

CANVAS – HOW TO CHANGE NOTIFICATIONS

Canvas offers a variety of notifications parents can receive about course/s their children are enrolled in.

Canvas Communication features are used by Teachers in the College in the following ways:

- **Announcements** are a Teacher's main form of communication with students and parents (Kindy to Year 12);
- Teachers will communication with parents about their child through the **In-Box** in Canvas – these messages will come through immediately to your email account.

The College sets some compulsory notification settings which apply for all observers (parents):

- You will receive a daily summary of ALL of the **Announcements** for your child/ren by email;
- You will receive a weekly summary of ALL of the **Due Dates for Assessments** for your child/ren by email (only applies for Years 5 to 12);
- If you have multiple children, in different year groups, you will receive all of the information pertaining to your children regarding **Announcements** or **Due Dates** in just ONE email per day or week.

Each Canvas notification defaults to a specific notification type, but you can change your notification preferences at any time.

Changing settings will apply to **all** of your child/ren's courses; you cannot change settings for individual courses.

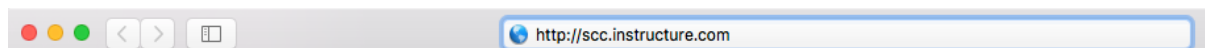
Note: *The Canvas by Instructure app supports setting notification preferences. However, setting preferences inside the app will override preferences in the browser version of Canvas, and some preferences are not supported. Learn about setting preferences in the Canvas app for [Android devices](#) and [iOS devices](#).*

Please visit the College website for useful links about Canvas:

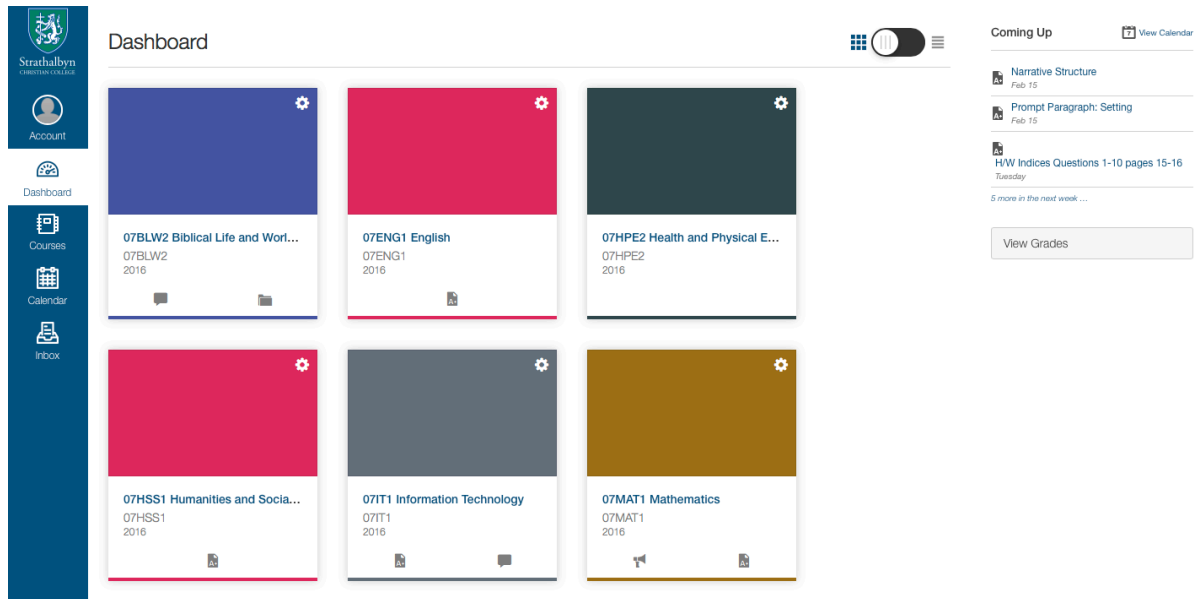
<http://scc.wa.edu.au/parents/information-technology/>

How to Change Notification Settings

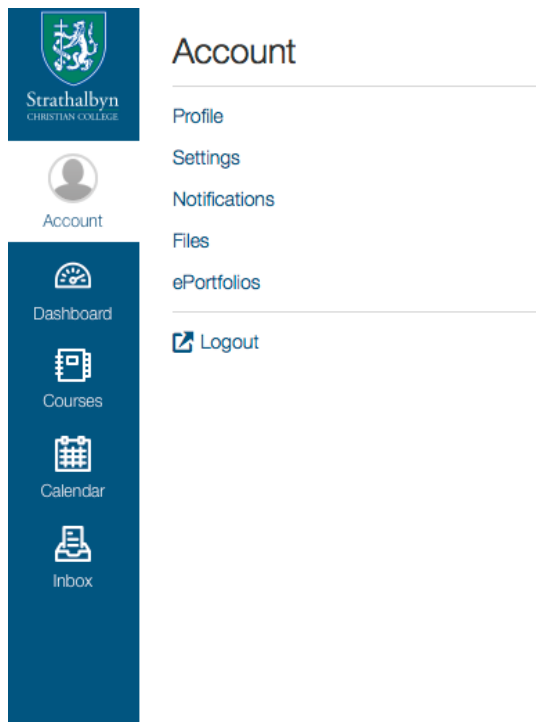
Log in to your Canvas account, using your email address and password.



