



CANVAS GUIDES: NOTIFICATION SETTINGS

Canvas includes default notification preferences that parents and students can receive for courses in which they are enrolled. Notifications are sent to Canvas contact methods as specified in each account, however, users can change the default settings by setting their own notification preferences. Directions on changing the preferences are as follows:

- 1** Log in to Canvas (if you are a parent, use the same URL your student uses to access Canvas: **launch.instructure.com** or **springfieldpublicschools.instructure.com**).
- 2** In Global Navigation, click **Account**, then click **Notifications**.
- 3** Each notification is set to a default preference. To change a notification for a contact method, locate the notification, then click the icon for your preferred delivery type:
 - ✓ **To receive a notification right away**, click the Checkmark icon. These notifications may be delayed by up to 1 hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notifications in a short amount of time.
 - 🕒 **To receive a daily notification**, click the Clock icon.
 - 📅 **To receive a weekly notification**, click the Calendar icon. The date and time of your weekly notifications are posted at the bottom of the notifications page.
 - ✗ **If you do not want to receive any notifications**, click the Remove icon.
- 4** If you change a setting, the change is made immediately to your account.



Add Ways to Contact:

In Global Navigation, click **Account**, then click **Settings**. In the Ways to Contact sidebar, your account displays the default email associated with your account, if any. If you want to add an additional email address, click **Add Email Address**. If you want to add SMS text messages as a contact method, click **Add Contact Method**.