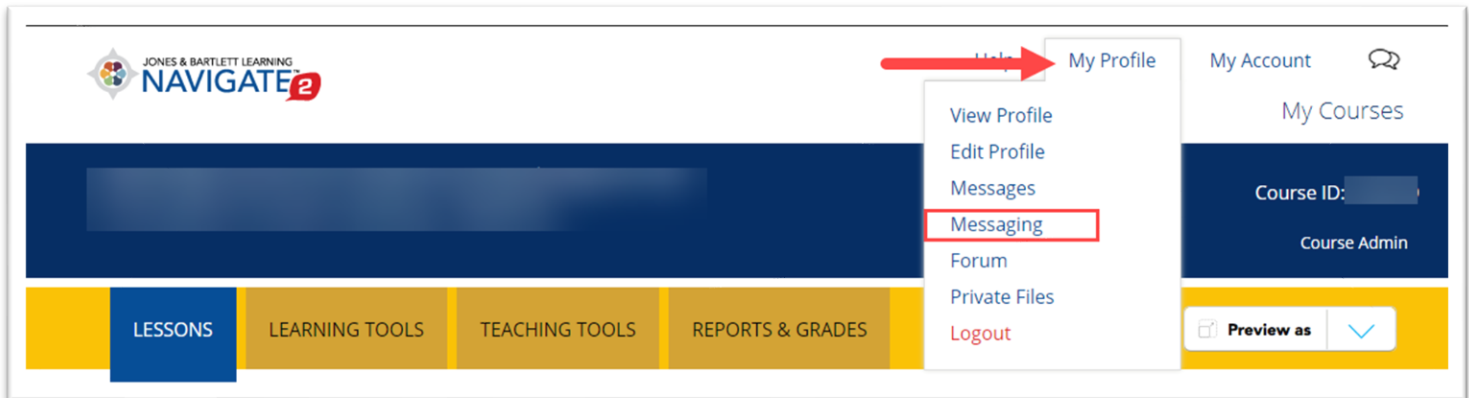


## How do I manage course notifications

This document provides instructions on how to toggle your course notification settings so that you may choose which activity to be notified of as students complete their work.

1. When logged into your Navigate 2 course, hover your cursor over the **My Profile** dropdown menu at the top right of the page. Then select **Messaging**



2. Use the **Popup notification** and **Email** columns' checkboxes to toggle if and how you prefer to receive course update notifications. For example, scrolling down to the **Assessment** section, you may choose to not receive any email updates as students complete tests and quizzes by unchecking the corresponding Email checkboxes.

Assessment	Activity for notification	Popup notification	Yes/No in course notifications	Email	Yes/No Email notifications
<b>Notification of assessment submissions</b>					
When I'm logged in	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
When I'm offline	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<b>Confirmation of your own assessment submissions</b>					
When I'm logged in	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
When I'm offline	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<b>Warning when your assessment attempt becomes overdue</b>					
When I'm logged in	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
When I'm offline	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	

3. When you are satisfied with your changes click on the **Update profile** button at the bottom of the page