Notification Preferences

Canvas includes a set of default notification preferences you can receive for your courses. Notifications are sent to Canvas contact methods as specified in your account. However, you can change the default settings by setting your own notification preferences.

You may be able to reply directly to email notifications outside of Canvas. Replies are updated in the Canvas Inbox. However, please be aware that replies will include all content in the email (such as email signatures), and attachments added as part of an external reply are not included with the message shown in Canvas.

Notifications are sent as one of four delivery types: Notify Me Right Away, Daily Summary, Weekly Summary, or Do Not Send. If you change a setting, the change is made immediately to your account.

- **Daily Summary** notifications may vary among users, but typically are scheduled to be delivered around 6pm in the user’s set time zone.
- **Weekly Summary** notifications vary among users. The date and time of your weekly notifications are posted at the bottom of the notifications page.
- Twitter and SMS notifications can only be set to Notify Me Right Away or Do Not Send.

Notifications set to Notify Me Right Away may be delayed by up to one hour. To prevent users from being spammed by multiple notifications in a short amount of time, the following notifications may be temporarily held in case an instructor makes additional changes. The notification and approximate time delay are listed.

### Course Activities
- Due Date: 5 minutes
- Files: 2 minutes

### Course Content
- Assignment Changed: 30 minutes
- Page Updated: 15 minutes

### Grading
- Automatically Graded Assignment: 15 minutes
- Manually Graded Submission: 60 minutes
- Submission Grade Change: 5 minutes

### Scheduling
- Calendar Event Date Changed: 15 minutes

Notification Users

All active users can set preferences for all notifications shown in this document unless otherwise indicated.

- Notification preferences only apply to you; they are not used to control how course updates are sent to other users. (The only exception is the Course Content notification.)
- Notification settings apply to all of your courses; you cannot change settings for individual courses.
- An active user is defined as a user with an active enrollment who can participate in a course. Users with concluded enrollments do not receive notifications, even if their concluded enrollment is in an active course.

Users who have an Observer role within a course currently only receive notifications for actions related to the following preferences:

- Due Date
- Grading Policies
- Course Content
- Announcement
- Grading
- Invitation
- Submission Comment

- Conversation Message
- Conversation Created By Me
- Calendar
- Appointment Signups
- Appointment Cancellations
- Student Appointment Signup
Notification Descriptions

This document outlines each notification, the default setting, the behavior(s) that trigger the notification, and the location of the notification. Notification locations can be any contact method set in your profile page with a notification preference, the Course Activity Stream, or both.

**Note:** Notification Preferences do not affect notifications in the Course Activity Stream. Updates in the Course Activity Stream cannot be disabled, but users can choose not to use the Course Activity Stream where applicable, such as in the Dashboard (New Canvas UI) or Course Home Page.

Notification Whitelist

For email whitelist purposes, notifications will be sent from an email address ending in instructure.com. In most cases, whitelisting the Instructure domain is all that is required. The notification sender is displayed according to the notification context: account name, course/group name, or user name.

Several email headers show the sender details that could be used to supplement or enhance a filter that is generating bounced notifications. Canvas uses the following technologies:

- SPF (Sender Policy Framework) allows us to specify which hosts are allowed to send mail from a given domain by adding SPF records in our DNS record. Mail servers along the way can check DNS for an SPF record to verify a message is being sent by a sanctioned host.
- A DKIM (DomainKeys Identified Mail) signature lets us sign mail with a private key, and your server validates the signature, retrieving our public key via DNS.

If required, whitelists can also be created by Internet Protocol (IP). However, this method is not recommended as the list of valid IP addresses changes periodically and requires maintenance. For a complete list of current IP addresses, please contact your Customer Success Manager and/or Implementation Consultant for assistance.

