

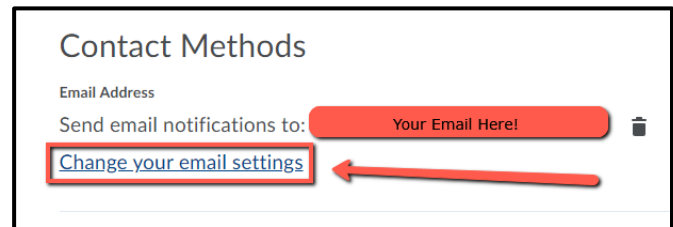
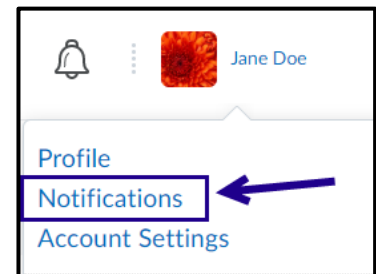


# Managing D2L Brightspace Notifications

The Notifications tool enables you to stay up to date on all of your important D2L course information.

## Change or Remove an Email for Brightspace notifications:

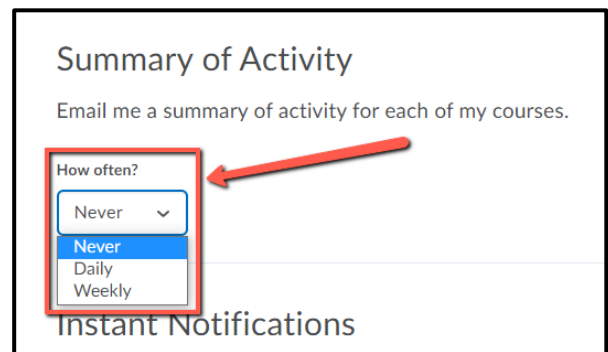
- 1) Click **Notifications** from your personal menu on the Minibar.
- 2) In the **Email Address** section, do one of the following:
  - a) Click the Delete email settings trash can icon (to remove the existing email notification).
  - b) Click **Change your email settings** (if an email notification is listed). Then select **Use system email** to use the email linked to your account, or **Use custom email** and enter an email in the field provided.



- 3) Click **Save**.

**Subscribe to a Summary of Activity:** You must have an email contact method set up on the **Notifications** page in order to access this function.

- 1) Click **Notifications** from your personal menu on the Minibar.
- 2) Under the **Summary of Activity** section, select:
  - a. **Daily** – For daily updates. From there, select the time each day you'd like to receive your summary email.
  - b. **Weekly** – For an update once a week. From there, select the time and day each week when you'd like to receive your summary email.
- 3) Click **Save**.





**Subscribe to Instant Notifications:** You must have an email contact method set up on the **Notifications** page in order to access this function.

1) Click **Notifications** from your personal menu on the Minibar.

2) Under the **Instant Notifications** section, select the **email** checkbox for the specific course activity for which you would like to receive updates.

Instant Notifications	Email
Activity Feed - new comments from others on a post	<input type="checkbox"/>
Activity Feed - new posts created by others	<input type="checkbox"/>
Announcements - announcement updated	<input type="checkbox"/>
Announcements - new announcement available	<input type="checkbox"/>

a. Options include notifications for announcements, activities, posted grades, due dates, and more! Take a look, and select those that would be most helpful for you!

3) You can customize your notifications further under the **Customize Notifications** section. Select the checkbox to include your grade value in the notifications in grades, or to allow future courses to send notifications.

### Customize Notifications

Include my grade value in notifications from Grades

Allow future courses to send me notifications

4) Click **Save**.

### Exclude Courses from Notifications:


1) Click **Notifications** from your personal menu on the Minibar.

2) Scroll down to the **Exclude Some Courses**. Then, click on **Manage my course exclusions**.

3) Find the course you are looking to stop receiving notifications for. Click the **X** icon next to the course you want to exclude.

a. An excluded course will have an arrow icon next to the course name.

CUL 1101-01 Introduction to Baking (Training)  
20xx5000004



4) When you are finished excluding courses, click **Close** on the dialog window.

5) Back on the **Notifications** page, click **Save** to save your changes.



## Restore Excluded Course Notifications:

- 1) Click **Notifications** from your personal menu on the Minibar.
- 2) Scroll down to the **Exclude Some Courses**. Then, click on **Manage my course exclusions**.
- 3) Click the **Restart notifications** icon beside each course you want to receive notifications from, or click **Restore excluded courses** to restore all excluded courses.
- 4) When you are finished excluding courses, click **Close** on the dialog window.
- 5) Back on the **Notifications** page, click **Save** to save your changes.

