## 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.

			≤ <b>≜</b> ∩ -
Hase 7 CDX Advantage Access to Fundamentals of Automotive Technology, Second Edition (2E763B	ASE 7 CDV Advantage Access to Eurodemontals of	Notifications	⊘ 🔯 V
	Automotive Technology, Second Edition (2E763B)	Mesut Ozil has completed Chapter 58 Pre - Test 19 hours 33 mins ago	
& Participants	Dashboard My courses	📄 Santi Carzola has c	completed
😞 Badges	ASE 7 CDX Advantage Access to Fundamentals of Automotive Technology, Second Edition (2E763B	Chapter 58 Pre - Te	est
☆ Competencies		22 nours 57 mins ago	View full notification
<b>卸 Grades</b>	<b>B</b>	Santi Carzola has a Chapter 58 Pre - Te	completed st

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.

CDX Online				$\geq$	<b>A</b> ()
(?) Dashboard 曲 Calendar 와 My courses <	Carl Jones Dashboard Proferences User account Notification proferences				
	Notification preferences  Disable notifications	w	эр	Email	¢
	Assignment notifications	Online ? On	Offlin e ? On	Online ? On	Offlin e ? On
	Feedback	Online	Offlin o	Online	Offlin o
	Feedback notifications	On	On	On	On
	Feedback reminder	On	On	On	On

- 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.





Web		Email 🔅	
Online ?	Offlin e 🕜	Online ?	Offlin e 🕜
On	On	On	On
Online	Offlin e	Online	Offlin e

5. 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	Offlin e	Online	Offlin e
Notification of quiz submissions	On	On	Off	Off

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

Updated: January 22, 2019 www.cdxlearning.com/support/library Email: <u>support@cdxlearning.com</u> Phone: 1-866-244-4CDX (4239) Page 2

