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.
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.
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.