

CANVAS: NOTIFICATION RECOMMENDATIONS

Instructors

COURSE ACTIVITIES

Due Date	Send weekly summary	<ul style="list-style-type: none"> Changing an Assignment due date Creating an assignment, quiz, or discussion Changing an Assignment from non-graded to graded
Grading Policies	Send weekly summary	<ul style="list-style-type: none"> Change in Assignment Group Grade Weight Change in the Gradebook Total Point column's display
Course Content	Send weekly summary	<ul style="list-style-type: none"> Changes to Page content Changes to Quiz content Changes to Assignment content
Files	Send weekly summary	New file added to your course. If the Files tab is disabled within a course, then students will not receive this notification.
Announcement	Notify me right away	New announcement in your course or group.
Announcement created by you	Notify me right away	<ul style="list-style-type: none"> Announcement created by you Replies to announcements created by you
Grading	Send weekly summary	<ul style="list-style-type: none"> Assignment/submission grade entered/changed Un-muted assignment grade Grade weight changed
Invitation	Notify me right away	<ul style="list-style-type: none"> Web Conference invite Group invite Peer Review & Peer Review reminder invite
All Submissions	Send daily summary	Assignment submission/re-submission, including assessments (quizzes) and graded discussion posts
Late Grading	Notify me right away	Late assignment submission
Submission Comment	Notify me right away	Assignment submission comment entered by student. The notification will include the text of the submission comment and may include the creator of the comment, the course, and the assignment name.

DISCUSSIONS

Discussion	Send weekly summary	New discussion topic in your course
Discussion Post	Notify me right away	New discussion post in a topic you're subscribed to

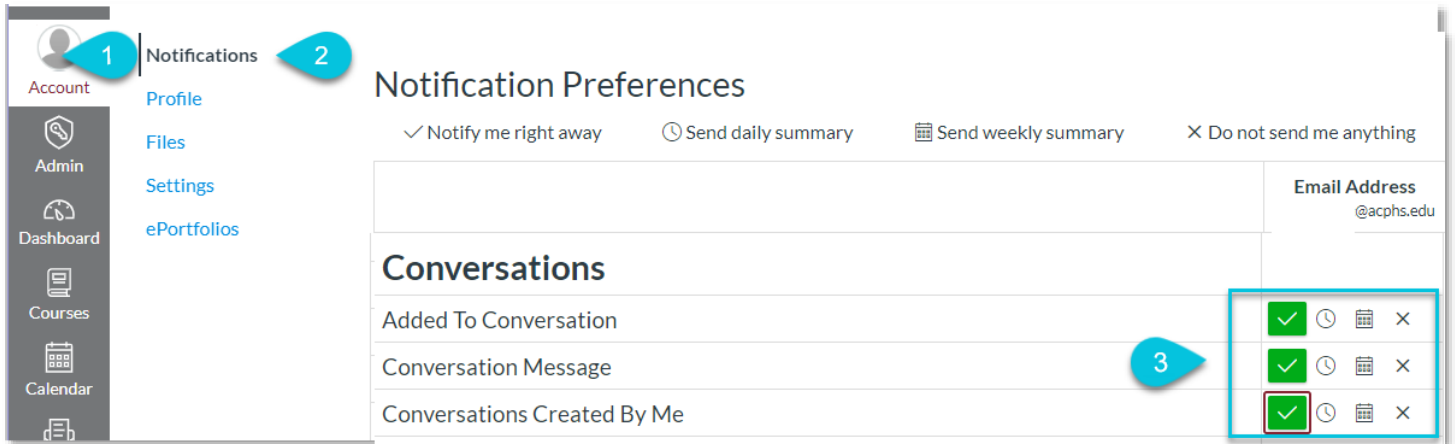
CONVERSATION

Added to conversation	Notify me right away	You are added to a conversation. You will need to log into Canvas to view any attachments
Conversation message	Notify me right away	New inbox messages. You will need to log into Canvas to view any attachments
Conversations created by me	Notify me right away	You created a conversation.

ALERTS

Content Link Error	Notify me right away	A student encountering a broken link in your course site or trying to access an item that has not been published. This notification contains the location & content of a failed link that your student encountered so that you can more easily fix the situation. Students do not know that this email notification has been triggered.
Global Announcements	Notify me right away	"Global Announcements" refers to the announcements that display on your Canvas Dashboard posted by ACPHS.

CHANGING NOTIFICATIONS



1. Select **Account**
2. Select **Notifications**
3. Select the desired notification preferences **Notify me right away**, **Send daily summary**, **Send weekly summary**, or **Do not send me anything**