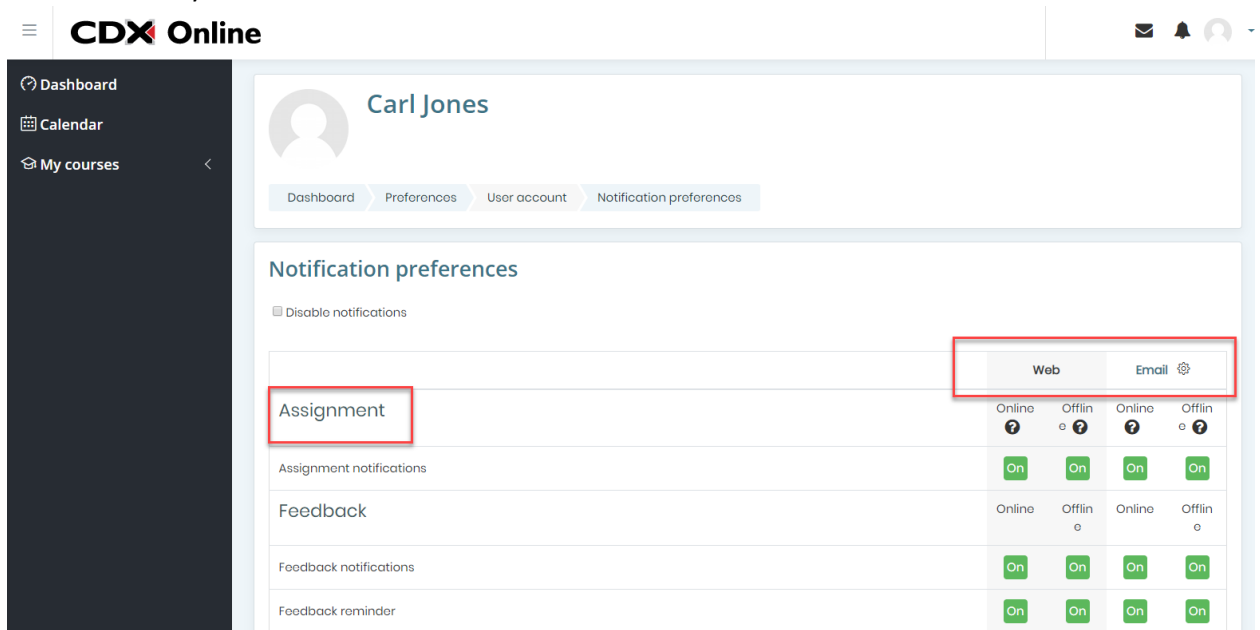


How Do I Manage Course Notifications?

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 vertically on the left-hand side as well as two columns on the right-hand side, where you can toggle individual notifications on or off to select how and when you will receive them.



3. There are two methods of receiving notifications: within the course itself and through the e-mail address listed on your account.
4. For either notification method, you may also choose whether you would like to be notified when you are logged into the course or when you are offline.

How Do I Manage Course Notifications?

	Web		Email 	
	Online 	Offline 	Online 	Offline 
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Online	Offline	Online	Offline

- 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.

Quiz	Online	Offline	Online	Offline
Notification of quiz submissions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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