NOTIFICATIONS IN CANVAS

WHAT YOU NEED TO KNOW

1. You can set the Notification Preferences in Canvas to best fit your personal tastes.
2. There are multiple ways that you can be notified about activity in your Canvas courses.

SETTING YOUR NOTIFICATION PREFERENCES

• The Notification Preferences in Canvas allow for you to control how often Canvas contacts you about activity in your courses.
• To view your Notification Preferences, go to User “Settings.”

  o From the left-hand menu, select “Notifications.”

• These are your Notification Preferences. Which allow you to set the frequency of notifications whenever course activity occurs. (More options available than listed below)
We strongly encourage faculty and staff to require students set their Notification Preferences for Announcements and Conversations to “ASAP”.

WAYS TO CONTACT

- You can have Canvas notify you of course activity through multiple email address, send a text message to your cell phone.
- Within your User Settings, look to the right navigation menu for “Ways to Contact.”

1. Your Baylor email address is the default email address. This cannot be changed.
2. To add another email address, select “Add Email Address.”
3. To add a cell phone number to receive text notifications, select “Add Contact Method.”

1. Enter your cell phone number
2. Select your carrier. (AT&T, Verizon, etc.)
3. Register SMS to save.