Notification Defaults

Notification Defaults Are Changing
October 16, 2026

Related:

- October 16, 2026: Email Digests

Notifications can be sent via in-app bell, email, or web push, and users can specify their delivery preferences for each notification type in notifications settings. Historically most notification types were only delivered via in-app bell by default because we didn't want to risk overwhelming users by sending too many emails if they happened to receive several notifications.

However, now that email digests are in the process of being released and there's no risk of sending too many emails, default delivery methods will soon be changing for many notification types. This way users will have the added benefit of being able to access notifications without needing to log in to SameGoal without requiring additional configuration on their part.

Once all updates have been made at your district, these will be the default delivery methods for each notification type:

Topic	Notification when			
Acknowledgement Required	A document requires your acknowledgement	☑	☑	☑
Bulk Actions	A long-running bulk action has completed	☑	☐	☐
Deadlines - Due Today	You have one or more deadlines due today	☐	☐	☐
Deadlines - Overdue	You have overdue deadlines	☐	☐	☐
Deadlines - Unassigned	There are upcoming or overdue deadlines that have no assigned owner	☑	☑	☑
Deadlines - Upcoming	You have upcoming deadlines	☑	☑	☑
Document Access Requests	Another user has requested access to a document you own	☑	☑	☑
Document Share	One or more documents have been shared with you	☑	☑	☑
Guardian Activity	A guardian has modified field(s) on a document for which you are an owner	☑	☑	☑
Meeting Mode	A meeting mode view has been shared with you	☑	☑	☑
Translation Completions	A document or form translation request has been completed	☑	☑	☑
Translation Requests	A document translation request has been made for you to approve or deny	☑	☑	☑

Once the default delivery methods are updated, if you would like to opt out of email or push notifications, you can navigate to notification settings to update your preferences.

Steps *To update your notification preferences:*

1. Navigate to your notifications tray tray [🔔].
2. Click on the gear icon [⚙] to be taken to your notification settings.
3. For each notification type, select how you would like notifications delivered (in-app bell, email, web push).
4. Your changes will save automatically.

Additionally, delivery methods will **not** be updated if a user has previously manually set their delivery preferences for the given notification type. If you still have the original default settings for a given notification type and do not want them to be updated, you can manually set them before the default behavior changes at your district in order to prevent them from being updated.

For example, if you currently have the original default settings for guardian activity notifications (in-app bell turned on, email and push notifications turned off) and you would like to keep those settings, while on the notification settings page, turn email notifications on and then immediately turn email notifications back off for guardian activity notifications. That way your preferences will remain the same because now they have been manually set.

💡 Tip If you do not currently receive web push notifications, when the defaults are updated at your district, you will be prompted to accept web push notifications the first time you log back in.