

How to Edit Your Notification Settings

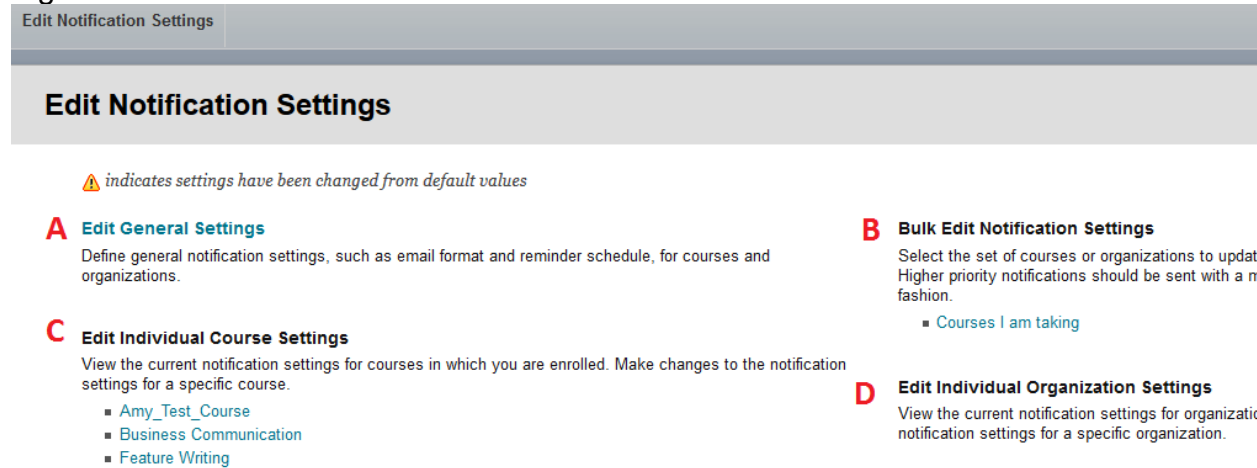
The notification system alerts you when events occur in your courses, such as when items are due, grades are available, new content and tests are made available, and when you have unread discussions and blogs. Notifications are generated automatically whenever their associated events occur.

To manage the notification settings for all of the courses you are enrolled in, click on the Notifications Dashboard (Figure 1) and follow the steps below (Figure 2).

Figure 1



Figure 2



- A. Edit General Settings: Select your email format — individual messages for each notification or daily digest — and the reminder schedule for due dates.
- B. Bulk Edit Notification Settings: Change the notification settings for all of your courses at once. You can select which notification types you want to receive and the method of delivery.
- C. Edit Individual Course Settings: Change the notification settings for a single course.
- D. Edit Individual Organization Settings: Change the notification settings for a single organization.