



Notification Preferences:



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It is **very important** that you keep up with your courses and know what assignments are due. **YOU ARE RESPONSIBLE** for keeping up with your course. Please set up your notification preferences accordingly.

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.

Setting Course Preferences:

To change your Notification settings(emails from Canvas), follow the steps below:

1. Go to your **Account avatar icon** and click on "**Notifications**". This will open up your Notifications preference page.
2. Change the notifications under each source if necessary (email or cell number).
3. 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.

Notification Setting Options:

Chose the notification setting that is right for you

Send weekly summary

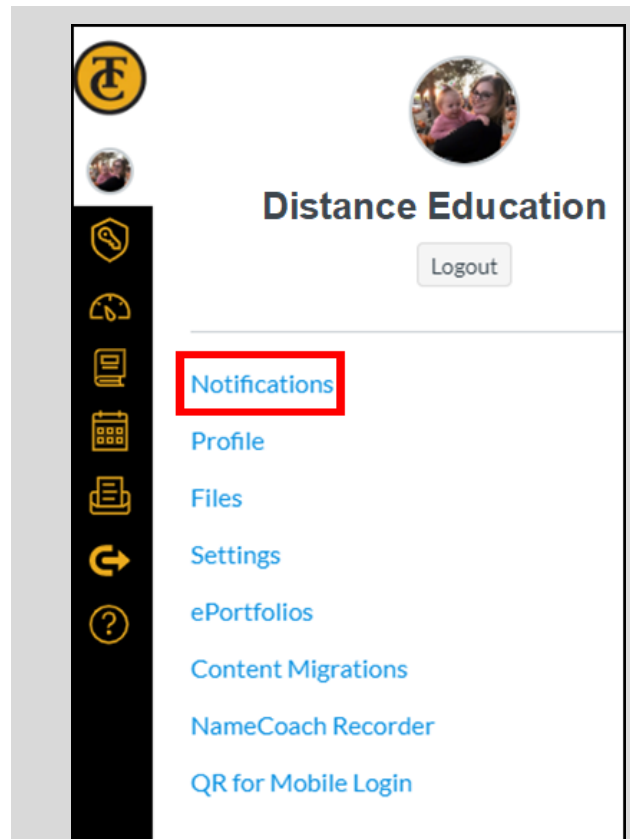
Send daily summary

Notify me right away

◆ Recommended for all active students

Do not send me anything

◆ Recommended for those who have graduated and no longer wish to receive Canvas notifications



Course Activities	Source
	↓ Email Address @myportal.taftcollege.edu
Due Date	<input checked="" type="checkbox"/> <input type="checkbox"/>
Grading Policies	<input checked="" type="checkbox"/> <input type="checkbox"/>
Course Content	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Files	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Announcement	<input checked="" type="checkbox"/> <input type="checkbox"/>
Announcement Created By You	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Grading	<input checked="" type="checkbox"/> <input type="checkbox"/>
Invitation	<input checked="" type="checkbox"/> <input type="checkbox"/>
All Submissions	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Late Grading	<input checked="" type="checkbox"/> <input type="checkbox"/>
Submission Comment	<input checked="" type="checkbox"/> <input type="checkbox"/>
Blueprint Sync	<input checked="" type="checkbox"/> <input type="checkbox"/>
Alerts	
Administrative Notifications	<input checked="" type="checkbox"/> <input type="checkbox"/>
Content Link Error	<input checked="" type="checkbox"/> <input type="checkbox"/>
Global Announcements	<input checked="" type="checkbox"/> <input type="checkbox"/>