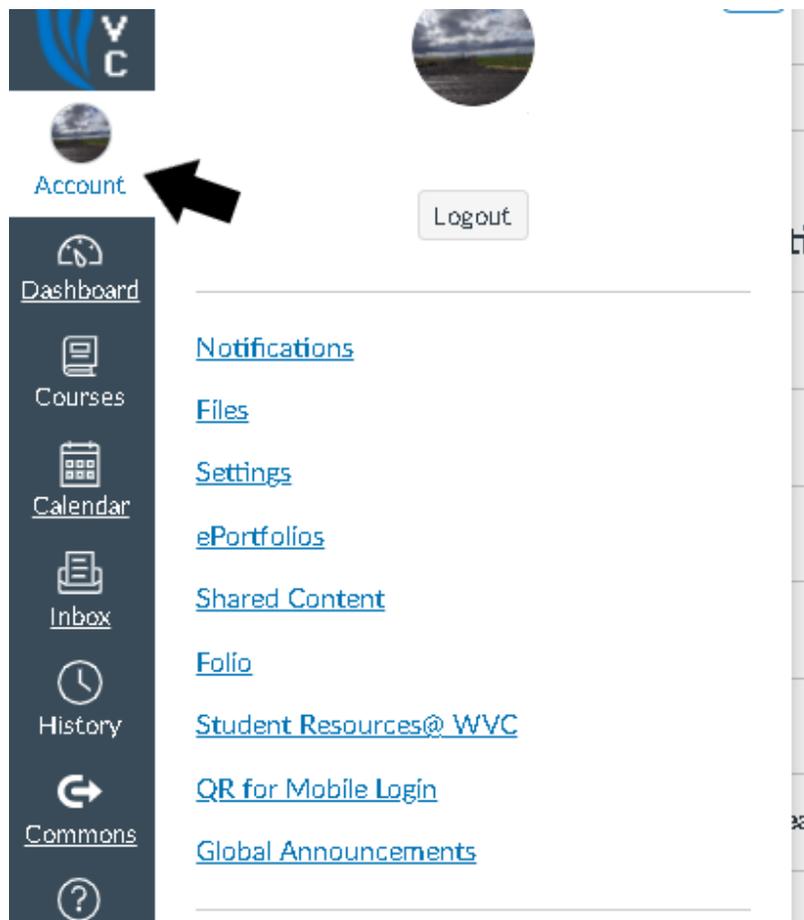


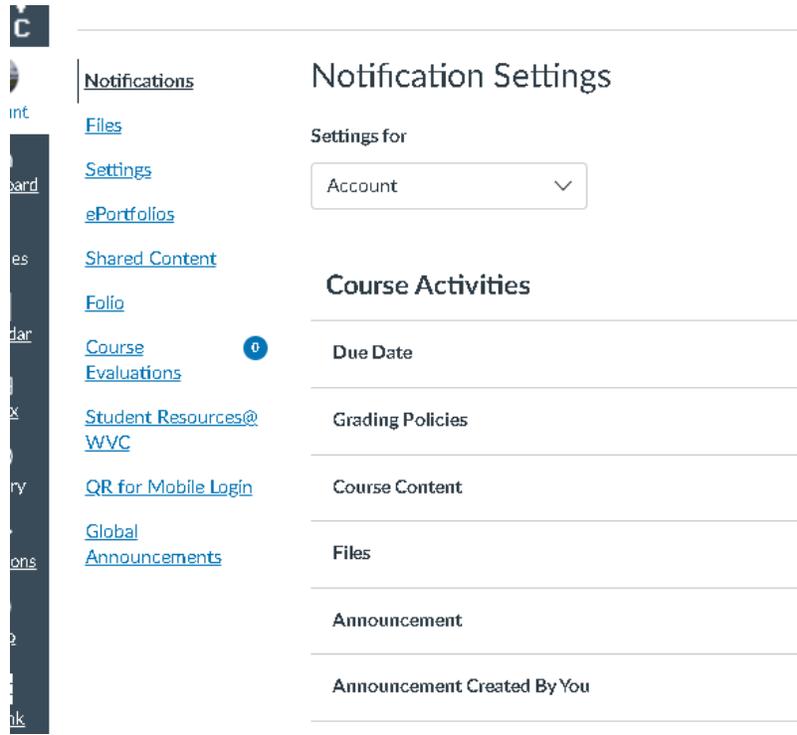
How To Be Notified For Assignment Comments

Canvas offers the option to be notified when professors, TAs, or tutors leave a comment in the Assignment Comments section of an assignment. Below are the instructions on how to turn this notification on.

