

## 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

**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

Due Date	
Description	Assignment due date change. A user who creates an assignment, quiz, or discussion will receive a notification for this action.
Default	Weekly

Notification Trigger	Notification Preference	Course Activity Stream
New Graded Assignment Created	✓	✓
New Graded Quiz or Survey Created	✓	✓
New Graded Discussion Created	✓	✓
Assignment Changed from Non-Graded to Graded	✓	✓
Change in Due Date for an Assignment or Quiz <sup>^</sup>	✓ *	✓ *

Grading Policies	
Description	Course grading policy change
Default	Weekly

Notification Trigger	Notification Preference	Course Activity Stream
Change in Assignment Group Grade Weight <sup>^</sup>	✓	✗
Change in Gradebook Total Point Method <sup>^</sup> (Percentage/Point Value)	✓	✗
Default Grades Set	✗	✗
Curve Grades	✗	✗
Change in Course Grading Schemes	✗	✗

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

<sup>^</sup> = 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	<p>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 <b>Notify users that this content has changed</b> checkbox.</p> <p>Selecting this checkbox triggers a notification regarding the changes that have occurred within that assignment, quiz, or page.</p>
Default	Do Not Send

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

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

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

Notification Trigger	Notification Preference	Course Activity Stream
Edits to Quizzes <sup>^</sup>		
- Quiz Changed from Non-Graded to Graded	✓ *	✗
- Quiz Title Changed	✓	✓
- Quiz Description Changed	✓	✓
- Quiz Type Changed	✓	✗
- Quiz Assignment Group Changed	✓	✓
- Quiz Options Changed	✓	✓
- Quiz Restrictions Changed	✓	✓
- Quiz Users Assigned Changed	✓	✓
- Quiz Availability Dates Changed	✓	✓
- Edits to Practice Quizzes	✗	✗
- Edits to Graded Surveys <sup>^</sup>	✓	✓
- Edits to Ungraded Surveys	✗	✗

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

<sup>^</sup> = 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

Description	<p>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.</p> <p>If an Instructor disables the Files tab within a course, students will not receive this notification.</p>
Default	Do Not Send

Notification Trigger	Notification Preference	Course Activity Stream
New File Added to Course <sup>^</sup>	✓	✗

### Announcement

Description	<p>New announcement in your course or group.</p> <p>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.</p>	
Default	Notify Me Right Away	

Notification Trigger	Notification Preference	Course Activity Stream
New Announcement Created	✓	✓

<sup>^</sup> = 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	<p>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.</p> <p>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.</p>	
Default	Do Not Send	

Notification Trigger	Notification Preference	Course Activity Stream
Announcement Created by You	✓	✓
Replies to Announcement You Created	✓	✓

## Grading

Description	<p>Grade changes in your course. Includes entering or changing a submission grade and unmuting an assignment.</p> <p>If you want to see your grades as part of these notifications, check the <b>Include scores when alerting about grades</b> 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. <i>If the Include scores checkbox is not visible in the notifications page, your institution has disabled this feature.</i></p>
Default	Notify Me Right Away
User Restrictions	<p>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).</p>

Notification Trigger	Notification Preference	Course Activity Stream
Grade is Entered for an Assignment/Submission^	✓	✗
Grade is Entered for a Quiz^	✓	✗
Grade is Changed for an Assignment/Submission^	✓	✗
Grade is Changed for a Quiz^	✓	✗
Assignment Grade is Unmuted	✓	✗



### Invitation

Description	<p>Includes invitations to Web Conferences, Collaborations, Groups, Peer Reviews, and Peer Review reminders.</p> <p><b>Collaborations Invitations</b>            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.</p> <p>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.</p>
Default	Notify Me Right Away

User Restrictions	<p>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.</p>
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Notification Trigger	Notification Preference	Course Activity Stream
Invitees are Added to a Web Conference	✓	✗
User Invited to Join a Group	✓	✗
User Invited to Join a Collaboration	✓	✗
User is Assigned a Peer Review	✓	✓

### All Submissions

Description	Assignment (except quizzes) submission/resubmission
Default	Do Not Send
User Restrictions	Applies to Instructor and Admin roles

Notification Trigger	Notification Preference	Course Activity Stream
Submission is Turned In	✓	✗
Quiz Submitted with Manually Graded Question	✓	✗
Quiz Submitted w/o Manually Graded Question	✗	✗
User Resubmits an Assignment	✓	✗
Graded Group Discussion Post	✓	✗
Non-Graded Group Discussion Post	✗	✗
Graded Course Discussion Post	✓	✗
Non-Graded Course Discussion Post	✗	✗

