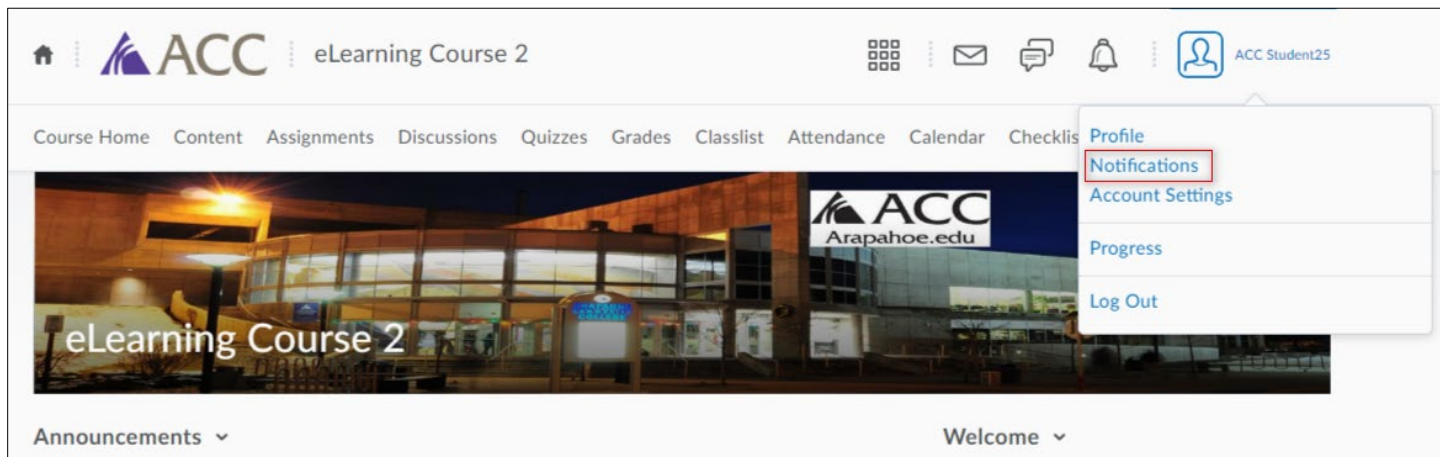


Setting up Notifications

Step 1: After logging into your course in D2L, select your name on the top right corner of the page to see the dropdown menu.

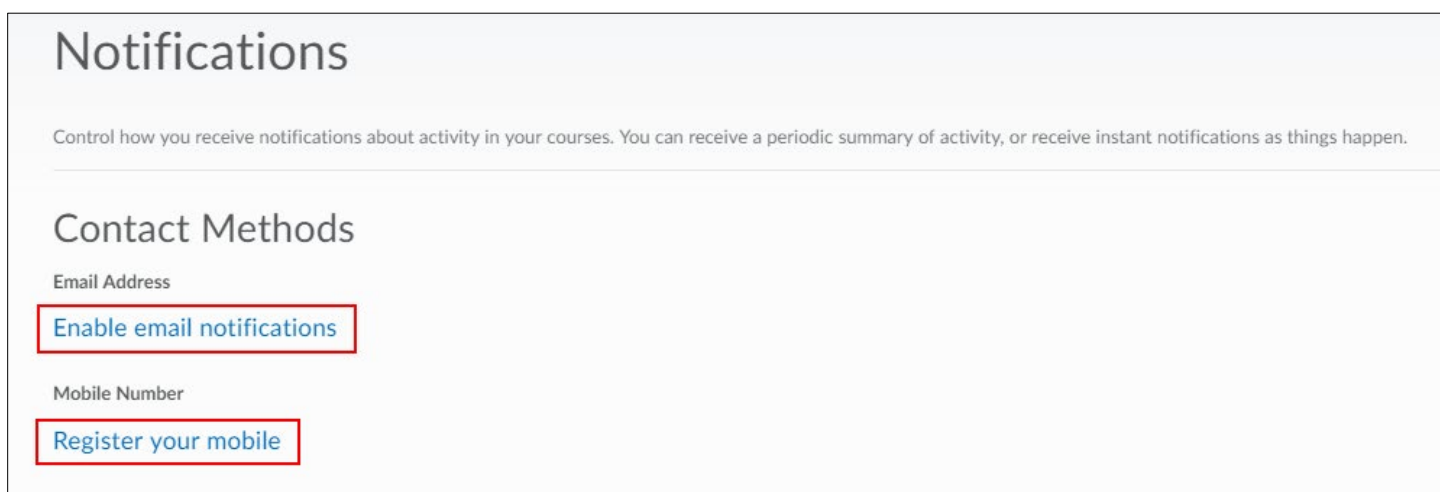
Step 2: Select **Notifications**.



