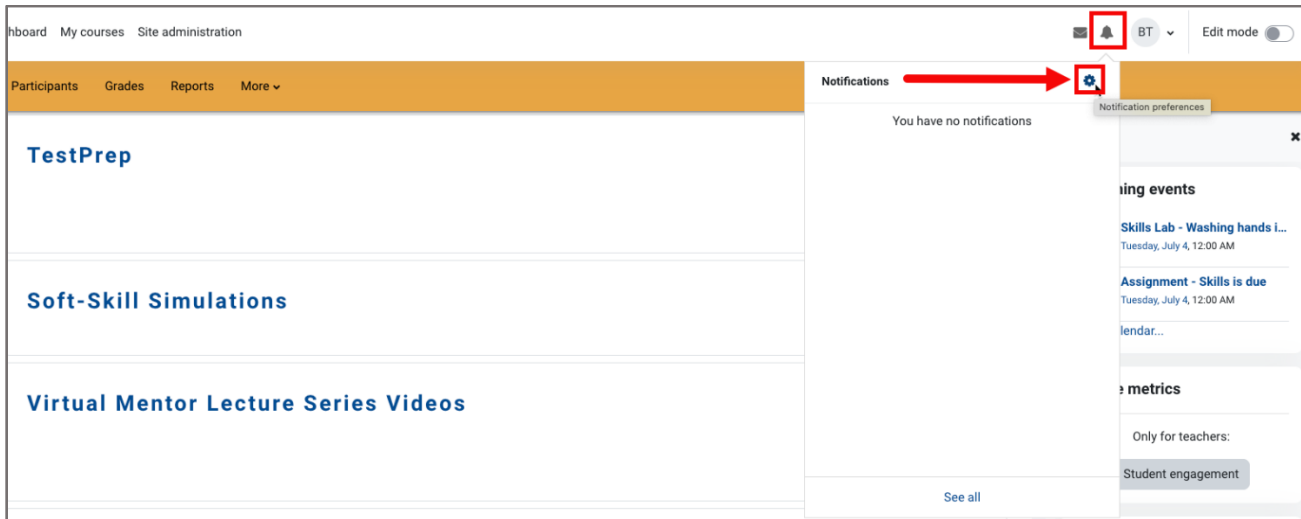


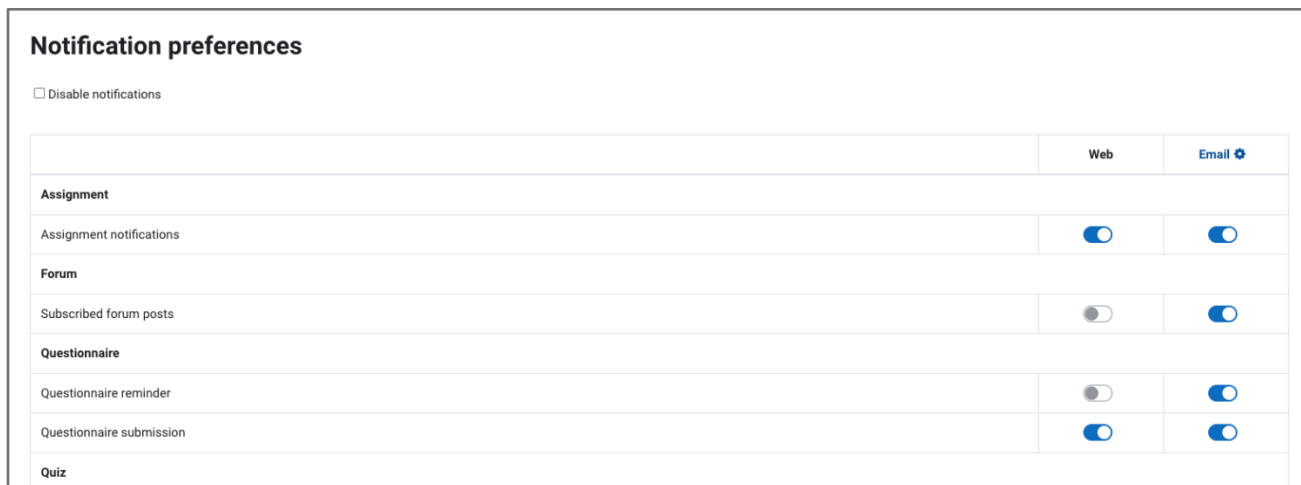
How to Manage Course Notifications

This document contains instructions on how to set the channels through which you'll receive course notifications.

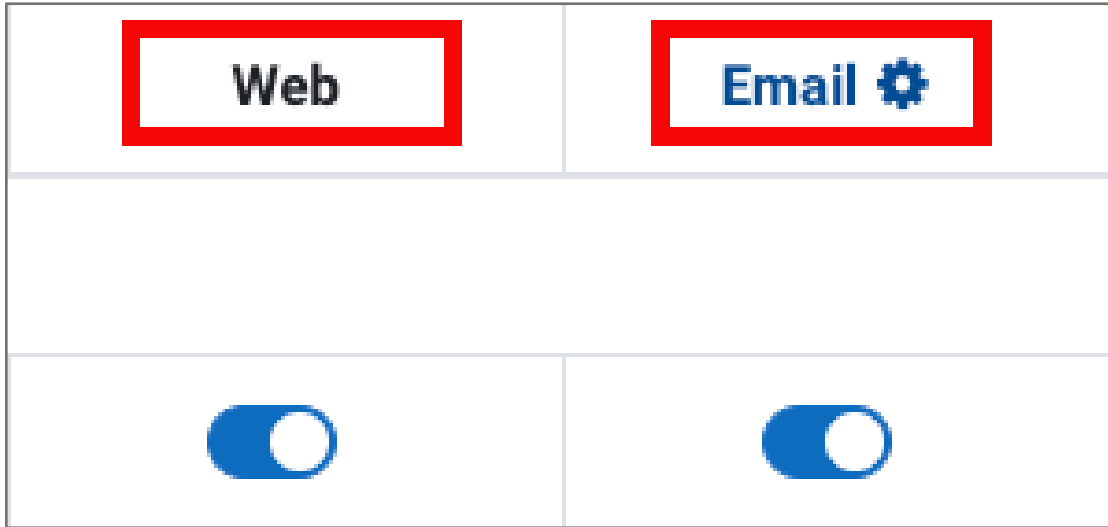
1. On the front page of the course, click the **bell** icon at the top right of the screen to open the notifications menu. Then click the **gear** icon to open the notification preferences.



2. This page will display course notification options vertically on the left-hand side and two columns to the right, where you may toggle the individual notifications on or off to select how and when you receive them.



3. There are two methods of receiving notifications: within the course itself and through the email address listed on your account.



4. For example, if you prefer not to receive email notifications when your students submit assignments, but you would like to be notified in the course upon launching it, scroll to the assignments section and toggle the buttons on or off to reflect these preferences.



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