A picture containing shape

Description automatically generated**Notifications**

*Notifications and Subscribing to Discussions*

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

**Setting Notifications**

1. To enable notifications **click** on your name located in the top right corner (**1**) and **select** Notifications (**2**).

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1. **Click** Enable email notifications.

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1. **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**).

NOTE: A confirmation email will be sent to the email address you entered. You must follow the instructions in the email to confirm/verify your email address.

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1. 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 to check notification boxes.

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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 to receive your notification.

1. 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….

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**

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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1. **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.

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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Description automatically generated with low confidence

1. **Click** on the chatter alert icon to view new postings to the discussions you have subscribed to.

A screenshot of a chat

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**3.** **Clicking** on the title listed in the chatter alert will take you to the forum, topic, and specific message to which you have subscribed.