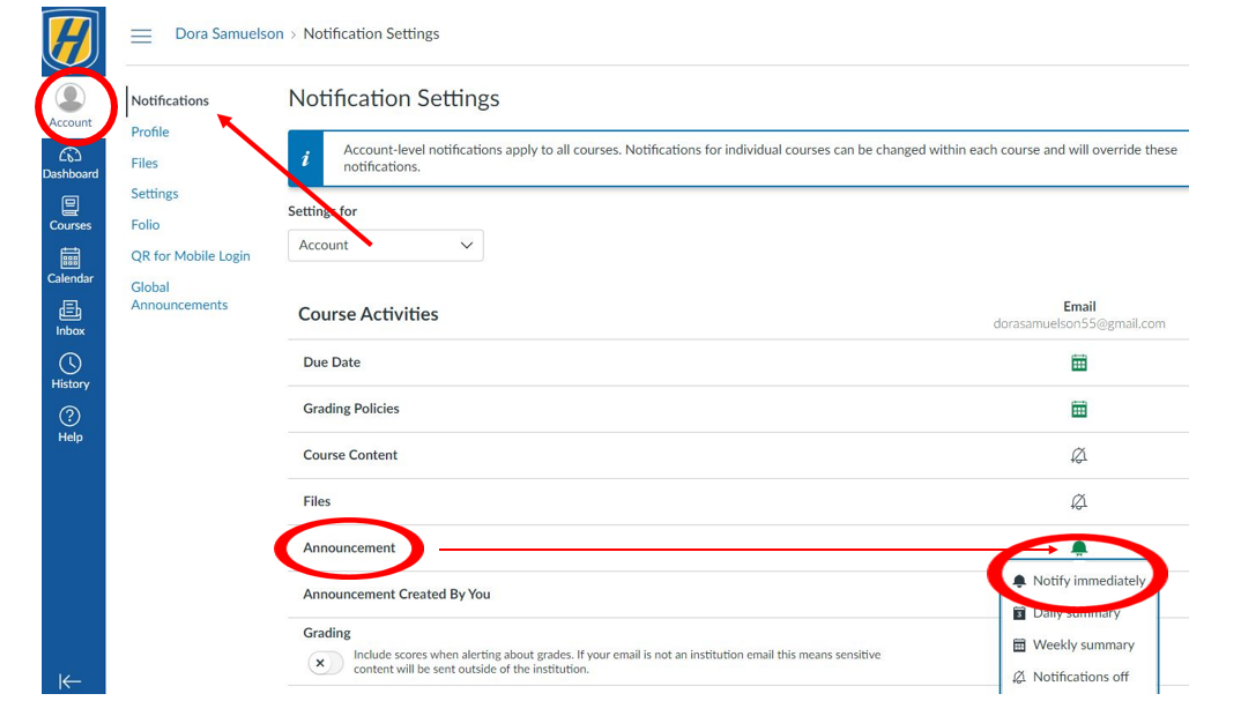


Setting up notifications for Announcements in Canvas

I. For your account, set up notifications to receive announcements immediately.

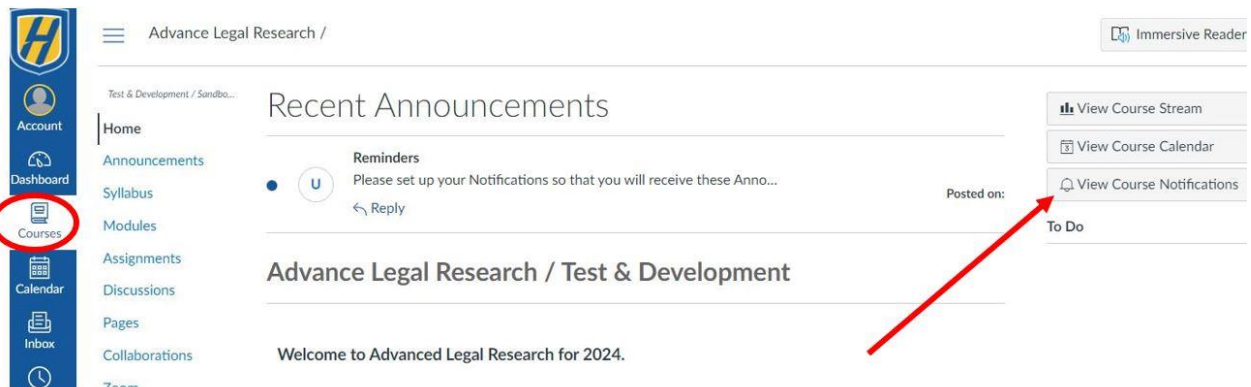
1. Under Account settings, choose Notifications.
2. For Announcements, choose "Notify immediately"



The screenshot shows the 'Notification Settings' page for a user named Dora Samuelson. On the left sidebar, the 'Account' icon is circled in red, and a red arrow points from it to the 'Notifications' link in the main menu. In the 'Course Activities' section, the 'Announcement' link is circled in red, and a red arrow points from it to the 'Notify immediately' option in the 'Email' dropdown menu, which is also circled in red. The 'Email' dropdown menu is open, showing options: 'Notify immediately', 'Daily summary', 'Weekly summary', and 'Notifications off'.

II. For Advanced Legal Research, make sure notifications for Announcements are set to Notify immediately.

1. On left, choose Courses.
2. On right, choose View Course Notifications



The screenshot shows the 'Recent Announcements' page for the 'Advance Legal Research' course. On the left sidebar, the 'Courses' icon is circled in red. On the right side of the page, a dropdown menu is open, showing options: 'View Course Stream', 'View Course Calendar', and 'View Course Notifications'. The 'View Course Notifications' option is circled in red, and a red arrow points from it to the 'To Do' button below it.

3. At Course Notifications Settings page, confirm that “Announcement” has the bell icon for “Notify immediately”. If it does not, click on the icon that is there and choose “Notify immediately”.

The screenshot shows the 'Course Notification Settings' page for the course 'Advance Legal Research'. The left sidebar contains navigation links: Account, Dashboard, Courses, Calendar, Inbox, History, Help, Britannica Academic, Library Resources, and Echo360. The main content area has a header 'Course Notification Settings' and a sub-header 'Test & Development / Sandba...'. Below the header, there is a message: 'Course-level notifications are inherited from your account-level notification settings. Adjusting notifications for this course will override notifications at the account level.' A toggle switch is set to 'Enable Notifications for Advance Legal Research / Test & Development'. Below this, a message states: 'You are currently receiving notifications for this course. To disable course notifications, use the toggle above.' The 'Course Activities' section lists various activities with their notification settings. The 'Announcement' activity is circled in red, and its notification setting is 'Notify immediately', which is also circled in red. A red line connects the 'Announcement' activity to its notification setting.

Course Activities	Email
Due Date	dorasamuelson55@gmail.com
Grading Policies	
Course Content	
Files	
Announcement	Notify immediately