

# 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.

**Recent Announcements**

 **DOC workshop wraps up today**  
Hi All,Just a quick reminder that the DOC workshop wraps up today....  
**Posted on:** Nov 14, 2022, 8:12 AM

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 **DOC Week 6 Introduction**  
Hi All,Thanks for sharing interesting, challenging, and very unique dis...  
**Posted on:** Nov 9, 2022, 10:24 AM

Import Existing Content

Import from Commons

Choose Home Page

View Course Stream

New Announcement

New Analytics

**View Course Notifications**

**Developing an Online Course - Fall 2022** Edit

## 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.

Published Edit ⋮

**General Discussion** 6  
All Sections

**Overview**

Most Ecampus classes contain a "General Discussion" forum where students can ask questions about the class. Including this type of forum for questions is not only a "best practice" where students are concerned; this will also save you time in answering the same question by email multiple times and will encourage students to answer each other's questions, as well.

Please post your questions about our class here. If you feel you can answer a colleague's question, please do! If you have questions or issues of a personal nature you wish to discuss, please contact the course facilitators by email, Canvas message, or phone.

Unread
👁
⬆
⬇
✓ Subscribed

↩ Reply

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](#) or contact Ecampus Faculty Support at [ecampusfacultysupport@oregonstate.edu](mailto:ecampusfacultysupport@oregonstate.edu).