Configuring Notification Preferences in Quercus

1. Access Preferences

   a. Select the account icon to fold out the preferences submenu, then select **Notifications**, the third item down.

b. Review the preferences legend. Each preference contains four icons in a row, arranged from most notification on the left to least notification on the right for each indicated event.

   ![Notification Preferences](image)

   - **✓ Notify me right away**
   - **Send daily summary**
   - **Send weekly summary**
   - **× Do not send me anything**

C. Inspect the default settings. The leftmost preference column is always your default email address. Additional email addresses or other contact methods added in **Settings**, appear as columns to the right.

   If the preference is for an email address, ‘Notify me right away’ means send an email right away. Summary emails are sent as indicated – daily or weekly. If the preference is for a Canvas app, notify me right away means send a push notification to your smartphone right away.

   ![Course Activities](image)
Instructors typically adjust the Course Activities ‘Announcement Created By You’ preference to ‘Notify me right away’, to receive an email of any announcements they make, exactly the way the students receive them.

Another useful preference is to set all the ‘Conversations’ events to ‘Notify Me Right Away’.

Many instructors rely on email to communicate with individual students. If students use the internal Quercus inbox to communicate with their instructor, and the instructor isn’t monitoring this, gaps may occur.

Receiving an email immediately ensures instructors are notified as quickly and a consistent record of student communication is maintained.

There is no need to save your selections once you have set preferences.