Quick Reference: Canvas Discussion Notifications

It can be helpful to turn on notifications for particular discussions in your course, such as a course Q&A board, that you may not otherwise check regularly. These notifications can help prompt you to find student questions and be able to respond to them in a timely way.

There are a few areas you’ll need to adjust in Canvas to ensure that you receive particular discussion notifications but not notifications of all discussion posts in your courses.

User account notification settings

Under your Account button in Canvas’ global navigation menu, select Notifications. Look for the Discussions section.

These settings are your general settings across all Canvas site enrollments. For new reply, you might select that you want a daily summary, a weekly summary, or no notifications at all. (You can set more specific choices by course and by discussion forum, addressed below.) Daily summaries can be helpful in that you have one place to quickly scan through recent student posts. Similarly, consider reviewing and updating the new mention notification in the case a student mentions you by name within a discussion reply using @.

Course-level notification settings

You can also adjust notification settings within individual courses; this is helpful if, for example, you are enrolled in a colleague’s course and don’t want to receive any notifications from that Canvas site. The default settings at the course level are inherited from your user account notification settings.

To access the course-level notification settings, look for the View course notifications button on your course homepage.
Subscribing to an individual discussion forum

You will receive notifications for the discussion forums to which you are subscribed, so it is particularly important to subscribe to any Q&A forums in your course.

To subscribe, access the individual discussion forum and look for the **Subscribe** button below the prompt. Click it, and it will turn green with a checkmark.

Note: as you reply within discussion forums, you may be automatically subscribed to them.

**Additional resources**

For more information on Canvas notifications, see the [Canvas instructor guide](https://example.com) or contact Ecampus Faculty Support at [ecampusfacultysupport@oregonstate.edu](mailto:ecampusfacultysupport@oregonstate.edu).