Notification Defaults

By default, notifications are set as follows:

**Course Activities**
- Due Date: Send weekly
- Grading Policies: Send weekly
- Course Content: Do not send
- Files: Do not send
- Announcement: Notify me right away
- Announcement Created By You: Do not send
- Grading: Notify me right away
- Invitation: Notify me right away
- All Submissions: Do not send
- Late Grading: Send daily
- Submission Comments: Send daily
- Blueprint Sync: Send daily

**Discussions**
- Discussion: Do not send
- Discussion Post: Send daily
**Canvas Notifications**

**Conversations**
Added to Conversation: Notify me right away  
Conversation Message: Notify me right away  
Conversations Created By Me: Do not send

**Scheduling**
Student Appointment Signups: Do not send 
Appointment Signups: Notify me right away 
Appointment Cancellations: Notify me right away 
Appointment Availability: Notify me right away 
Calendar: Do not send

**Groups**
Membership Update: Send daily

**Alerts**
Administrative Notifications: Send daily

**Conferences**
Recording Ready: Notify me right away
## Course Activities

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Assignment due date change. A user who creates an assignment, quiz, or discussion will receive a notification for this action.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default</td>
<td>Weekly</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notification Trigger</th>
<th>Notification Preference</th>
<th>Course Activity Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Graded Assignment Created</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>New Graded Quiz or Survey Created</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>New Graded Discussion Created</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Assignment Changed from Non-Graded to Graded</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Change in Due Date for an Assignment or Quiz^</td>
<td>✔ *</td>
<td>✔ *</td>
</tr>
</tbody>
</table>

### Grading Policies

<table>
<thead>
<tr>
<th>Description</th>
<th>Course grading policy change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default</td>
<td>Weekly</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notification Trigger</th>
<th>Notification Preference</th>
<th>Course Activity Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change in Assignment Group Grade Weight^</td>
<td>✔</td>
<td>X</td>
</tr>
<tr>
<td>Change in Gradebook Total Point Method^ (Percentage/Point Value)</td>
<td>✔</td>
<td>X</td>
</tr>
<tr>
<td>Default Grades Set</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Curve Grades</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Change in Course Grading Schemes</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

* = This notification will still send when the box is not checked.

^ = Email notifications for these actions will be delayed, even if the user has set their notification preferences to be notified right away.
## Course Content

**Description**
Changes to course content including page, assignment, and quiz content. When a Canvas user makes changes to assignments, quizzes, and pages, the content includes a **Notify users that this content has changed** checkbox.

Selecting this checkbox triggers a notification regarding the changes that have occurred within that assignment, quiz, or page.

**Default**
Do Not Send

<table>
<thead>
<tr>
<th>Notification Trigger</th>
<th>Notification Preference</th>
<th>Course Activity Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edits to Pages^</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Edits to Assignments^</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Assignment Changed from Non-Graded to Graded</td>
<td>✓</td>
<td>✓*</td>
</tr>
<tr>
<td>- Assignment Title Changed</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>- Assignment Description Changed</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>- Point Total Changed</td>
<td>✓</td>
<td>✓*</td>
</tr>
<tr>
<td>- Assignment Group Changed</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>- “Display Grade As” Changed</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>- Submission Type Changed</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>- Group Assignment (Y/N) Changed</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>- Peer Reviews (Y/N) Changed</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>- Moderated Grading Changed</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>- Users Assigned Changed</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>- Availability Dates Changed</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

* = This notification will still send when the box is not checked.
^ = Email notifications for these actions will be delayed, even if the user has set their notification preferences for emails to be sent right away.
## Canvas Notifications

<table>
<thead>
<tr>
<th>Notification Trigger</th>
<th>Notification Preference</th>
<th>Course Activity Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edits to Quizzes^</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Quiz Changed from Non-Graded to Graded</td>
<td>✓ ✓ *</td>
<td>✓</td>
</tr>
<tr>
<td>- Quiz Title Changed</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>- Quiz Description Changed</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>- Quiz Type Changed</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>- Quiz Assignment Group Changed</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>- Quiz Options Changed</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>- Quiz Restrictions Changed</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>- Quiz Users Assigned Changed</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>- Quiz Availability Dates Changed</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>- Edits to Practice Quizzes</td>
<td>×</td>
<td>×</td>
</tr>
<tr>
<td>- Edits to Graded Surveys^</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>- Edits to Ungraded Surveys</td>
<td>×</td>
<td>×</td>
</tr>
</tbody>
</table>

* = This notification will still send when the box is not checked.
^ = Email notifications for these actions will be delayed, even if the user has set their notification preferences for emails to be sent right away.

