

Canvas Alerts Guide

Instructors have the ability to send automated alerts to students based off Canvas data. The alert comes as an email to the student's UAB email address. Click the links below to see how to set up each email.

Access Canvas Alerts

Enable Attendance Monitoring

Enable Current Grade Monitoring

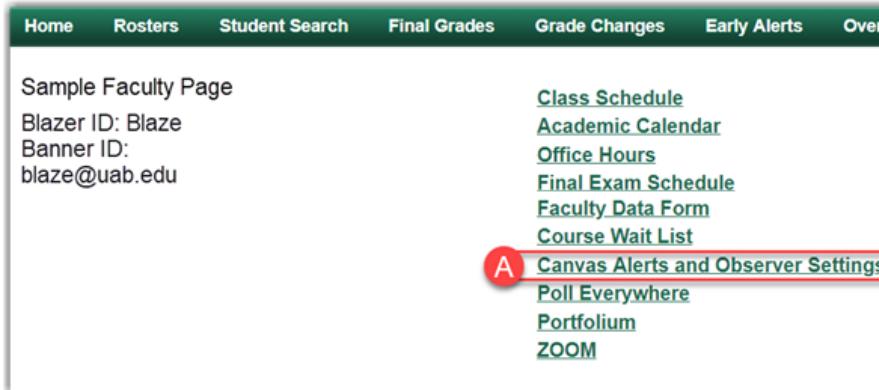
Enable Assignment Monitoring

Due Date Reminder

Assignment Grade Monitoring

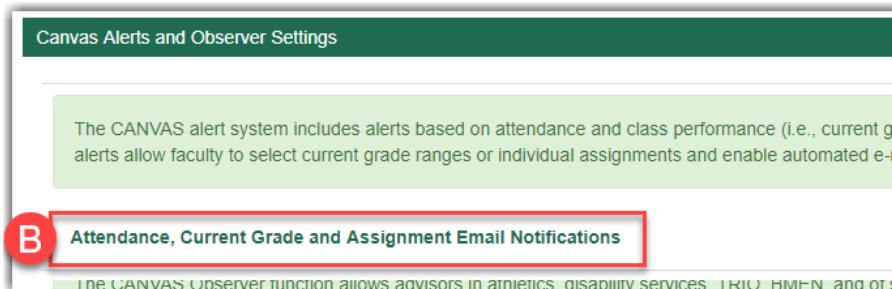
Access Canvas Alerts

1. To access Canvas Alerts, click on **Canvas Alerts and Observer Settings** (A) from the BlazerNET Faculty Homepage.



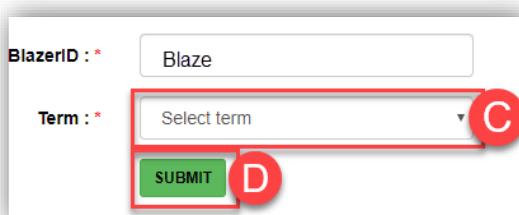
The screenshot shows the BlazerNET Faculty Homepage. At the top, there is a navigation bar with links: Home, Rosters, Student Search, Final Grades, Grade Changes, Early Alerts, and Overrides. Below the navigation bar, there is a sidebar with information: Sample Faculty Page, Blazer ID: Blaze, Banner ID: blaze@uab.edu, and a list of links: Class Schedule, Academic Calendar, Office Hours, Final Exam Schedule, Faculty Data Form, Course Wait List, Canvas Alerts and Observer Settings (which is highlighted with a red circle labeled A), Poll Everywhere, Portfolium, and ZOOM.

2. Select **Attendance, Current Grade and Assignment Email Notifications** (B).



The screenshot shows the 'Canvas Alerts and Observer Settings' page. At the top, there is a header: Canvas Alerts and Observer Settings. Below the header, there is a green box with text: 'The CANVAS alert system includes alerts based on attendance and class performance (i.e., current grade alerts allow faculty to select current grade ranges or individual assignments and enable automated e-mail notifications to students).'. Below the green box, there is a link: 'Attendance, Current Grade and Assignment Email Notifications' (which is highlighted with a red circle labeled B). At the bottom of the page, there is a note: 'The CANVAS Observer function allows advisors in athletics, disability services, TRIO, BMEN, and other student organizations to receive automated e-mail notifications about student activity in their assigned classes.'

