

Managing notifications in Canvas (for instructors)

Last Modified on 04/17/2023 4:33 pm EDT

Customize your global Canvas notification settings or course level notification preferences.

Before You Start

You need the following:

- An active PennKey account (or authorized email address)
- Enrollment in a current course site

Table of Contents

- [Canvas Global Notification Preferences & Recommendations](#)
- [Course Level Notification Preferences](#)
- [Conversations Inbox Opt-out](#) Disable the Conversation's Inbox unread messages badge and send all conversation messages and notifications via email, ASAP.
- [Questions?](#)

Canvas Global Notification Preferences & Recommendations

- Canvas allows you to control how you are notified, when, and the frequency of notifications. You can update these settings at:
 - [Penn Canvas](#) > [Account](#) > [Notifications](#) ([steps for use in a web browser](#)) or
 - Canvas Teacher app top left menu > [Settings](#) ([steps for iOS](#) or [steps for Android](#))
- Each channel of communication (for instance, email and push notifications on mobile devices) can be set independently:
 - To add or manage emails where your notifications are sent, go to [Account](#) > [Settings](#) and use the [Ways to Contact](#). Text messaging (SMS) notifications for announcements may also be enabled there.
 - If your Canvas notifications aren't set up appropriately before [opting out of the Conversations Inbox](#), you may miss some messages.
 - Push notifications must first be enabled in your Canvas Teacher app; once enabled, further settings can be done either via web browser or in the app.
 - For best results with learning tools included in Canvas, ensure your default (starred) email in Canvas is the same as your [primary email address in Penn Directory](#).
 - Frequency options are notify immediately, daily summary, weekly summary, or notifications off. These options pertain to all current courses.
 - Grades are not communicated via notifications (though availability of grades is).
- We recommend that you set announcement, grading, invitation, files, submission comments, and appointment availability to **notify immediately**.

Course Level Notification Preferences

[^Top](#)

You can set notification preferences by individual course, too:

- To do this, open a specific course and click the **View Course Notifications** button on the course home page.
- To override the global notification settings, set them on this page.
- To disable notification for a course, deselect the **Enable Notifications for [course name]** under Course Notification Settings.

[^Top](#)

Conversations Inbox Opt-out

Disable the Conversation's Inbox unread messages badge and send all conversation messages and notifications via email, ASAP.

[^Top](#)

Questions?

Contact: courseware@wharton.upenn.edu