## Files

<table>
<thead>
<tr>
<th>Description</th>
<th>New file added to your course. Canvas will only notify you of new files in a course once they have been uploaded. Notifications will not be sent to the user who uploads the file. If an Instructor disables the Files tab within a course, students will not receive this notification.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default</td>
<td>Do Not Send</td>
</tr>
<tr>
<td>Notification Trigger</td>
<td>Notification Preference</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>New File Added to Course^</td>
<td>✓</td>
</tr>
</tbody>
</table>

### Announcement

**Description**
New announcement in your course or group.

Instructors, TAs, and other custom instructor roles can receive notifications for course groups without being added directly to a group. To receive a notification, they must be enrolled in the course and enable the Announcement notification preference.

**Default**
Notify Me Right Away

**Notification Trigger**
New Announcement Created

<table>
<thead>
<tr>
<th>Notification Trigger</th>
<th>Notification Preference</th>
<th>Course Activity Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Announcement Created</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

^ = Email notifications for these actions will be delayed, even if the user has set their notification preferences for emails to be sent right away.

### Announcement Created By You

**Description**
You can see what announcements you have sent in a course or group. Also, if you allow replies, a notification will be sent for announcement replies.

Instructors, TAs, and other custom instructor roles can receive notifications for course groups without being added directly to a group. To receive a notification, they must be enrolled in the course and enable the Announcement Created By You notification preference.

**Default**
Do Not Send

**Notification Trigger**
Announcement Created by You

<table>
<thead>
<tr>
<th>Notification Trigger</th>
<th>Notification Preference</th>
<th>Course Activity Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcement Created by You</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Replies to Announcement You Created</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
Canvas Notifications

## Grading

<table>
<thead>
<tr>
<th>Description</th>
<th>Grade changes in your course. Includes entering or changing a submission grade and unmuting an assignment.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If you want to see your grades as part of these notifications, check the <strong>Include scores when alerting about grades</strong> checkbox. This checkbox also includes a warning that if your email is not an institution email, sensitive content will be sent outside of your institution. Your institution can enable or disable this option at any time. <em>If the Include scores checkbox is not visible in the notifications page, your institution has disabled this feature.</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Default</th>
<th>Notify Me Right Away</th>
</tr>
</thead>
</table>

| User Restrictions | Notification settings do not apply to only one course. If you are enrolled in multiple courses as a student, but you are also enrolled in a course as an instructor or equivalent role (TA, designer), please be aware that notifications from those courses will show student grades (as instructor roles do not have their own grades in such courses). |

<table>
<thead>
<tr>
<th>Notification Trigger</th>
<th>Notification Preference</th>
<th>Course Activity Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade is Entered for an Assignment/Submission^</td>
<td>✓</td>
<td>✗</td>
</tr>
<tr>
<td>Grade is Entered for a Quiz^</td>
<td>✓</td>
<td>✗</td>
</tr>
<tr>
<td>Grade is Changed for an Assignment/Submission^</td>
<td>✓</td>
<td>✗</td>
</tr>
<tr>
<td>Grade is Changed for a Quiz^</td>
<td>✓</td>
<td>✗</td>
</tr>
<tr>
<td>Assignment Grade is Unmuted</td>
<td>✓</td>
<td>✗</td>
</tr>
</tbody>
</table>
**Canvas Notifications**

### Invitation

<table>
<thead>
<tr>
<th>Description</th>
<th>Includes invitations to Web Conferences, Collaborations, Groups, Peer Reviews, and Peer Review reminders.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Collaborations Invitations</strong></td>
<td>Email notifications for Collaborations relate directly to whether you have enabled Google Drive as a registered web service. When Collaboration notifications are turned on and Google Drive is registered, the connected email address appears in the body of the invitation email; if Google Drive is not registered, the user’s default email will appear in the invitation body.</td>
</tr>
<tr>
<td></td>
<td>When Collaboration notifications are turned off and Google Drive is registered, an email will still be sent to the connected account email address; if Google Drive is not registered, no email will be sent.</td>
</tr>
<tr>
<td>Default</td>
<td>Notify Me Right Away</td>
</tr>
</tbody>
</table>