3. Select the desired **Term** (C) from the drop-down list. Then, click the **Submit** (D) button.



The screenshot shows a form with fields: BlazerID : * (with value 'Blaze') and Term : * (with value 'Select term'). Below the form is a green 'SUBMIT' button (which is highlighted with a red circle labeled D). A red circle labeled C is placed over the 'Term' dropdown menu.

Enable Attendance Monitoring

1. Click on **Edit Attendance Criteria (A)** for desired course.
2. Select Y – Yes from the drop-down list to **enable Attendance Monitoring emails (B)**.
3. Type the desired number of days of **Canvas Inactivity (C)** until they receive the alert email.
4. Specify **How Often (D)** the student should receive attendance emails. This is how often students will receive an email until they log in.
5. Type the desired **Subject Line (E)** for Attendance Email to display.
6. If you would like to receive a **blind carbon copy (F)** of the Attendance Email, select **Y – Yes** from the drop-down menu.
7. The **Default Email Text (G)** will alert the student to which course they have not logged into, accompanied by the text entered (^custom^) into the **Additional Attendance Email Text (H)** field.
8. In the **Additional Attendance Email Text (H)** field, specify the message you would like the student to receive about their attendance in the course.
9. Click **Save My Data (I)** to save your preferences for that course.

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IP	42	No - Edit Attendance Criteria	No - Edit Current Gra

Instructor Name	Instructor ID	Term	CRN	Title	Subj/Crse/Sect	Enrolled	Send Attendance Email to Students
Example						42	No

* Required Field

Do you want to send Attendance Email to students? * B Y - Yes N - No

Send Attendance Email if student has not logged into this course in * C days. (4-7 days is recommended)

Send email every * D days.

Attendance Email Subject Line * E

Do you want to receive a blind carbon copy of the Attendance Email? * F Y - Yes N - No

Default Attendance Email Text: G

```
^STUDENT_PREFERRED_NAME^,
Records indicate that you have not logged into ^CLASS_SECTION^ ^LAST_CANVAS_LOGIN^.

^CUSTOM^
```

Please enter additional email text you would like to send to students. (limit 4000 characters)

Additional Attendance Email Text: * H

[Back to Listing](#) I [Save My Data](#)

Enable Current Grade Monitoring

1. Click on **Edit Current Grade Criteria** (A).
2. Select Y – Yes from the drop-down list to enable **Current Grade Alert** (B) emails.
3. Specify the Grade Range (C) to be included in the email (ex. 0 and 70).
4. Select the **Start** (D) and **End Dates** (E) you would like for the Grade Monitoring Email to take place.
5. Type in the desired **Subject Line** (F) for the emails that will be sent.
6. If you would like to receive a **blind carbon copy** (G) of the emails, select Y-Yes.
7. The **Default Current Grade Alert Email Text 1** (H) refers to the email the students will receive. The field `^student_preferred_name^` will become the student's name in the email and `^custom^` will become the text that is added to the **Additional Current Grade Alert Email Text 1** (I) field.
8. In the **Additional Current Grade Alert Email Text 1** (I), type the desired message that will replace the word `^custom^` in the email that is sent to students. ****Note students will not be able to reply****

Enable Current Grade Monitoring

No - [Edit Current Grade Criteria](#)

A

Current Grade Alert 1 Email

Do you want to send Current Grade Alert Email 1 to students? * B

Send Alert Email 1 when Current Grade is between * and

Current Grade Alert Process Start Date 1 (MM/DD/YYYY) *

Current Grade Alert Process End Date 1 (MM/DD/YYYY) *

Current Grade Alert Email Subject Line 1 *

Do you want to receive a blind carbon copy of the Current Grade Alert Email 1? * N - No

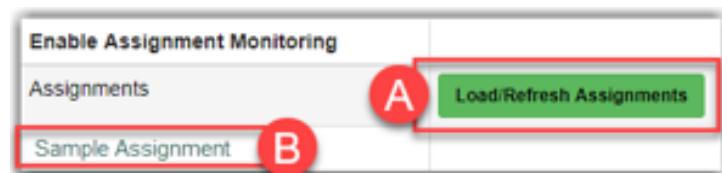
Default Current Grade Alert Email Text 1:
 ^STUDENT_PREFERRED_NAME^,
^CUSTOM^

Please enter additional email text you would like to send to students. (limit 4000 characters)
Additional Current Grade Alert Email Text 1: *

Note: There are three different emails available that can be customized and sent to students based on their grade in the course.

