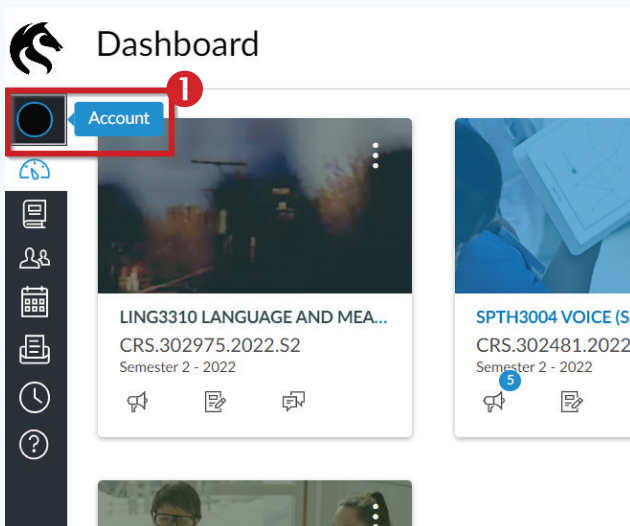


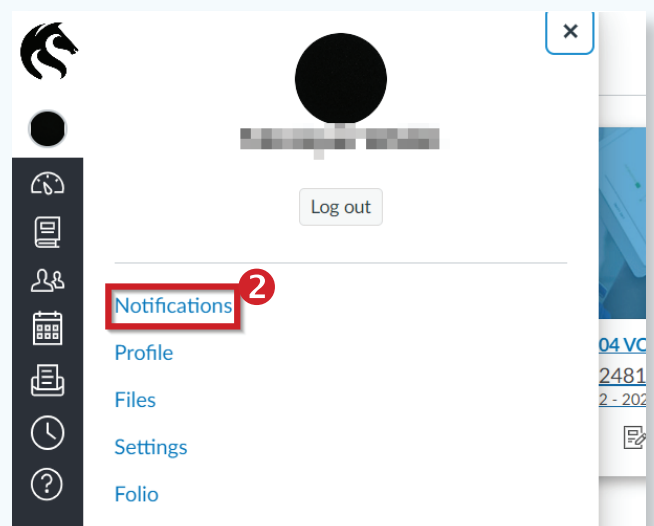
# How to edit notifications

Not being notified when your course coordinator releases an assessment?  
Do you get notifications which don't seem relevant to your learning?  
This Canvas guide will help you customise your settings to ensure you are receiving notifications tailored to your needs.

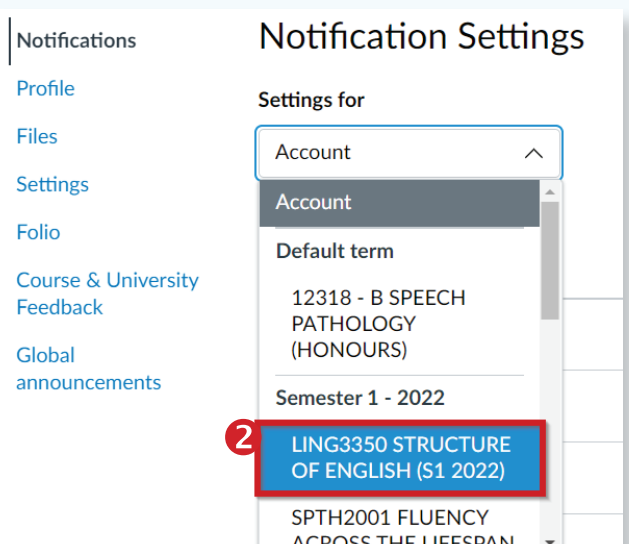
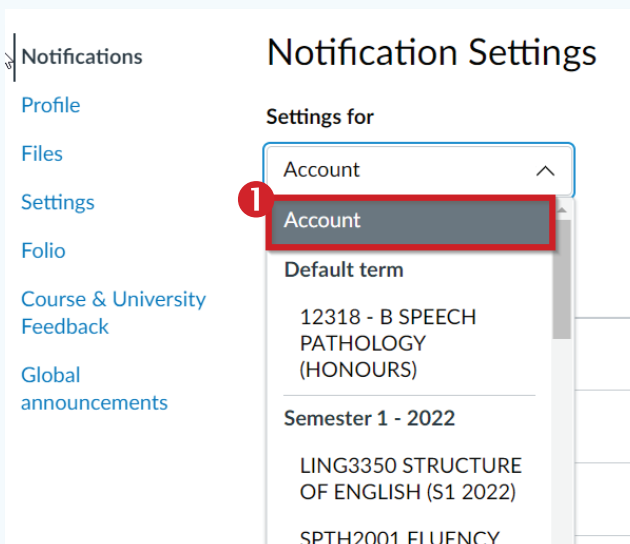
Step 1: Select account from the global navigation bar<sup>1</sup>



Step 2: Then select the notifications tab<sup>2</sup>















Step 3: You will then be able to select if you would like to customise your notifications settings for all courses you are enrolled in (this is set by default with account selected<sup>1</sup>) or you can customise each individual course scrolling down and clicking on the course code<sup>2</sup>.















## Student guide How to edit notifications

**Step 4:** You can customise when you would like to receive a summary report of your notifications which will be sent to your email. The following options are available: Notify immediately<sup>1</sup>, weekly summary or notifications off.

Course activities	Email	Push Notification For all devices
Due Date	 Notify immediately Daily summary Weekly summary Notifications off	
Grading policies		
Course Content		
Files		
Announcement		
Announcement created by you		

**Step 5:** You can customise when you would like to receive push notifications but selecting notify immediately<sup>1</sup> or notifications off. This means a pop-up message will appear on your device providing you with any notifications from the course/s.

Course activities	Email	Push Notification For all devices
Due Date		 Notify immediately Notifications off
Grading policies		
Course Content		
Files		
Announcement		
Announcement created by you		

**Note:** The notifications page has a range of categories available to customise including Course Activities, Discussions, Conversations, Scheduling, Groups, Conferences and Alerts. We recommend receiving notifications for course activities you don't want to miss out on including course announcements from your instructors.

Want to find out more?  
Visit [UON students Canvas page](#)  
or [Canvas Community site](#)

