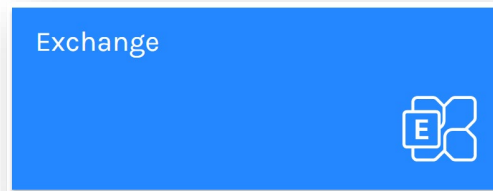


Updating Notification Settings for Exchange

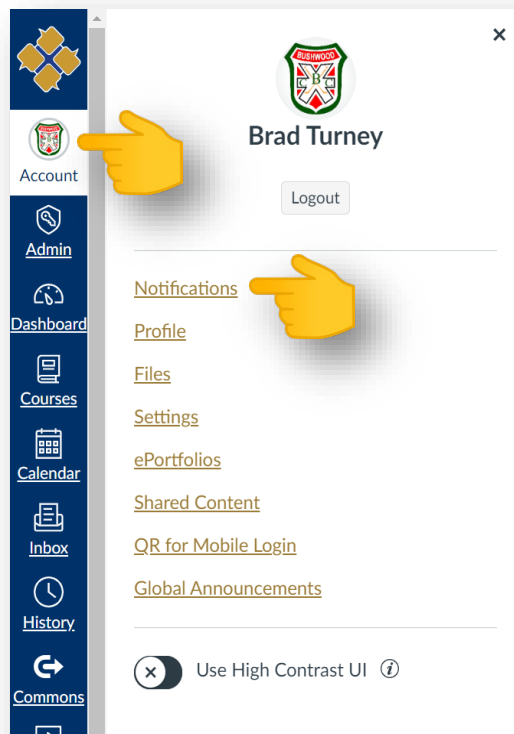
Exchange (Canvas) includes a set of default notification settings you can receive for your observed students' courses. However, you can change how you receive your own notification settings.

To do this, access **Exchange** via the Parent Portal;

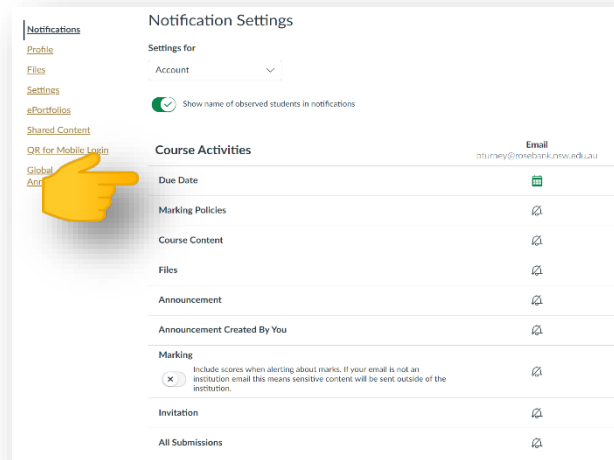


then click on:

Account → **Notifications**

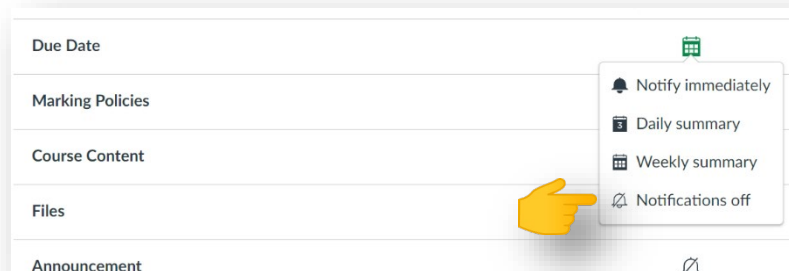


This will display the list of all the possible notifications you can receive. The frequency of the receipt of the notification is displayed in the right column.



Notifications are sent as one of four delivery types:

- *Notify immediately.*
- *Daily summary*
- *Weekly summary*
- *Notifications off*



Simply click on the icon to alter the delivery type. If you change a setting, the change is made immediately to your account.

Changes are saved automatically.

You can change these settings at any time.