

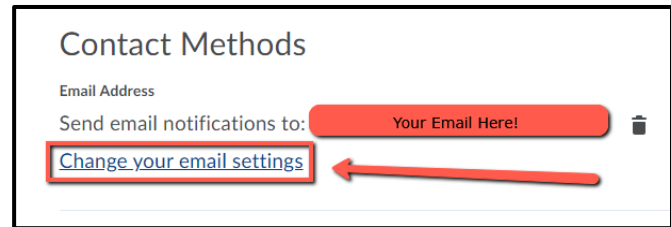
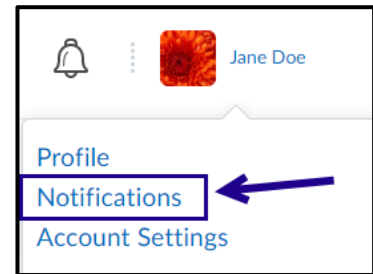


Managing D2L Brightspace Notifications

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:

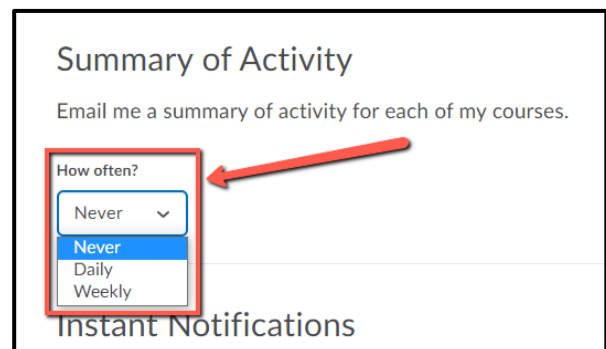
- 1) Click **Notifications** from your personal menu on the Minibar.
- 2) In the **Email Address** section, do one of the following:
 - a) Click the Delete email settings trash can icon (to remove the existing email notification).
 - b) Click **Change your email settings** (if an email notification is 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.



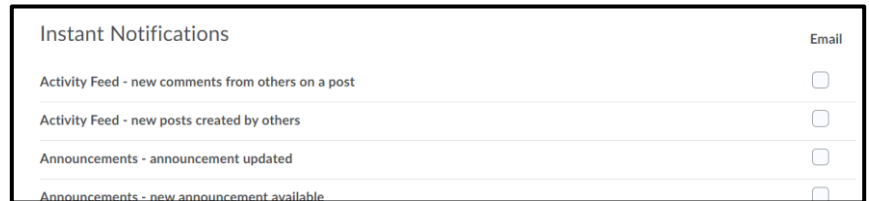
- 3) Click **Save**.



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

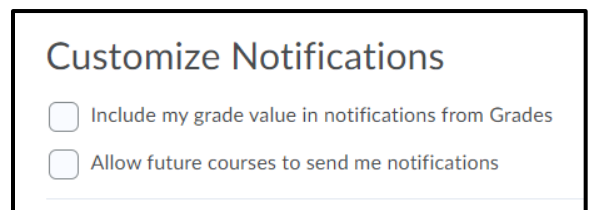
1) Click **Notifications** from your personal menu on the Minibar.

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



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.



4) Click **Save**.

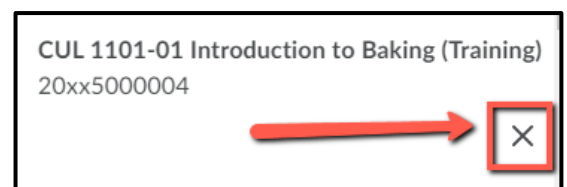
Exclude Courses from Notifications:

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.



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.