### User Restrictions

| Notifications apply to any user who is issued the invitation. However, users invited to a course in an observer role are not sent a course invitation unless they do not already have a Canvas account. Observer enrollments without a Canvas account must create an account before they can log in to the course. |

<table>
<thead>
<tr>
<th>Notification Trigger</th>
<th>Notification Preference</th>
<th>Course Activity Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invitees are Added to a Web Conference</td>
<td>✔</td>
<td>❌</td>
</tr>
<tr>
<td>User Invited to Join a Group</td>
<td>✔</td>
<td>❌</td>
</tr>
<tr>
<td>User Invited to Join a Collaboration</td>
<td>✔</td>
<td>❌</td>
</tr>
<tr>
<td>User is Assigned a Peer Review</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

### All Submissions

<table>
<thead>
<tr>
<th>Description</th>
<th>Assignment (except quizzes) submission/resubmission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default</td>
<td>Do Not Send</td>
</tr>
<tr>
<td>User Restrictions</td>
<td>Applies to Instructor and Admin roles</td>
</tr>
</tbody>
</table>
### Canvas Notifications

<table>
<thead>
<tr>
<th>Notification Trigger</th>
<th>Notification Preference</th>
<th>Course Activity Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission is Turned In</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Quiz Submitted with Manually Graded Question</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Quiz Submitted w/o Manually Graded Question</td>
<td></td>
<td></td>
</tr>
<tr>
<td>User Resubmits an Assignment</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Graded Group Discussion Post</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Non-Graded Group Discussion Post</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graded Course Discussion Post</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Non-Graded Course Discussion Post</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Late Grading

**Description**: Late assignment submission  
**Default**: Daily  
**User Restrictions**: Applies to Instructor and Admin roles

<table>
<thead>
<tr>
<th>Notification Trigger</th>
<th>Notification Preference</th>
<th>Course Activity Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Submission is Turned in Late</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

### Submission Comment

**Description**: Assignment submission comment. Notifications include the text of the submission comment, the creator of the comment, the course, and assignment name.  
**Default**: Daily

<table>
<thead>
<tr>
<th>Notification Trigger</th>
<th>Notification Preference</th>
<th>Course Activity Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment Added to an Assignment Submission</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>
## Blueprint Sync

<table>
<thead>
<tr>
<th>Description</th>
<th>Content was synced from a blueprint course to associated courses. Only enabled for institutions using the Blueprint Course feature.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default</td>
<td>Daily</td>
</tr>
<tr>
<td>User Restrictions</td>
<td>Applies to Instructor and Admin roles</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notification Trigger</th>
<th>Notification Preference</th>
<th>Course Activity Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blueprint content synced to an associated course</td>
<td>✓</td>
<td>✗</td>
</tr>
</tbody>
</table>

## Discussions

### Discussion

<table>
<thead>
<tr>
<th>Description</th>
<th>New discussion topic in your course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default</td>
<td>Do Not Send</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notification Trigger</th>
<th>Notification Preference</th>
<th>Course Activity Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Discussion Topic is Created</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

### Discussion Post

<table>
<thead>
<tr>
<th>Description</th>
<th>New discussion post in a topic you’re subscribed to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default</td>
<td>Daily</td>
</tr>
</tbody>
</table>
**Canvas Notifications**

<table>
<thead>
<tr>
<th>Notification Trigger</th>
<th>Notification Preference</th>
<th>Course Activity Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Discussion Post is Made to a Discussion You Are Subscribed To</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>

**Conversations**

### Added to a Conversation

<table>
<thead>
<tr>
<th>Description</th>
<th>You are added to a conversation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default</td>
<td>Notify Me Right Away</td>
</tr>
<tr>
<td>User Restrictions</td>
<td>Users can read and reply to conversation messages outside of Canvas, but attachments are not included in both sent and received messages. If an incoming message includes an attachment, or an outgoing message requires an attachment, the user must view and send the message from within Canvas.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notification Trigger</th>
<th>Notification Preference</th>
<th>Course Activity Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>User is Added to a Conversation</td>
<td>❌</td>
<td>✔️</td>
</tr>
</tbody>
</table>

### Conversation Message

<table>
<thead>
<tr>
<th>Description</th>
<th>You are sent a conversation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default</td>
<td>Notify Me Right Away</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notification Trigger</th>
<th>Notification Preference</th>
<th>Course Activity Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Receives a Conversation Message</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>

