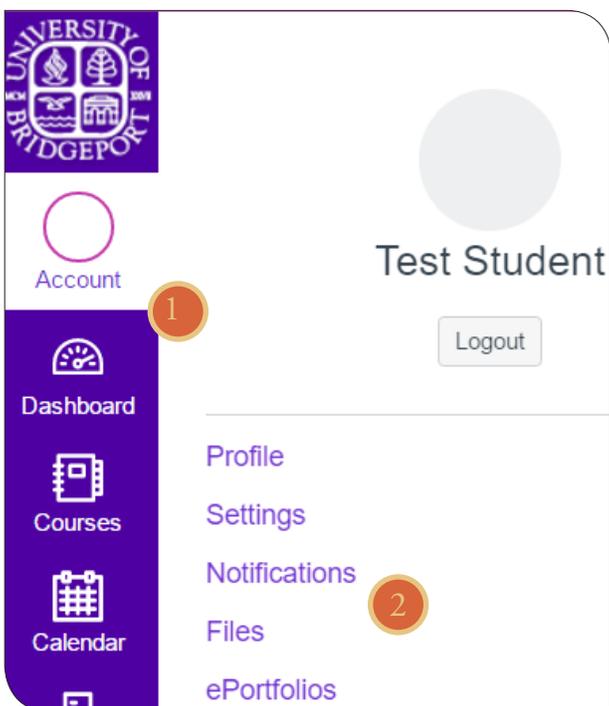
Canvas includes a set of default notification preferences you can receive for your courses. Notifications are sent to Canvas contact methods as specified in your account. However, you can change the default settings by setting your own notification preferences. These preferences only apply to you; they are not used to control how course updates are sent to other users. To learn more about each notification, default settings, and notification triggers, view the Canvas Notifications PDF.

Open Notifications

Notifications are sent as one of four delivery types: send 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; you cannot change settings for individual courses.

You can reply directly to email notifications outside of Canvas and have the reply appear in Conversations. However, please be aware that attachments added as part of an external reply are not included with the message shown in the Canvas Inbox.

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

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 your preferred delivery type.

To receive a notification right away, click the check mark icon [1]. These notifications are delayed by one hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notifications in a short amount of time.
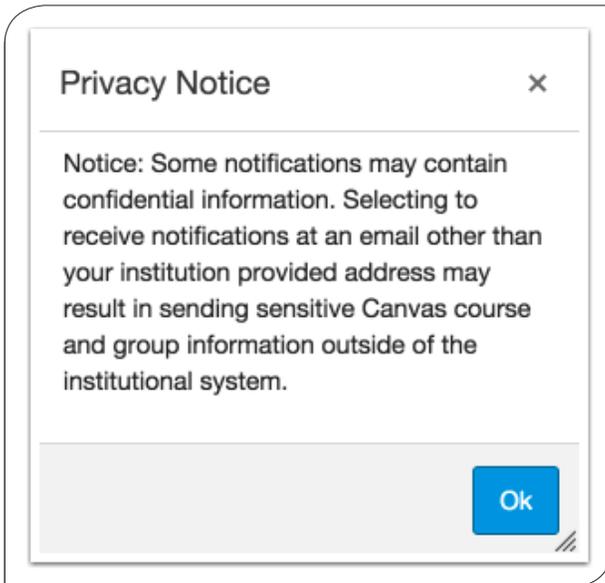
To receive a daily notification, click the clock icon [2].

To receive a weekly notification, click the cal-endar 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].

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 Push Notifications

If you have enabled push notifications in the Canvas by Instructure app, the Notifications page displays a 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.