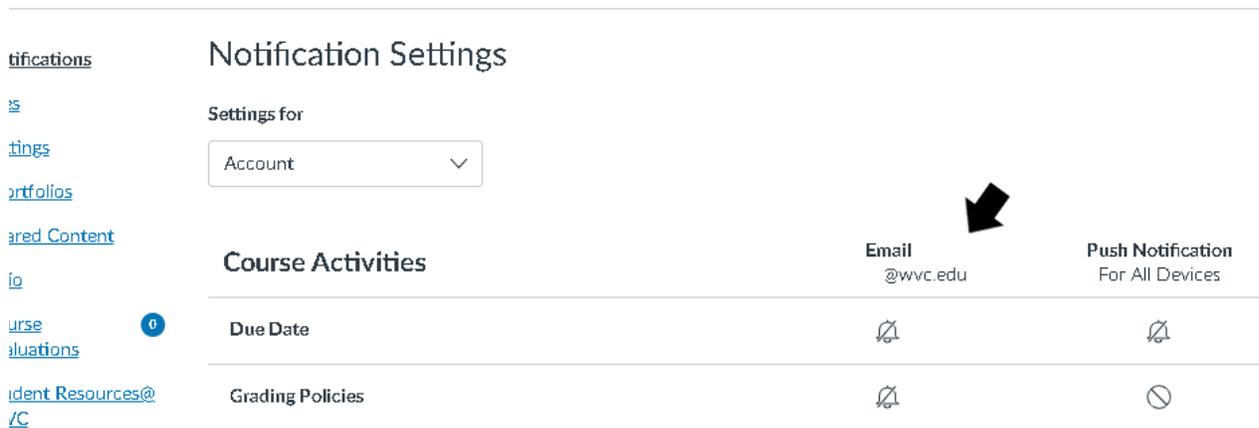
Step 1: Go to your Canvas Dashboard and click on “Account” in the upper left of the screen. As shown below, it opens a pop-out menu with your account menu options.



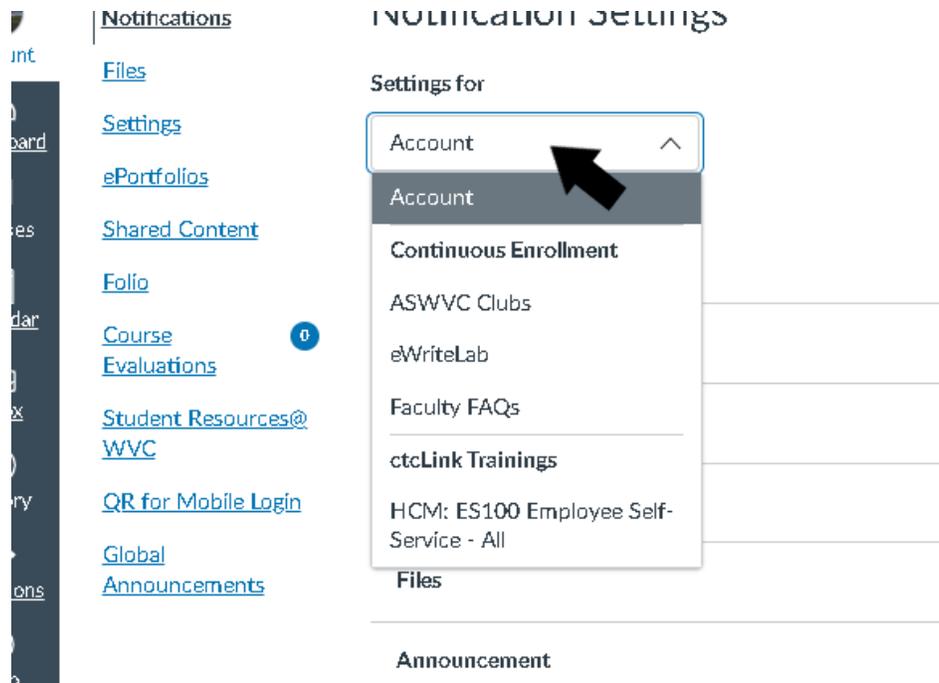
Step 2: Click on the “Notifications” option in the menu. It will take you to your account notification settings, as shown below.



