

Updating Notification Settings

University of Iowa's Learning Management Systems (LMS) is branded as Iowa Courses Online (ICON).

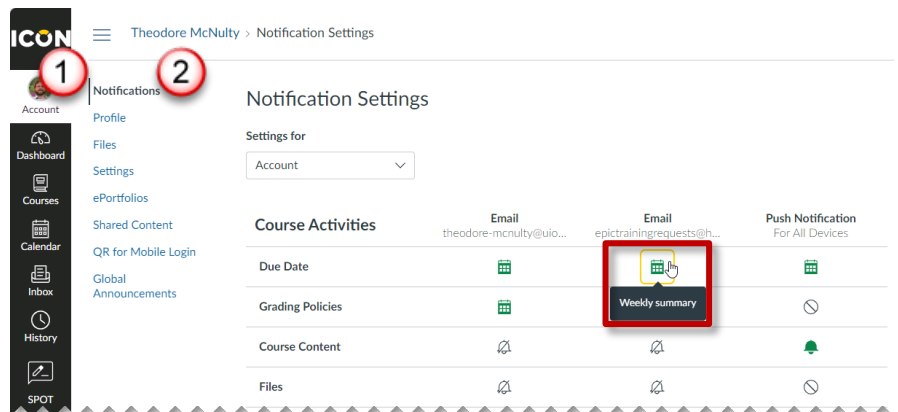
By default, almost all possible notifications from the ICON system are automatically turned on. This can result in a lot of emails or push notifications (if you have the Canvas Apple or Android app installed). Fortunately, ICON gives users a lot of options to control what notifications they wish to receive. This includes setting notifications at both the Account level and the Course level.

Changing Account Level Notifications affect all courses, as long as any notification settings at the course level have not been specified. Once a course has any notification settings edited, it follows the course level notification settings, overriding any account notification settings, just for that course.

Viewing Account Notification settings

From the main ICON landing page:

1. Click **Account**.
2. Click **Notifications**.
 - a. Green icons (🟢📅) indicate notifications are **on**.
 - b. Grey Bell (🔔) icons indicate notifications are **off**.
 - c. Grey Stop sign (🛑) icons indicate that notification options are not available for this communication type.



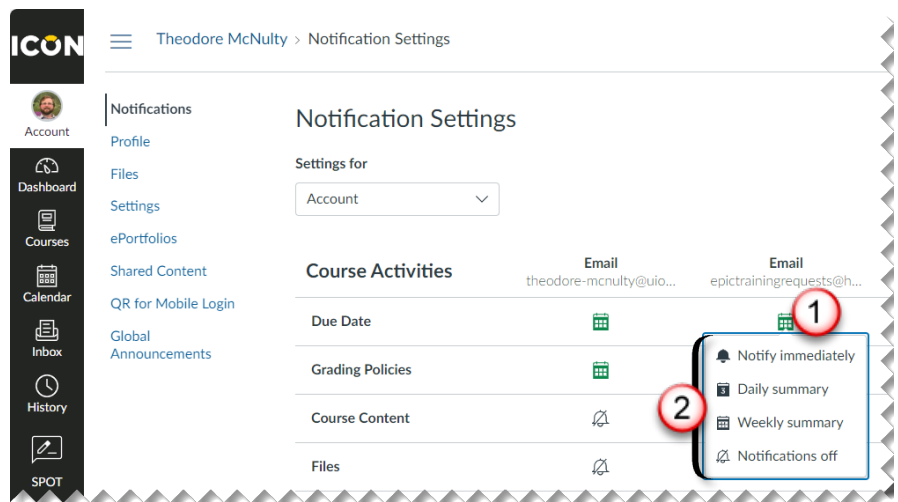
i Hover over any notification icon to see the frequency that notifications for specific Course Activities are being sent.

Updating Account Notification Settings

From the Account Notification Settings window:

1. Click desired **Notification** icon.
2. Select the desired **Frequency** to receive notifications.

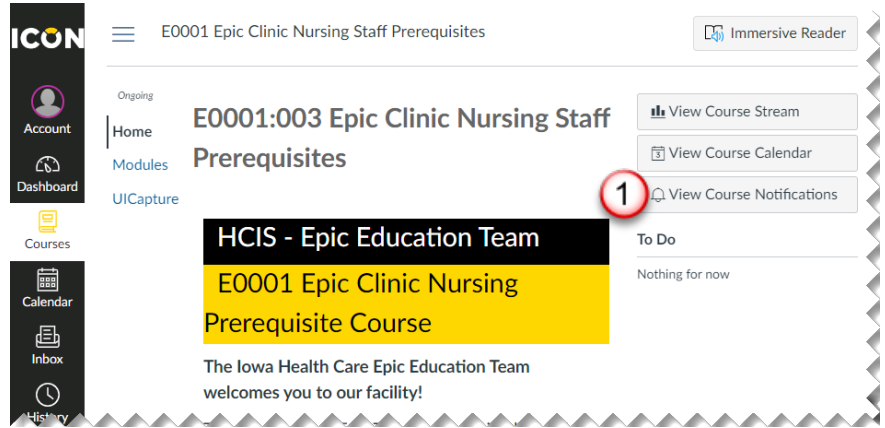
⚠️ This notification update will affect all courses, which have not made course specific notification settings.



Updating Course Notification Settings

From the desired Course Home page:

1. Click **View Course Notifications**.

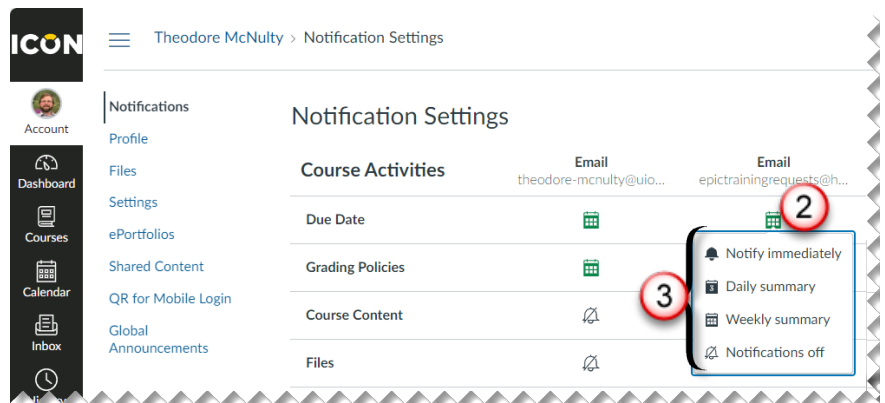


From the desired Course Home page:

2. Click desired **Notification** icon.
3. Select the desired **Frequency** to receive notifications.



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Questions? If you need assistance, please contact your help desk.