

## **Tech Tip – Notification Settings**

One of the features of Canvas is that students can respond to your assignment grading comments and can send you messages through the Inbox. They also can respond to your announcements.

The problem with the Inbox is that it doesn't automatically tell you that you have submission comments or announcement comments. You have to look for them in a drop down menu. This could lead to you not responding promptly to a student's request.

One way of dealing with these multiple lines of communication is to set your notification preferences so you are alerted to the existence of comments that are not readily apparent.

Click **Account** in the main menu bar on the far left of your Canvas home page to get to **Notifications**. Here is where you can set your preferences on how often and how much information from your classes you want to receive.

**“Announcements Created by You”** – clicking on that you will get any student responses to announcements you created.

**“Submission Comment”** – clicking on that you will get all comments on your grading of assignments.

**“Conversation Message”** – clicking on that you will get all Inbox messages.

**Notifications**

Profile  
Files  
Settings  
ePortfolios  
Content Migrations

### Notification Preferences

Notify me right away   
  Send daily summary   
  Send weekly summary   
  Do not send me anything

Course Activities	Email Address lhawley@deltacollege.edu	Push Notification For All Devices
Due Date	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Grading Policies	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Course Content	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Files	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Announcement	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Announcement Created By You	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Grading	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Invitation	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
All Submissions	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Late Grading	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Submission Comment	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Blueprint Sync	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>

Conversations		
Added To Conversation	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Conversation Message	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Conversations Created By Me	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>

Since it is difficult to get to the Announcement comments, another way to manage student/professor communication is to limit the ways in which students can contact you. Encourage students to use the Inbox for messages to you – this is easy for you to see and it is also easy for accreditation teams to see as well. You can turn off students’ ability to respond to announcements.

Click on **Settings** in your individual course menu. Under **Course Details**, scroll down to the bottom of the screen and click on **More Options** to get a drop down menu.

Grading Scheme:  Enable course grading scheme

License: Private (Copyrighted) ?

Visibility: Course ?

Customize

Include this course in the public course index

Restrict students from viewing course after end date

Restrict students from viewing course before start date

Format: Online

Description:

[more options](#)

Update Course Details

In the drop down menu, you can see **“Disable comments on announcements”** – click on that! When you’ve done that, students will see announcements but won’t have the ability to respond to the announcement and will have to contact you through the Inbox if they have any questions.

Don’t forget to click on the gold **“Update Course Details”** box to save your new settings.

[fewer options](#)

Show recent announcements on Course home page

3 Number of announcements shown on the homepage

Let students attach files to discussions

Let students create discussion topics

Let students edit or delete their own discussion posts

Let students organize their own groups

Hide totals in student grades summary

Hide grade distribution graphs from students

Disable comments on announcements

Only Teachers can create, rename, and edit course pages by default

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Update Course Details