Managing Administrative Notifications in eLearning

Overview

Canvas alerts users (normally instructors) about administrative changes. These changes include when the instructors:

- · are enrolled in course
- generate reports
- export course content
- migrate reports
- have a new user account created for themselves
- have created or enrolled in new student groups

Most users do not want to receive these notifications. The instructions below allow for users to disable these notifications and others.

Instructions

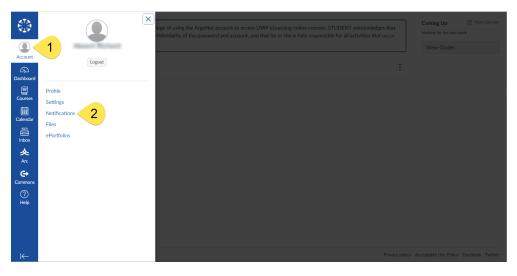
Step 1

Go to MyUWF and click the Canvas app.

O Home		Search	A to Z Settings
C Log out	(C) canvas		Search Search
Search Results			
eLearning (Canvas) Currently imp	lementingl		0

Step 2

Click Account >> Notifications.





Scroll to the bottom of the page and click the X for Administrative Notifications.

You can also use this page to adjust the settings for other Canvas notifications you may receive.

	Conversations	
	Added To Conversation	<mark>∨</mark> © ≡ ×
	Conversation Message	🔽 🛛 🗮 🗙
Account	Conversations Created By Me	✓ ③
CC Dashboard	Scheduling	
Courses	Student Appointment Signups	✓ ③
	Appointment Signups	✓ ③
Calendar	Appointment Cancellations	✓ ③ 菌 ×
£	Appointment Availability	✓ ③ 菌 ×
Inbox	Calendar	✓ ③
<mark>会</mark> Arc	Groups	
C ommons	Membership Update	✓ <mark>0</mark>
() Help	Alerts	
Help	Administrative Notifications	- <mark>0</mark> = ×
	Conferences	
	Recording Ready	<mark>∨</mark> © ⊞ ×
K	Your weekly notifications will be sent Saturday between 4am and 6am.	

FAQs

There is currently no way for users to receive some Canvas administrative notifications, but not all.

Alternatively, users could create filters in their Gmail accounts. These filters could automatically delete certain Canvas emails. These filters could also also automatically label these emails. For further instructions, please visit Gmail's Create rules to filter your emails webpage for additional details.