Announcements in Canvas

Announcements

Dashboard
When you log-in to Canvas, you will see an Announcement icon notifying you there is a message.

Course Navigation Menu
Click on “Announcements” on the course navigation menu.

Any announcements will be archived within your course.

Person Email Account
Canvas will also send an announcement to your email (as determined by your notification settings).
Set Up Your Notifications

Head back to “Account”
Or stay there if you’re already there and click on “Notifications”.

You’ll see a chart
that has all of the ways that Canvas can notify you and all of the ways to contact you that you set up in the previous step.

Right now they’re all set to the default settings

To change the way you get notified,
hover over the box for the notification type you want to change. Select one of four options.

• The Checkmark will notify you immediately.
• The Clock sends daily notifications.
• The Calendar notifies you weekly.
• The X icon will remove the notification preference so you won’t be notified at all.
## Set Up Your Email

### To set up your notifications,

you first have to get into your profile by clicking on “Account” in the upper left corner of your screen and then select “Settings”.

![Account Settings](image)

### You’ll see “Ways to Contact.”

On the right side of your screen

- This will default to sending notifications to email address on file with your central Harvard account—not your DCE account.

- If you want to add another email address, click “Add Email Address.” Register and confirm the email address.

- If you want notifications sent to your phone, click “Add Contact Method”

![Ways to Contact](image)

### If you’d like notifications sent somewhere else online, link up Canvas with “Other Services” like Skype or LinkedIn.

To add a service, click on it and fill share your account information from the service with Canvas.

![Other Services](image)