The screenshot shows the top navigation bar of a D2L course page. The course name is "eLearning Course 2" and the user is logged in as "ACC Student25". A dropdown menu is open, showing options: Profile, Notifications (highlighted with a red box), Account Settings, Progress, and Log Out. Below the navigation bar is a banner image of a building at night with the text "eLearning Course 2" and the ACC Arapahoe.edu logo. At the bottom of the banner area, there are "Announcements" and "Welcome" dropdown menus.

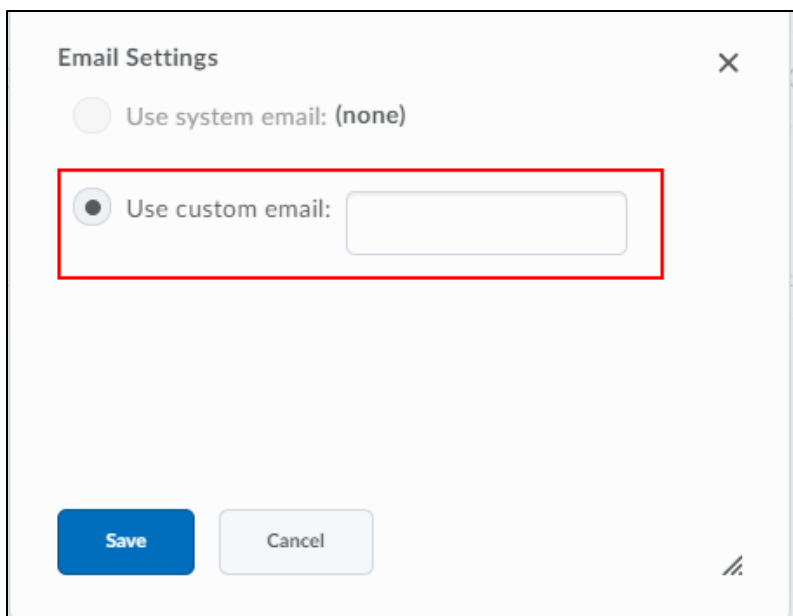
This brings you the **Notifications** page where you can set up your account to receive instant notifications via email or SMS (short message service received on your mobile phone). You can set up email notifications to be sent to your Arapahoe student email account (not your D2L email) or even a personal account such as Hotmail, Yahoo or Comcast.

Step 3: You can now set up the email address where you would like to receive your notifications. Select the **Enable email notifications** link if you would like to receive notifications on a different email than your ACC student email. You can also register your mobile phone to receive SMS notifications. Select the **Register your mobile** link to start setting up your mobile phone.



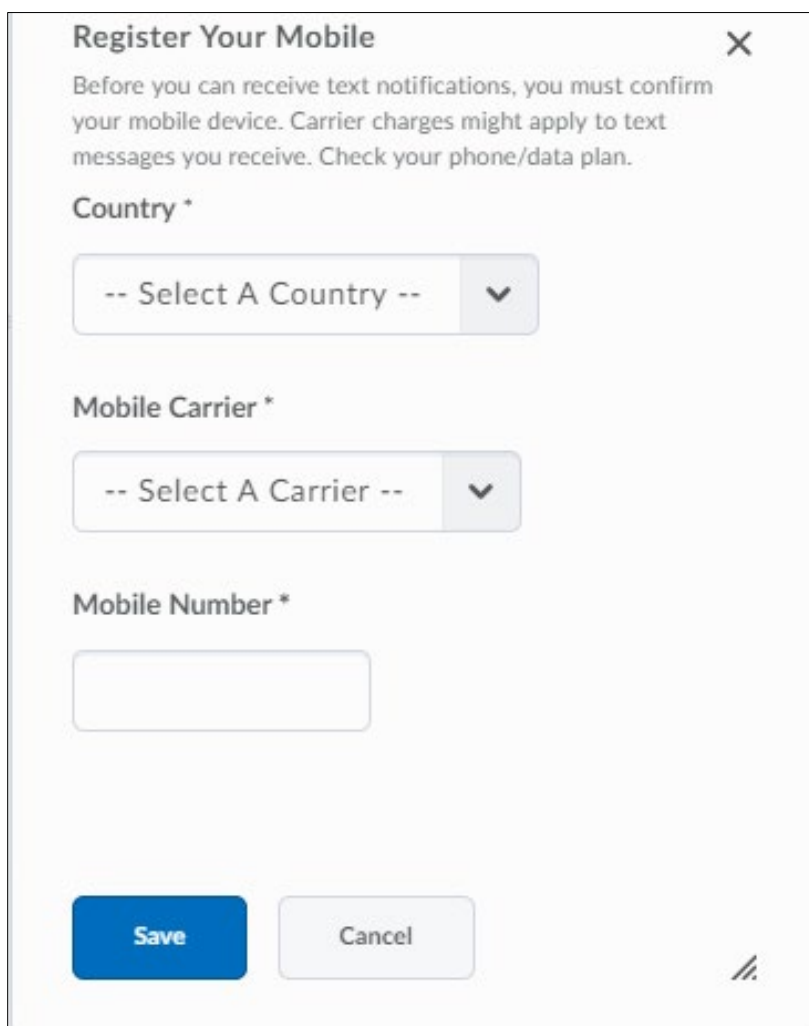
The screenshot shows the "Notifications" page. The title is "Notifications" and the subtitle is "Control how you receive notifications about activity in your courses. You can receive a periodic summary of activity, or receive instant notifications as things happen." Below this is a section titled "Contact Methods" with two options: "Email Address" and "Mobile Number". Under "Email Address", there is a link "Enable email notifications" (highlighted with a red box). Under "Mobile Number", there is a link "Register your mobile" (highlighted with a red box).

