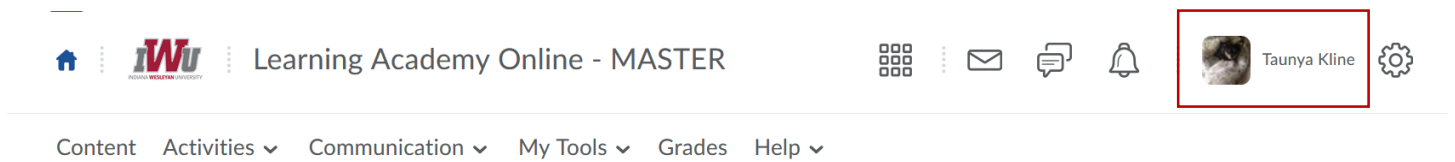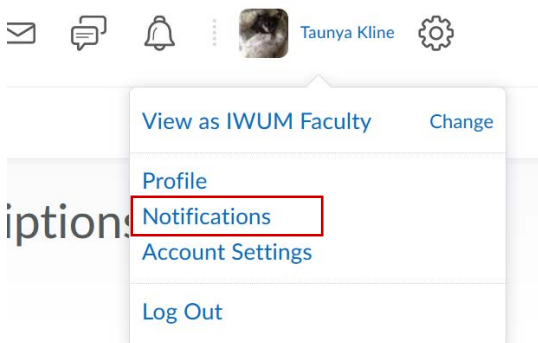# Notifications/Subscriptions

Set-up Notifications

1. Click your user profile on the Minibar.

2. Click "Notifications".

Contact Methods

Email Address

Enable email notifications

Mobile Number

Register your mobile

> Click "Enable email notifications" to set up your email.
>
> AND/OR
>
> Click "Register your mobile" for mobile notifications.

Summary of Activity

Email me a summary of activity for each of my courses.

How often?

Never

> Select how you would like a summary if you so desire.

Instant Notifications

	Email	SMS
Announcements - announcement updated	☐	☐
Announcements - new announcement available	☐	☐
Assignments - submission folder due date or end date is 2 days away	☐	☐
Content - content item created	☐	☐
Content - content item updated	☐	☐
Content - content overview updated	☐	☐
Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications	☐	☐
ePortfolio - feedback added to subscribed items	☐	☐
ePortfolio - another user has subscribed to your updates	☐	☐
Grades - grade item released	☐	☐
Grades - grade item updated	☐	☐
Quizzes - quiz end date is 2 days away	☐	☐

> Select from the choices to receive email or text.
> **NOTE:** Please scroll down to "Subscribing to a forum and/or topic" for more information on Discussions.

Customize Notifications

☑ Include my grade value in notifications from Grades
☐ Allow past courses to send me notifications
☐ Allow future courses to send me notifications
☐ Allow inactive courses to send me notifications

> More options to customize your notifications.

Exclude Some Courses

You currently have no courses excluded.   Manage my course exclusions

[Save]   [Cancel]

> Manage excluded courses.

3. Click "Save" when done.

Subscribing to a Forum or Topic

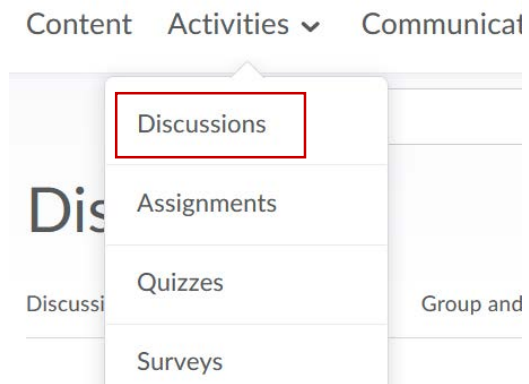1. Click on "Activities" on the Navbar.

