

**Notifications**

The Notification tool allows users to receive instant notifications about course activities such as grades, new discussion posts, upcoming quizzes, dropbox due dates and news items.

**Setting Notifications**

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| 1. To enable notifications click on your name located in the top right corner (1) and select Notifications (2). |
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| 2. Click Enable email notifications. |
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| 3. Select the radio button for Use custom email: and enter an external email address [*This can be different than that used for your Email forwarding option*] (1). Click Save when done (2). |
| C:\Users\bbrown\AppData\Local\Temp\SNAGHTMLb5a862.PNG |
| 4. If you would like to have notification sent via TEXT message to your mobile phone, click on the link for Register your mobile. |
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| 5. Select your Country (1), your Carrier (2), enter your Mobile phone number (3), and click Save when done (4). |
| C:\Users\bbrown\AppData\Local\Temp\SNAGHTMLbba289.PNG  **Please note Carrier charges might apply to text messages received, so check your phone/data plan.** |
| 6. A confirmation code will be texted to your mobile phone. Enter the code in the Confirmation Code field (1) and them click the Confirm button (2). |
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| 7. Under the header for Instant Notifications, check the checkbox(s) for each instant notification you would like to receive.  Note: You MUST have enabled Email and/or entered a Mobile Number in order to check notification boxes. |
| Note: If selecting to send an instant notification from Discussions you MUST enter the Discussions area and select to "subscribe" to a particular Forum or discussion topic in order to receive your notification. |
| 8. Under the header for Customized Notifications, make desired selections and click the Save button. |
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**Notification Alerts**

Notification alerts show new instant notification you subscribe to such as grades, news items, dropbox, quizzes, etc….

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| 1. Whenever you receive a new notification alert you will see an orange dot on the Update alerts icon located near the top right corner of the page. |
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| 1. Clicking on the icon will show you all the new updates/notifications you have received regarding the course. |
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| 1. Clicking on a notification alert from the list will take you to the Quiz, Dropbox, Grade, or News Item the specific alert is for. |

**Subscribe to Discussion**

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| 1. To subscribe to Discussions, click on the drop down menu next to the title of either a Forum (this will select ALL topics under the forum) or a particular discussion topic (1). Then select Subscribe from the list (2). |
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| 2. Select the Send me an instant notification option for Notification Method (1) and then click on Subscribe (2). |
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**Chatter Alerts**

Chatter alerts show new discussion posts in forums, topics, and specific message threads to which you have subscribed.

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| 1. Whenever you receive a new discussion notification you will see an orange dot on the chatter alert icon located near the top right corner of the page. |
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| 1. Click on the chatter alert icon (1) to view new postings to the discussions you have subscribed to (2). |
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| 1. Clicking on the title listed in the chatter alert will take you to the forum, topic, and specific message to which you have subscribed. |
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