You will see your Dashboard (Home Page) which shows the various courses your child/ren are participating in.

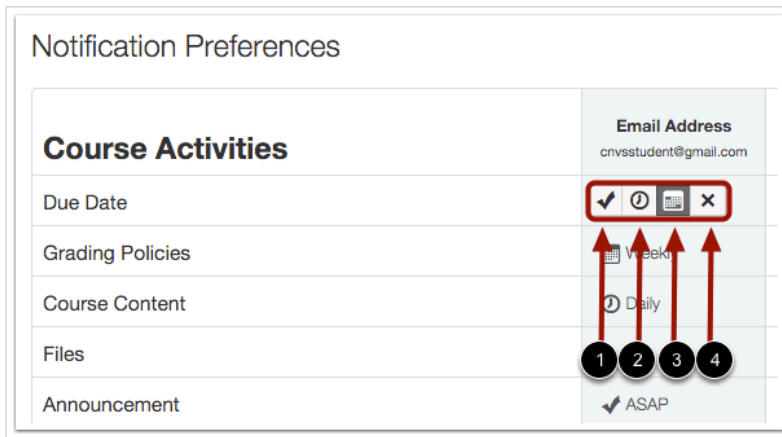


1. Select the **Account** icon.
2. Select the **Notifications** icon.



To change a notification for a contact method, hover over the notification type you want to change:

1. Select the **Check mark** icon to be notified immediately of any change for the activity. *These notifications are delayed by one hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notifications in a short amount of time.*
2. Select the **Clock** icon to be notified daily of any change for the activity.
3. Select the **Calendar** icon to be notified weekly of any change for the activity.
4. Select the **Remove** icon to remove the notification preference so you won't be notified of any change for the activity.



College Recommendations for Parent Notification Settings

Below are tables which contain the various headings in Notification Settings in Canvas. These notifications will ensure that you obtain necessary information for keeping up to date with your children’s learning journey.

The items highlighted in **yellow** are minimum notification settings which cannot be changed by parents, except to increase the frequency for due dates and announcements should you choose to.

Course Activities		
Activity	What the feature does	Minimum Setting
Due Date	Assignment due date change	<input checked="" type="checkbox"/> Weekly Summary
Grading Policies	Course grading policy change	<input checked="" type="checkbox"/> Do not send me anything
Course Content	Change to course content including WikiPage, Assignment, and Quiz content	<input checked="" type="checkbox"/> Do not send me anything
Files	New file added to your course. Canvas will only notify you of new files in a course once they have been uploaded.	<input checked="" type="checkbox"/> Do not send me anything
Announcement	New announcement in your course Essential for Kindy to Year 4 – this is how Teachers will send their weekly communication to you	<input checked="" type="checkbox"/> Daily Summary
Announcement created by you	You can see what announcements you have sent. Also, if you allow replies, a notification will be sent for announcement replies.	<input checked="" type="checkbox"/> Do not send me anything
Grading <input checked="" type="checkbox"/> Include scores when alerting about grade changes	Includes assignments/submission grade entered/changed, unmuted assignment grade, grade weight changed, and excused assignment. <i>Check the Include scores when alerting about grade changes checkbox if you want to see your grades in your notifications.</i>	<input checked="" type="checkbox"/> Do not send me anything
Invitation	Includes invitations to web conferences, collaborations, groups, course, peer review and peer review reminders	<input checked="" type="checkbox"/> Do not send me anything
Submission Comment	Assignment submission comment	<input checked="" type="checkbox"/> Do not send me anything

Discussion		
Activity	What the feature does	Minimum Setting
Discussion	New discussion topic in your course	<input checked="" type="checkbox"/> Do not send me anything
Discussion Post	New discussion post in a topic you're subscribed to	<input checked="" type="checkbox"/> Do not send me anything

Conversations		
Activity	What the feature does	Minimum Setting
Added to Conversation	You are added to a conversation Teachers will use this function to send you a message	✗ Do not send me anything
Conversation Message	New Inbox message Teachers will use this function to send you a message	✓ Notify me right away
Conversations Created By Me	You created a conversation	✗ Do not send me anything

Scheduling		
Activity	What the feature does	Minimum Setting
Student Appointment Signups	Students signed up for an appointment in Scheduler <i>(Instructor & Admin only)</i>	✗ Do not send me anything
Appointment Signups	New appointments are available in the Scheduler for signup	✗ Do not send me anything
Student Appointment Cancelations	Appointment cancellation	✗ Do not send me anything
Appointment Availability	Change to appointment time slots Calendar: New and changed items on your course calendar. <i>(Instructor & Admin only)</i>	✗ Do not send me anything
Calendar	New and changed item on course calendar	✗ Do not send me anything

Groups		
Activity	What the feature does	Minimum Setting
Membership Updates	Group enrolment, accepted/rejected membership	✗ Do not send me anything

Alerts		
Activity	What the feature does	Minimum Setting
Administrative Notifications	Includes course enrolment, report generated, context export, migration export, new account user, new student group <i>(Instructor & Admin only)</i>	✗ Do not send me anything

Conferences		
Activity	What the feature does	Minimum Setting
Recording Ready	Conference recording is ready to view.	✗ Do not send me anything