


Center for Excellence in Teaching and Learning

Canvas Tip Sheet: Account - Notifications

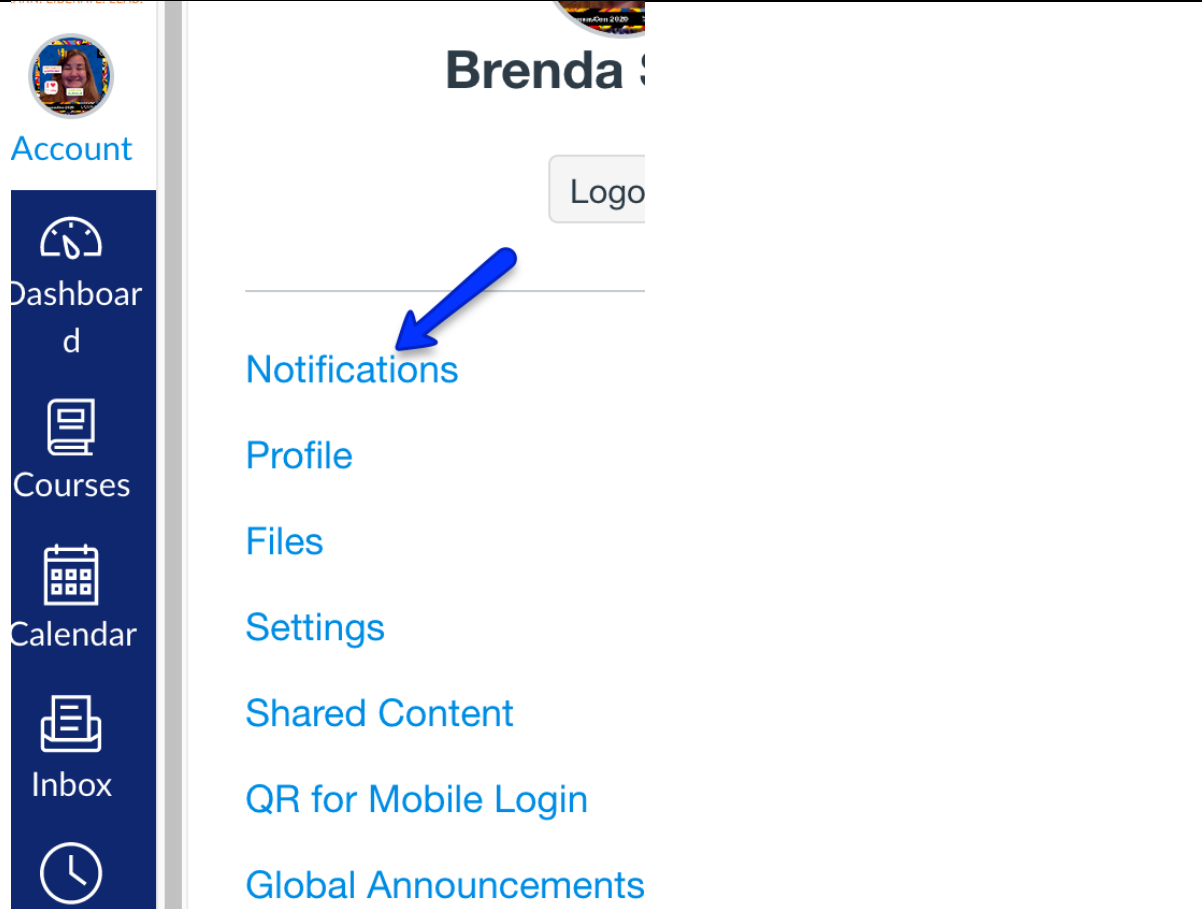
The notifications preferences page is accessible by clicking Account in the global navigation and then clicking Notifications. On this page, you can change the default settings and choose how you want to be notified of activities such as course activities, emails, groups, etc. You may choose to be notified right away, receive a daily summary, receive a weekly summary, or receive no notification. If you select to use your mobile phone as a contact method (in account settings), you can set your push notifications. Push notifications settings have two options: right away or no notification.

Please note there is also a [course notification](#) settings page in each course. Course notification settings only apply to the course in which they are set. The course notification preference will override preferences set in your Account Notifications.





































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Steps	Directions	Image
1. Access Account	In the global navigation menu, click Account.	 <p>The image shows a vertical navigation menu with the following items from top to bottom: Lincoln University logo, 'Account' (highlighted with a blue arrow), 'Dashboard', 'Courses', 'Calendar', 'Inbox', 'History', 'Commons', 'Studio', and a question mark icon.</p>






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<p>2. Notifications</p>	<p>In the pop-out menu, click Notifications</p>	 <p>The screenshot shows a user profile menu for 'Brenda'. The menu items are: Account, Dashboard, Courses, Calendar, Inbox, Notifications, Profile, Files, Settings, Shared Content, QR for Mobile Login, and Global Announcements. A blue arrow points to the 'Notifications' option.</p>
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<p>3. Notification Settings</p>	<p>Review the Notifications list. Decide which activities you would like to be notified about. Click the bell in the Email column</p>	<table border="1"> <thead> <tr> <th data-bbox="751 280 1339 321">Course Activities</th> <th data-bbox="1339 280 1612 321">Email bsnider@lincoln.edu</th> <th data-bbox="1612 280 1822 321">Push Notification For All Devices</th> </tr> </thead> <tbody> <tr> <td data-bbox="751 354 1339 394">Due Date</td> <td data-bbox="1339 354 1612 394"></td> <td data-bbox="1612 354 1822 394"></td> </tr> <tr> <td data-bbox="751 427 1339 467">Grading Policies</td> <td data-bbox="1339 427 1612 467"></td> <td data-bbox="1612 427 1822 467"></td> </tr> <tr> <td data-bbox="751 500 1339 540">Course Content</td> <td data-bbox="1339 500 1612 540"></td> <td data-bbox="1612 500 1822 540"></td> </tr> <tr> <td data-bbox="751 573 1339 613">Files</td> <td data-bbox="1339 573 1612 613"></td> <td data-bbox="1612 573 1822 613"></td> </tr> <tr> <td data-bbox="751 646 1339 686">Announcement</td> <td data-bbox="1339 646 1612 686"></td> <td data-bbox="1612 646 1822 686"></td> </tr> <tr> <td data-bbox="751 719 1339 760">Announcement Created By You</td> <td data-bbox="1339 719 1612 760"></td> <td data-bbox="1612 719 1822 760"></td> </tr> </tbody> </table>	Course Activities	Email bsnider@lincoln.edu	Push Notification For All Devices	Due Date			Grading Policies			Course Content			Files			Announcement			Announcement Created By You		
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<p>4. Notifications</p>	<p>After clicking on the bell, decide when you want to be notified: immediately, daily, weekly, or no notification.</p>	<p style="text-align: center;">Email bsnider@lincoln.edu</p> <hr/> <p style="text-align: center;"></p> <div style="border: 2px solid blue; padding: 10px; margin: 10px auto; width: fit-content;"><ul style="list-style-type: none"> Notify immediately Daily summary Weekly summary Notifications off</div>
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<p>5. Conversations Created by Me</p>	<p>It is recommended that you set Conversations Created by Me to “notify immediately.” You will receive a copy to your LU Outlook of emails you create in Canvas.</p>	<p>Conversations</p> <hr/> <p>Added To Conversation </p> <hr/> <p>Conversation Message </p> <hr/> <p>Conversations Created By Me </p> <hr/>
<p>6. Save</p>	<p>There is no save button on the Notifications page. This page is saved automatically.</p>	