

# U of S Course Tools


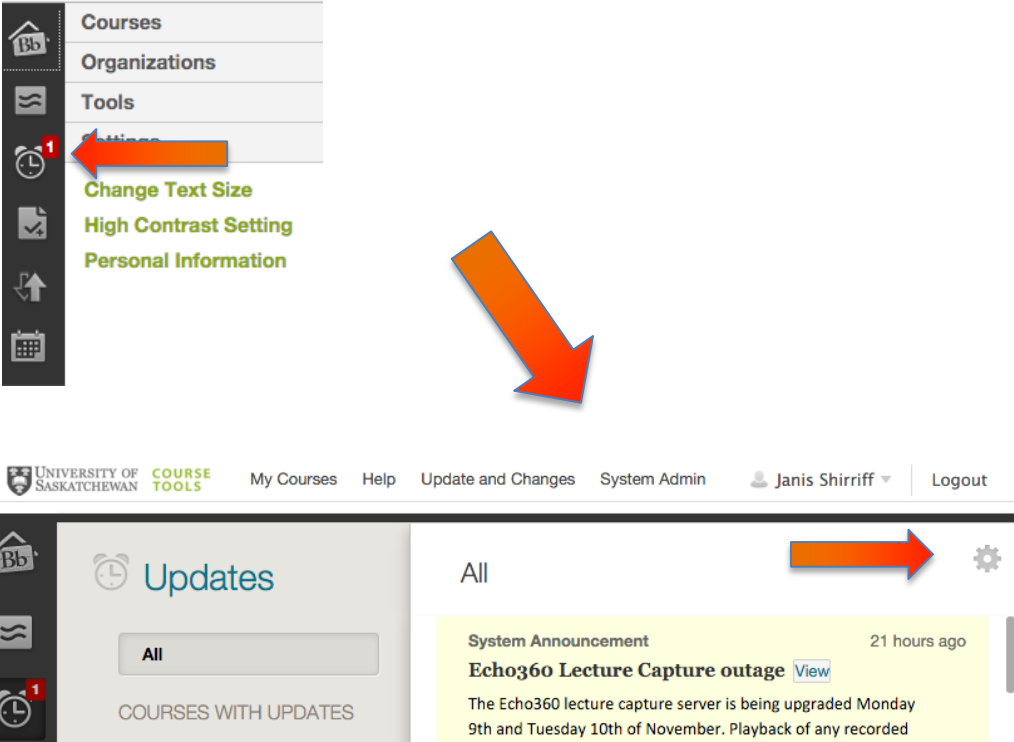
Course Notifications

Fall 2015



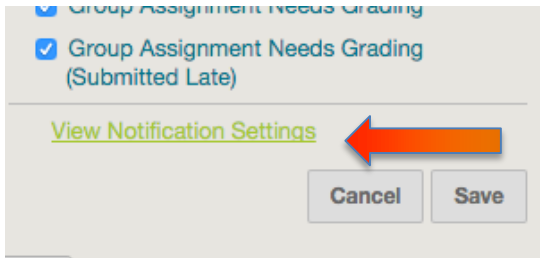


**Background:** If you are using the U of S Course Tools for the first time, please review the Course Tools Basic document before using this document. Note that the screenshots contained within may vary from your course., especially with the options available. Customization of your course allows you as an instructor to add many teaching tools.

	<b>Action: Setting Notifications to send email automatically</b>
<b>Background</b>	Users can set their notifications to send an email to their inbox. These are NOT set up by default for users, as email inboxes would be inundated with emails every time an assignment is posted, needs grading, a discussion item is posted etc. NOTE: Individual users MUST set this up themselves. Instructors cannot set this for students.
<b>STEP</b>	<b>Action: Setting notification of assignment availability to be sent to user email inbox</b>
1.	<p>Within <b>Course Tools / BBLearn</b>, click on your name in the top right corner.</p> 
2.	<p>At the bottom of the window, click <b>Updates (clock icon)</b>, then <b>Select the Gear Icon in the top right of the window.</b></p> 



3 Select view Notification Settings at the bottom of the Show/Hide Notifications list:



Select notifications for courses you are teaching (or taking if a student)

### Edit Notification Settings

\* indicates settings have been changed from default values

#### Edit General Settings

Define general notification settings, such as email format and reminder schedule, for courses and organizations.

#### Edit Individual Course Settings

View the current notification settings for courses in which you are enrolled. Make changes to the notification settings for a specific course.

- [Upgrade demo course for Evan Salter](#)

#### Bulk Edit Notification Settings

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.

- [Courses I am teaching](#)

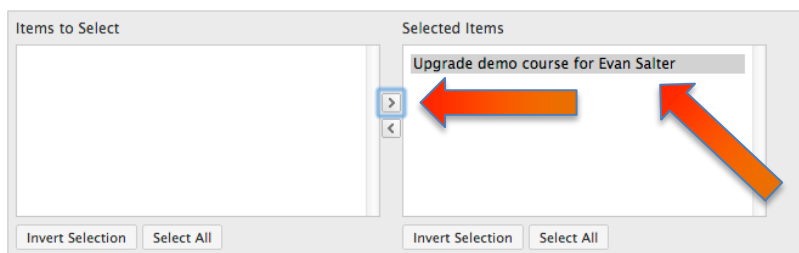
#### Edit Individual Organization Settings

View the current notification settings for organizations in which you are enrolled. Make changes to the notification settings for a specific organization.

4 Select the Course of your choice, and select the  to move the course name to the Selected Items field.

#### SELECT COURSE

- All  
 Selected



5 Select the email checkbox for the item that you would like to receive notification of via email.



NOTIFICATION DESTINATIONS				
Email	iff@usask.ca			
Mobile				
SETTINGS				
<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 checked="" 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"/>

6 . Select **Submit**. You will now receive notification via email when a new announcement is available. Select any of the notifications to be sent to your email.