



Notification Preferences:

It is **very important** that you keep up with your courses and know what assignments are due. Canvas has great features that will notify you when you receive grades, comments from your instructors, when an assignment is due, when a new assignment has been added, and much more. **YOU ARE RESPONSIBLE** for keeping up with your course. Please set up your notification preferences. **Follow the steps below.** It is **very important** that you keep up with your courses and know what assignments are due. Canvas has great features that will notify you when you receive grades, comments from your instructors, when an assignment is due, when a new assignment has been added, and much more. **YOU ARE RESPONSIBLE** for keeping up with your course. Please set up your notification preferences.

Follow the steps below:

Setting Course Preferences:

Step 1-

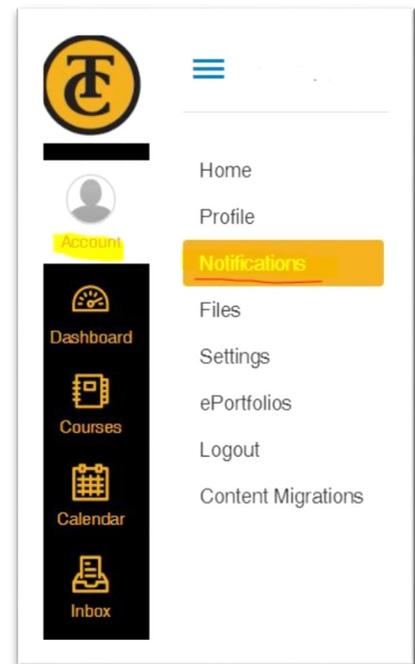
Open up your Notifications preference page. Select **Account** and click on "**Notifications**"

Step 2-

Change the notifications under the source (email or cell number) you check most frequently.

For best practices, each notification should match the notifications table to the right. Please make adjustments as necessary. Simply click on the icon that is indicated for each field..

***If you turn off all notifications, you may miss important notifications about Due Dates.**



Notification Preferences		Email Address
Course Activities		myportal.taftcollege.edu
Due Date	<input checked="" type="checkbox"/> <input type="radio"/> <input type="checkbox"/> <input type="checkbox"/>	
Grading Policies	<input checked="" type="checkbox"/> <input type="radio"/> <input type="checkbox"/> <input type="checkbox"/>	
Course Content	<input checked="" type="checkbox"/> <input type="radio"/> <input type="checkbox"/> <input type="checkbox"/>	
Files	<input checked="" type="checkbox"/> <input type="radio"/> <input type="checkbox"/> <input type="checkbox"/>	
Announcement	<input checked="" type="checkbox"/> <input type="radio"/> <input type="checkbox"/> <input type="checkbox"/>	
Announcement Created By You	<input checked="" type="checkbox"/> <input type="radio"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Grading	<input checked="" type="checkbox"/> <input type="radio"/> <input type="checkbox"/> <input type="checkbox"/>	
<input checked="" type="checkbox"/> Include scores when alerting about grade changes.		
Invitation	<input checked="" type="checkbox"/> <input type="radio"/> <input type="checkbox"/> <input type="checkbox"/>	
Submission Comment	<input checked="" type="checkbox"/> <input type="radio"/> <input type="checkbox"/> <input type="checkbox"/>	
Discussions		
Discussion	<input checked="" type="checkbox"/> <input type="radio"/> <input type="checkbox"/> <input type="checkbox"/>	
Discussion Post	<input checked="" type="checkbox"/> <input type="radio"/> <input type="checkbox"/> <input type="checkbox"/>	
Conversations		
Added To Conversation	<input checked="" type="checkbox"/> <input type="radio"/> <input type="checkbox"/> <input type="checkbox"/>	
Conversation Message	<input checked="" type="checkbox"/> <input type="radio"/> <input type="checkbox"/> <input type="checkbox"/>	
Conversations Created By Me	<input checked="" type="checkbox"/> <input type="radio"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Scheduling		
Student Appointment Signups	<input checked="" type="checkbox"/> <input type="radio"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Appointment Signups	<input checked="" type="checkbox"/> <input type="radio"/> <input type="checkbox"/> <input type="checkbox"/>	
Appointment Cancellations	<input checked="" type="checkbox"/> <input type="radio"/> <input type="checkbox"/> <input type="checkbox"/>	
Appointment Availability	<input checked="" type="checkbox"/> <input type="radio"/> <input type="checkbox"/> <input type="checkbox"/>	
Calendar	<input checked="" type="checkbox"/> <input type="radio"/> <input type="checkbox"/> <input type="checkbox"/>	
Groups		
Membership Update	<input checked="" type="checkbox"/> <input type="radio"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Alerts		
Administrative Notifications	<input checked="" type="checkbox"/> <input type="radio"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Conferences		
Recording Ready	<input checked="" type="checkbox"/> <input type="radio"/> <input type="checkbox"/> <input type="checkbox"/>	

Your weekly notifications will be sent Saturday between 12pm and 2pm.