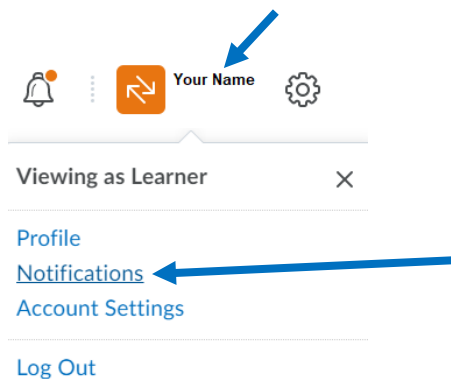


Setting Notification Preferences


1. Click on **your name** in the upper, right corner of the Brightspace home page. Select **Notifications**.



2. Select how you want to receive notifications (email or phone). Make sure your email address is listed correctly. Register your mobile, if you choose to receive notifications by text message.

Contact Methods

Email Address

Send email notifications to: **your email address here** 

[Change your email settings](#)

Mobile Number


[Register your mobile](#)

3. Decide how often you want to receive a summary of your notifications.

Summary of Activity

Email me a summary of activity for each of my courses.

How often?

Never 

Never

Daily

Weekly

4. **Select** the things you want to be notified about.

Announcements - new announcement available	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Assignments - assignment feedback released		<input checked="" type="checkbox"/>
Assignments - assignment due date or end date is 2 days away	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Assignments - assignment feedback updated		<input type="checkbox"/>

5. If you do not want to receive notifications for certain classes, you can exclude courses.

Exclude Some Courses

You currently have no courses excluded. [Manage my course exclusions](#)

6. Click **Save**.



*Please note: These notification preferences are global. That means every course in which you are enrolled will follow these preferences, unless you choose to exclude a course or courses.