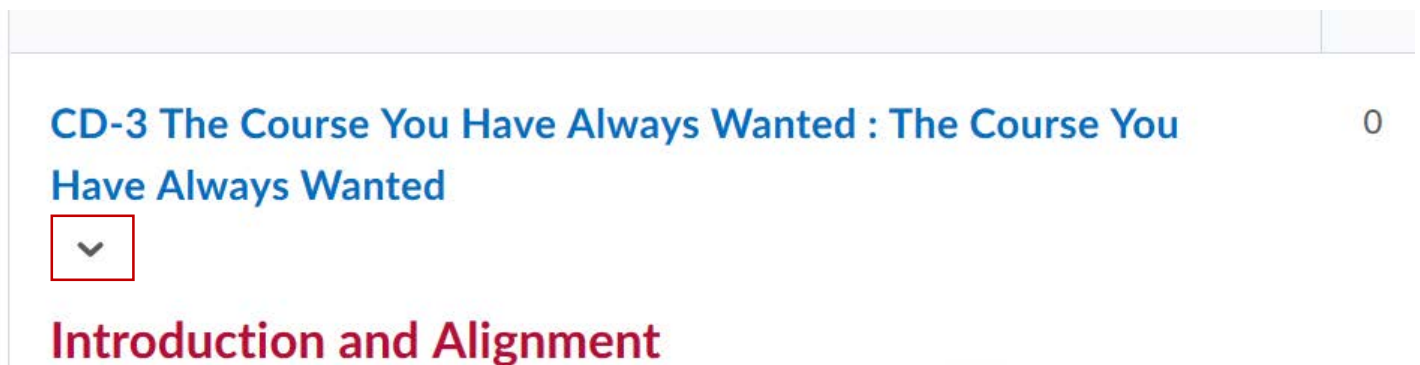Content   **Activities** ˅   Communication ˅   My Tools ˅   Grades   Help ˅

2. Select "Discussions".

Content   Activities ✓   Communicat

Discussions

Dis   Assignments

Quizzes

Discussi   Group and

Surveys

3. Under the "Discussion List" tab scroll to the discussion you want to subscribe too.

4. Click the small arrow next to the name of the topic.

CD-3 The Course You Have Always Wanted : The Course You Have Always Wanted   0

˅

Introduction and Alignment

5. Select "Subscribe".

Topic

CD-3 The Course You Hav Have Always Wanted

˅

View Topic   lig

Edit Topic   eati

View Topic Statistics   re

Subscribe   c

ixed

ext

6. Highlight the radio button for the notification method you would like.

Customize Notifications ✕

topic "CD-3 The Course You Have Always
Wanted : The Course You Have Always
Wanted".
Notification Method

🔘 Show notifications in minibar only

⚪ Send me an instant notification

⚪ Include in my summary of activity

Note: Before you can receive email
notifications, you must add an email address
in your notification settings.

Subscribe   Cancel
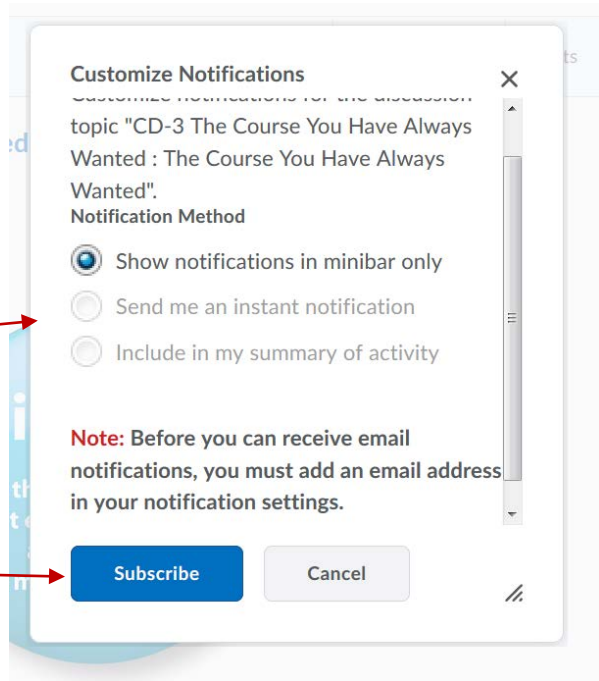
7. Click "Subscribe" when finished (Screen shot above). Don't forget to set your notification settings.