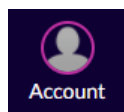


# Changing Notification settings in



Canvas has a comprehensive notification system which can be adjusted depending on how much or how often you wish to be notified. You can change these options by following the directions below.

1. Login to Canvas



2. Select the button from the left hand side toolbar.

3. Select **Notifications** from the Menu list.

4. From the Notifications Screen click on the symbols at the end of column under each category to choose what you wish to be notified of and how often.

You can choose from

✓ Notify me right away    ⌚ Send daily summary    📅 Send weekly summary

Or ✕ Do not send me anything if you do not wish to receive any notifications.

Due Date	✓	⌚	📅	✕
Grading Policies	✓	⌚	📅	✕
Course Content	✓	⌚	📅	✕
Files	✓	⌚	📅	✕

The Page saves automatically with your notification preferences.