

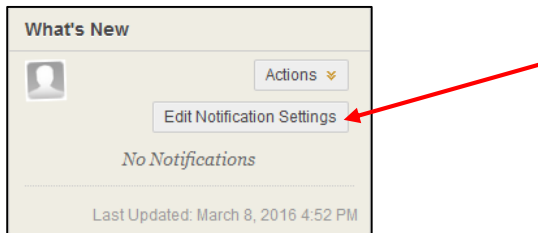
## Adjusting Notification Settings

### Introduction

Follow the steps below to learn how to adjust your notification settings in myCourses. These settings determine what you will see in the “What’s New” area of the myCourses Dashboard and allows you to enable email notifications about certain things that happen in your myCourses sites.

### Step 1:

On the myCourses Dashboard click “Edit Notification Settings” in the “What’s New” module.



### Step 2:

On the Edit Notification Settings page you can choose to adjust the notification settings of all courses you are taking (the “Courses I am taking” link), or pick a particular course to change the notification settings for.

<div style="border: 1px solid black; padding: 5px; display: inline-block;">Click a specific course from this list.</div>	<div style="border: 1px solid black; padding: 5px; display: inline-block;">OR</div>	<div style="border: 1px solid black; padding: 5px; display: inline-block;">Edit the notification settings of all courses at once using this link.</div>
<p><b>Edit General Settings</b> Define general notification settings, such as email format and reminder schedule, for courses and organizations.</p> <p><b>Edit Individual Course Settings</b> View the current notification settings for courses in which you are enrolled. Make changes to the notification settings for a specific course.</p> <ul style="list-style-type: none"> <li>▪ <a href="#">*myCourses Support Hub*</a></li> <li>▪ <a href="#">Demo Course Site</a></li> </ul>	<p><b>Bulk Edit Notification Settings</b> Select the set of courses or organizations to update and change the notification settings for them in one step. Higher priority notifications should be sent with a method that will deliver that notification in the timeliest fashion.</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Courses I am taking</a></li> </ul>	<p><b>Edit Individual Organization Settings</b> View the current notification settings for organizations in which you are enrolled. Make changes to the notification settings for a specific organization.</p>

*Continued on the next page...*

### Step 3:

Either option you choose will bring you to a page with four different columns.


- Un-checking “On/Off” to the left of a notification will stop all notifications of that type.
- Checking a “Dashboard” box will make that type of notification appear in the “What’s New” area of the myCourses dashboard.
- Checking an “Email” box will send notifications of that type to your UMD email inbox.
- Checking a “Mobile” box will send notifications of that type to your smartphone or tablet if you have installed the Bb Mobile Learn App. **Note: Mobile notifications are not always reliable. Do not expect these to serve as your primary source of information in a course.**

<input checked="" type="checkbox"/> On/Off	Notification	<input checked="" type="checkbox"/> Dashboard	<input type="checkbox"/> Email	<input checked="" type="checkbox"/> Mobile
<input checked="" type="checkbox"/>	Announcement Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Due	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Needs Grading	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Past Due	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Blog Needs Grading	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Content Item Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Course/Organization Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Step 4:

Click the “Submit” button to finish updating your notification settings.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## Conclusion

We hope this guide was helpful.

For additional information or support contact the Instructional Development team by phone at 508-999-8505 or by email at [myCoursesHelp@umassd.edu](mailto:myCoursesHelp@umassd.edu).