### Conversation Created by Me

<table>
<thead>
<tr>
<th>Description</th>
<th>You created a conversation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default</td>
<td>Do Not Send</td>
</tr>
</tbody>
</table>
### Scheduling

#### Student Appointment Signups

<table>
<thead>
<tr>
<th>Notification Trigger</th>
<th>Notification Preference</th>
<th>Course Activity Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Sends a Conversation Message</td>
<td>✓</td>
<td>✗</td>
</tr>
</tbody>
</table>

**Description**
Students signed up for an appointment in Scheduler.

**Default**
Do Not Send

**User Restrictions**
Applies to Instructor and Admin roles

<table>
<thead>
<tr>
<th>Notification Trigger</th>
<th>Notification Preference</th>
<th>Course Activity Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Appointment Signups</td>
<td>✓</td>
<td>✗</td>
</tr>
<tr>
<td>Removal of Student Appointment Signups</td>
<td>✓</td>
<td>✗</td>
</tr>
</tbody>
</table>

**Appointment Signups**

<table>
<thead>
<tr>
<th>Notification Trigger</th>
<th>Notification Preference</th>
<th>Course Activity Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Member Reserves an Appointment</td>
<td>✓</td>
<td>✗</td>
</tr>
</tbody>
</table>
# Canvas Notifications

## Appointment Cancellations

<table>
<thead>
<tr>
<th>Description</th>
<th>Default</th>
<th>User Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointments are cancelled</td>
<td>Notify Me Right Away</td>
<td>Applies to Student role</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notification Trigger</th>
<th>Notification Preference</th>
<th>Course Activity Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment Group Deleted</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Appointment Deleted by Instructor</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

## Appointment Availability

<table>
<thead>
<tr>
<th>Description</th>
<th>Default</th>
<th>User Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change to appointment time slots</td>
<td>Notify Me Right Away</td>
<td>Applies to Student role</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notification Trigger</th>
<th>Notification Preference</th>
<th>Course Activity Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment Group Created</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Time Slots Added</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Appointment Unreserved</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Calendar

<table>
<thead>
<tr>
<th>Description</th>
<th>Default</th>
</tr>
</thead>
<tbody>
<tr>
<td>New or changed Calendar events</td>
<td>Do Not Send</td>
</tr>
</tbody>
</table>

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### Groups

#### Membership Updates

<table>
<thead>
<tr>
<th>Description</th>
<th>Group enrollment, accepted/rejected membership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default</td>
<td>Daily</td>
</tr>
<tr>
<td>User Restrictions</td>
<td>Admins also receive notifications for activated pending enrollments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notification Trigger</th>
<th>Notification Preference</th>
<th>Course Activity Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>User is Added to a Group</td>
<td>✓</td>
<td>X</td>
</tr>
<tr>
<td>User Enrolls in a Course</td>
<td>✓</td>
<td>X</td>
</tr>
</tbody>
</table>

### Alerts

#### Administrative Notifications

<table>
<thead>
<tr>
<th>Description</th>
<th>Includes accepted course enrollments, generated reports, context export, migration export, new account users, and new student groups.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default</td>
<td>Daily</td>
</tr>
<tr>
<td>User Restrictions</td>
<td>Applies to Instructor and Admin roles</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notification Trigger</th>
<th>Notification Preference</th>
<th>Course Activity Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report is Generated</td>
<td>✓</td>
<td>X</td>
</tr>
<tr>
<td>Content Export</td>
<td>✓</td>
<td>X</td>
</tr>
</tbody>
</table>
## Canvas Notifications

<table>
<thead>
<tr>
<th>Notification Trigger</th>
<th>Notification Preference</th>
<th>Course Activity Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Account User</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>New Student Group</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Accepted Course Enrollment</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

### Conferences

#### Recording Ready

- **Description**: Conference recording is ready to view.
- **Default**: Notify Me Right Away
- **User Restrictions**: Applies to Instructor and Admin roles

<table>
<thead>
<tr>
<th>Notification Trigger</th>
<th>Notification Preference</th>
<th>Course Activity Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Recording is Ready</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>