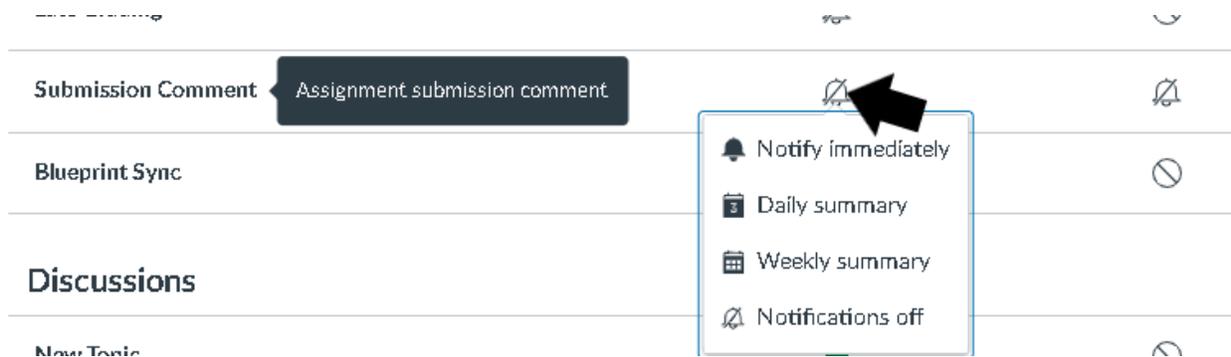
Step 3: Check the options for notification in the main right part of the screen. As shown below, the columns indicate what email addresses, push notifications, or phone numbers you have attached to your account for notifications. Please confirm that your desired option is a column on the page.



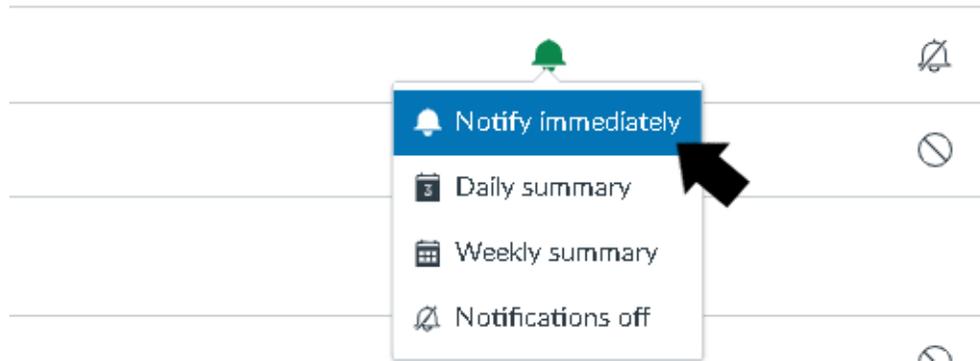
Step 4: Go to the dropdown menu at the top of the page under “Settings for.” This allows you to choose which course you want to update your notification settings for, or if you want to choose a global account notification change. Please choose your desired level of settings.



Step 5: Go down the list of Course Activities to “Submission Comment.” Go across the columns on the right of the screen, and click on the bell icon with the slash through it for that column. As shown below, a pop up menu will appear for you to choose when to be notified.



Step 6: Click the bell to be notified immediately, the daily summary to be notified once a day, and weekly to be notified once a week. Whichever symbol you choose will appear and turn green to indicate the notification is on, as shown below.



Now, you will receive notifications for a specific course or your whole Canvas account when a professor, TA, or tutor comments on your assignment!