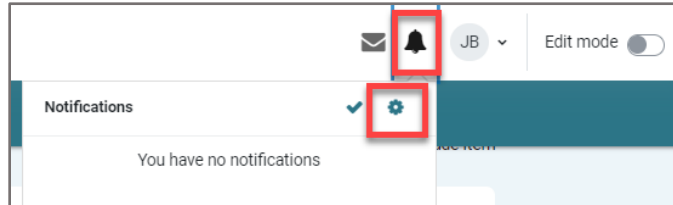


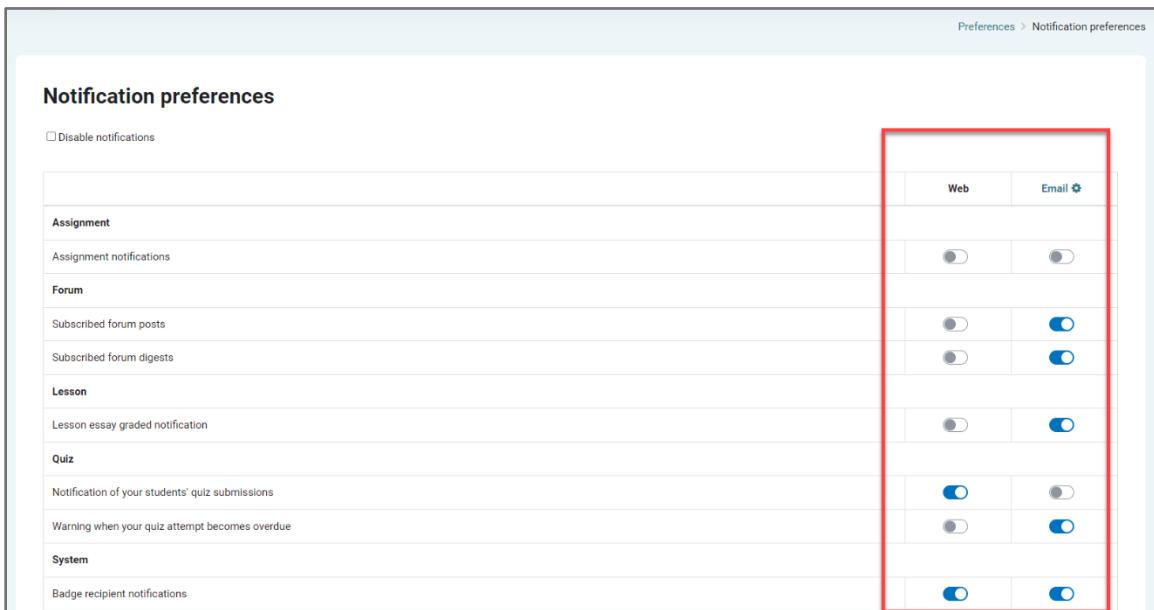
How to Manage Course Notifications

This document contains instructions on how to manage notifications of activities in a course.

1. On the front page of the course, click the bell icon in the top right of the screen to open the notifications menu. Then, click the gear icon in the top right to open the notification preferences.



2. This page will display course notification options in the two columns on the right-hand side, where you can toggle individual notifications on or off to select how and when you will receive notifications.



There are two methods of receiving notifications: within the course itself and through the e-mail address listed on your account.

3. For example, if you prefer not to receive email notifications when your students complete quizzes, but would like to be notified in the course when you login, find the quiz section and click the buttons to the right to reflect these preferences.

	Web	Email 
Assignment		
Assignment notifications	<input type="checkbox"/>	<input type="checkbox"/>
Forum		
Subscribed forum posts	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subscribed forum digests	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lesson		
Lesson essay graded notification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Quiz		
Notification of your students' quiz submissions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Warning when your quiz attempt becomes overdue	<input type="checkbox"/>	<input checked="" type="checkbox"/>

4. When satisfied with your changes, you may navigate away from this page at any time and your changes will automatically be saved.