

Subject: Canvas Notification Tips
Date: Friday, April 17, 2020 at 1:25:37 PM Eastern Daylight Time
From: Ellicott Mills Middle School
To: Jennifer Johnson
Attachments: ATT00001.png

Ellicott Mills Middle School

Canvas Notification Tips

Parents, we know that you have been inundated with Canvas messages, announcements, and e-mails and while we are developing best practices for sending you the information you and your students need, here are some basic Canvas Notification Tips that may help you keep up with the flow of information. We hope this helps!

- You can control your Notification frequency by going to Account (your image or avatar) and selecting **Notifications**. Teacher communications come in two forms, Announcements and Conversations (inbox messages).
- We recommend the **Announcements** and **Conversation Message** notifications are set to “Right Away”, the green checkmark. Our teachers also recommend the green checkmark for the **Submission Comment** category.
- Another way to quickly catch up with communications is to change your Canvas dashboard view from course cards to “recent activity”. The recent activity view is like a newsfeed that will display notifications by category, organized by newest to oldest. Categories that appear in this view are course announcements, inbox messages, and new assignment notifications.
- To switch to the recent activity view, click the ellipses at the top of the dashboard next to the student orientation button and select **recent activity**. To switch back, select the ellipses again and select **card view**.

☐ Show name of observed students in notifications.

Course Activities	Email Address Charlene_Linkous@hcpss.org	Push Notification For All Devices
Due Date	✓ ⌚ 📅 ✕	✓ ✕
Grading Policies	✓ ⌚ 📅 ✕	✓ ✕
Course Content	✓ ⌚ 📅 ✕	✓ ✕
Files	✓ ⌚ 📅 ✕	✓ ✕
Announcement	✓ ⌚ 📅 ✕	✓ ✕
Announcement Created By You	✓ ⌚ 📅 ✕	✓ ✕
Grading <input type="checkbox"/> Include scores when alerting about grades. If your email is not an institution email this means sensitive content will be sent outside of the institution.	✓ ⌚ 📅 ✕	✓ ✕
Invitation	✓ ⌚ 📅 ✕	✓ ✕

Invitation	✓   ^	✓ 
All Submissions	✓   	✓ 
Late Grading	✓   	✓ 
Submission Comment	   	 
Blueprint Sync	✓   	✓ 

Connect with Us:

Address

4445 Montgomery Road
Ellicott City, MD 21043

Phone

410-313-2839

Website

emms.hcpss.org

Twitter

[@hcpss_emms](https://twitter.com/hcpss_emms)

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