### Late Grading

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

Notification Trigger	Notification Preference	Course Activity Stream
A Submission is Turned in Late	✓	✗

### 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

Notification Trigger	Notification Preference	Course Activity Stream
Comment Added to an Assignment Submission	✓	✗

Notification Trigger	Notification Preference	Course Activity Stream
Instructor Re-Uploads Assignment Submissions	✓	✗

### Blueprint Sync

Description	Content was synced from a blueprint course to associated courses. Only enabled for institutions using the Blueprint Course feature.
Default	Daily
User Restrictions	Applies to Instructor and Admin roles

Notification Trigger	Notification Preference	Course Activity Stream
Blueprint content synced to an associated course	✓	✗

## Discussions

### Discussion

Description	New discussion topic in your course
Default	Do Not Send

Notification Trigger	Notification Preference	Course Activity Stream
New Discussion Topic is Created	✓	✓

### Discussion Post

Description	New discussion post in a topic you're subscribed to
Default	Daily

Notification Trigger	Notification Preference	Course Activity Stream
A Discussion Post is Made to a Discussion You Are Subscribed To	✓	✓

## Conversations

### Added to a Conversation

Description	You are added to a conversation	
Default	Notify Me Right Away	
User Restrictions	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.	

Notification Trigger	Notification Preference	Course Activity Stream
User is Added to a Conversation	✗	✓

### Conversation Message

Description	You are sent a conversation	
Default	Notify Me Right Away	

Notification Trigger	Notification Preference	Course Activity Stream
User Receives a Conversation Message	✓	✓

### Conversation Created by Me

Description	You created a conversation.	
Default	Do Not Send	

Notification Trigger	Notification Preference	Course Activity Stream
User Sends a Conversation Message	✓	✗

## Scheduling

### Student Appointment Signups

Description	Students signed up for an appointment in Scheduler.
Default	Do Not Send
User Restrictions	Applies to Instructor and Admin roles

Notification Trigger	Notification Preference	Course Activity Stream
Student Appointment Signups	✓	✗
Removal of Student Appointment Signups	✓	✗

### Appointment Signups

Description	A user is signed up for an appointment by another user. This notification occurs when an instructor creates an appointment group and selects the option for students to sign up in groups. After one group member makes an appointment, any other group member with this preference activated will receive a notification.
Default	Notify Me Right Away

Notification Trigger	Notification Preference	Course Activity Stream
Group Member Reserves an Appointment	✓	✗

### Appointment Cancellations

Description	Appointments are cancelled
Default	Notify Me Right Away
User Restrictions	Applies to Student role

Notification Trigger	Notification Preference	Course Activity Stream
Appointment Group Deleted	✓	✗
Appointment Deleted by Instructor	✓	✗

### Appointment Availability

Description	Change to appointment time slots
Default	Notify Me Right Away
User Restrictions	Applies to Student role

Notification Trigger	Notification Preference	Course Activity Stream
Appointment Group Created	✓	✗
Time Slots Added	✓	✗
Appointment Unreserved	✗	✗

### Calendar

Description	New or changed Calendar events
Default	Do Not Send

Notification Trigger	Notification Preference	Course Activity Stream
New Calendar Event Created	✓	✗
Calendar Event Changed	✓	✗

## Groups

### Membership Updates

Description	Group enrollment, accepted/rejected membership
Default	Daily
User Restrictions	Admins also receive notifications for activated pending enrollments

Notification Trigger	Notification Preference	Course Activity Stream
User is Added to a Group	✓	✗
User Enrolls in a Course	✓	✗

## Alerts

### Administrative Notifications

Description	Includes accepted course enrollments, generated reports, context export, migration export, new account users, and new student groups.
Default	Daily
User Restrictions	Applies to Instructor and Admin roles

Notification Trigger	Notification Preference	Course Activity Stream
Report is Generated	✓	✗
Content Export	✓	✗

Notification Trigger	Notification Preference	Course Activity Stream
New Account User	✓	✗
New Student Group	✓	✗
Accepted Course Enrollment	✓	✗

## Conferences

### Recording Ready

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

Notification Trigger	Notification Preference	Course Activity Stream
Conference Recording is Ready	✓	✗