

Knowledgebase > OwlMed and Canvas > Canvas: Manage Notifications

Canvas: Manage Notifications Samantha Starr - 2025-03-24 - OwlMed and Canvas

# How do I manage my Canvas notification settings?

### **Open Notifications**



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

### View Account Notification Settings

<i>i</i> Account-level notifications apply course and will override these not	Account-level notifications apply to all courses. Notifications for individual courses can be changed within each course and will override these notifications.					
<i>i</i> Daily notifications will be delivere 5am.	ed around 6pm. Weekly notifications w	ill be delivered Saturday be	tween 3am and			
ettings for						
Account ~						
Account ~ Course Activities	<b>Email</b> emilyboone@instruct	<b>Email</b> emily.boone.canvas	Push Notification For All Devices			
Account ~ Course Activities Due Date	Email emilyboone@instruct iii	Email emily.boone.canvas Ø	Push Notification For All Devices			

On the Notification Settings page, you can manage how you receive notifications for your Canvas account and/or <u>manage how you receive</u> <u>notifications for individual courses</u>.

A banner describes the settings you are managing [1]. Another banner indicates the times when daily and weekly notifications will be delivered [2]. To dismiss a banner message, click the **Close** icon [3].

By default, the **Settings for** drop-down menu displays the **Account** option [4]. Account-level notification settings apply to all of your Canvas courses, however, any <u>course-specific notification</u> <u>settings</u> override account notification settings.

You can view your current account-level settings [5].

### View Notification Types and Methods

Settings for			
Account	2		
Course Activities	Email emilyboone@instruct	Email emily.boone.canvas	Push Notification For All Devices
Due Date	Ē	Ø	۰
Grading Policies	Ē	Ø	$\bigcirc$
Course Content	3	Ø	۰
Files	Daily summary	Ø	$\bigcirc$

Account-level notification types are listed by category [1]. There are notifications for course activities, discussions, conversations, groups, scheduling, and conferences.

You can also view your contact methods such as email addresses and push notifications for mobile devices [2].

Each notification has a default delivery frequency setting. To view the current notification delivery frequency for a notification type and contact method, hover over the notification icon [3].

### View Notification Details



To view details for a notification, hover the cursor over the notification name [1]. View details such as the activities that trigger the notification [2].

## Manage Email Notification Frequency

Settings for			
Account $\checkmark$			
Course Activities	<b>Email</b> emilyboone@instruct	Email emily.boone.canvas	Push Notification For All Devices
Due Date		Ø	۰
Grading Policies	2 • Notify immediately	Ø	60
Course Content	4 🖽 Weekly summary	<i>Ø</i>	
Files	5 🖉 Notifications off	Ø	$\bigcirc$

Each notification is set to a default setting. 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]. The date and time of your daily notifications are posted in a banner at the top of the Notification Settings page.

To receive a weekly notification, select the **Weekly summary** option [4]. The date and time of your weekly notifications are posted in a banner at the top of the Notification Settings page.

If you do not want to receive a notification, select the **Notifications off** option [5].

Unsupported notification types display the **Unsupported** icon [6]. You cannot manage unsupported notifications.

#### Notes:

• Each set notification setting automatically applies to all of your

courses. However, if you manage notification settings for a single course, notifications for that course must continue to be managed in the course.

• Although unregistered contact methods display in notification settings, they will not receive notifications until you confirm the registration.

Course Activities	Email emilyboone@inst	Email emily.boone.canv	Push Notification For All Devices	Slack emily.boone.canv
Due Date	3	<i>p</i>	۰	Ø
Grading Policies	<b></b>	Ø	$\otimes$	Ø
Course Content	3	۰	۰	Ø
Files	Ø	Ø	$\otimes$	Ø
Announcement	۰	Ø	ø	Ŕ

### Set Push Notifications

If you have enabled push notifications in the Canvas Student mobile app <u>on an Android device</u> or <u>on an iOS device</u>, you can manage your settings in the **Push Notification** column.

Push notifications can only be sent to your mobile device right away or not at all. Daily and weekly notification options are not supported.

Some categories include limited availability for push notifications. For full details about supported notifications for push notifications, refer to the <u>Canvas Notifications resource document</u>.