Enable Assignment Monitoring

1. To Enable Assignment monitoring, click on the **Load/Refresh Assignments** (A) button. This will populate a list of assignments from the course in Canvas. The list is updated daily, but can be updated immediately by clicking on the **Load/Refresh Assignments** (A) button again.
2. Once the list has populated, select the desired **Assignment** (B).



Due Date Reminder

1. Select Y –Yes from the drop-down menu to enable the **Due Date Reminder** (A).
2. Specify the **number of days** (B) you would like the email to be sent prior to the due date of the assignment.
3. Type the desired **Subject Line** (C) for the Due Date Reminder email students will receive.
4. If you would like to receive a **blind carbon copy** (D) of the emails, select Y-Yes.
5. The **Default Text** (E) refers to the email the students will receive. The field `^student_preferred_name^` will become the student's name in the email and `^custom^` will become the text that is added to the **Custom Due Date Reminder Email Text** (F) field.
6. Type the desired **Custom text** (F) you would like students to receive in email and click **Update My Data** (G) button to save your preferences for that assignment.

Due Date Reminder Email

Do you want to send a Due Date Reminder email to students? *

A

Send Due Date Reminder email N days before Due Date *

B days.

Due Date Reminder Email Subject Line *

C

Do you want to receive a blind carbon copy of the Due Date Reminder email?

D

Default Due Date Reminder Email Text:

E

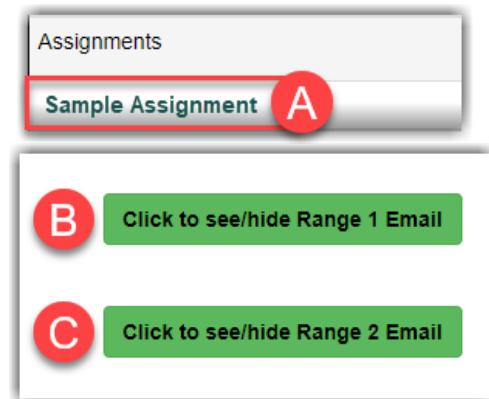
Please add custom Due Date Reminder email text you would like to send to students. (limit 4000 characters)

Custom Due Date Reminder Email Text: *

F

Assignment Grade Monitoring

1. Click the title of the desired **Assignment** (A).
2. Scroll down and click on the **Click to see/hide Range 1 Email** (B) button, or the **Click to see/hide Range 2 Email** (C) button. This will expand the email option for editing.
3. Select Y – Yes from the drop-down menu to **Enable the Email** (D).
4. Type the **subject line** (E) you would like the email to display.
5. If you would like to receive a **blind carbon copy** (F) of the emails, select Y-Yes.
6. Specify the **Grade Range** (G) to be included in the email (ex. 0 and 70).
7. The **Default Range 1 Email Text** (H) represents the format of the email the students will receive. The `^student_preferred_name^` will be the students name and the `^custom^` section will reflect your personalized message.
8. Type the desired **Custom Message** (I) you would like for students to receive in the email.
9. Click the **Update My Data** (J) button to save your preferences for that assignment.



Click to see/hide Range 1 Email

Range 1 Email

Do you want to send a Range 1 email to students? * D

Range 1 Email Subject Line * E

Do you want to receive a blind carbon copy of the Range 1 email? * F

Range 1 Assignment Score between * G and

Default Range 1 Email Text: H

`^STUDENT_PREFERRED_NAME^`
`^CUSTOM^`

Please add custom Range 1 email text you would like to send to students. (limit 4000 characters)

Custom Range 1 Email Text: I

[Back to Listing](#) J [Update My Data](#)