Quick Guide: How to Set Your Notification Preferences

At the global level, you can customize which notifications you receive from your instructors. You can specify a preferred device on which to be prompted by course alerts and with what frequency.

Customize Your Settings

1. Select **Settings** from the Dashboard menu bar at the top of the screen.

2. Select “Notifications” from the Navigation menu on the left.

3. From here, you can decide which notifications you wish to receive, and how often you wish to receive them. If you choose to have Canvas Conversation messages and alerts forwarded on to an email address, you can select to which email address notifications should be sent.
4. In addition to an external email address, there are other devices to which notifications can be sent, such as via Facebook or text message. Go to “Settings” from the Navigation menu on the left. Click on the “Add Contact method” link on the right-hand side of the screen.

5. From this screen, you can add a cell-phone number at which to receive text message alerts about changes in Canvas course spaces (such a grade postings, or the availability of a new quiz or assignment).
6. You can also click on the **Edit Settings** button. This enables you to add web-services, such as Facebook and Twitter, on which you can receive notifications.