Select the **Use custom email:** button and enter the email address where you would like to receive notifications.



The image shows a dialog box titled "Email Settings" with a close button (X) in the top right corner. It contains two radio button options. The first option is "Use system email: (none)" with an unselected radio button. The second option is "Use custom email:" with a selected radio button. A red rectangular box highlights the "Use custom email:" option and the adjacent empty text input field. At the bottom left, there are two buttons: a blue "Save" button and a light gray "Cancel" button. A small icon resembling a double slash is located in the bottom right corner.

Step 4: If you select to **Register your mobile**, a window will pop up where you have to select a **Country**, **Mobile Carrier** and enter your **Mobile Number**. Select **Save** to complete the registration process.



The image shows a dialog box titled "Register Your Mobile" with a close button (X) in the top right corner. Below the title is a paragraph of text: "Before you can receive text notifications, you must confirm your mobile device. Carrier charges might apply to text messages you receive. Check your phone/data plan." There are three required fields, each with an asterisk: "Country *", "Mobile Carrier *", and "Mobile Number *". The "Country" and "Mobile Carrier" fields are dropdown menus with the placeholder text "-- Select A Country --" and "-- Select A Carrier --" respectively. The "Mobile Number" field is a text input box. At the bottom left, there are two buttons: a blue "Save" button and a light gray "Cancel" button. A small icon resembling a double slash is located in the bottom right corner.

Step 5: You can also set up to receive a **Summary of Activity** for each of your courses. Select the drop down menu to choose **How often** you would like to receive your summary, choices are Never or Daily.

Summary of Activity

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

How often?

Never
▼

Step 6: In the next section you can select the tools that you would like to receive instant notifications from. Check the appropriate box next to each tool on the right for **Email** or **SMS** notifications.

| Instant Notifications | SMS | Email |
|---|--------------------------|-------------------------------------|
| Activity Feed - new comments from others on a post | <input type="checkbox"/> | <input type="checkbox"/> |
| Activity Feed - new posts created by others | <input type="checkbox"/> | <input type="checkbox"/> |
| Announcements - item updated | <input type="checkbox"/> | <input type="checkbox"/> |
| Announcements - new item available | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Assignments - assignment feedback released | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Assignments - assignment feedback updated | <input type="checkbox"/> | <input type="checkbox"/> |
| Assignments - assignment folder due date or end date is 2 days away submission folder due date or end date is 2 days away | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Assignments - publish all feedback completion | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Content - content item created | <input type="checkbox"/> | <input type="checkbox"/> |
| Content - content item updated | <input type="checkbox"/> | <input type="checkbox"/> |
| Content - content overview updated | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ePortfolio - feedback added to subscribed items | <input type="checkbox"/> | <input type="checkbox"/> |
| ePortfolio - another user has subscribed to your updates | <input type="checkbox"/> | <input type="checkbox"/> |
| ePortfolio - feedback added to my items | <input type="checkbox"/> | <input type="checkbox"/> |
| Grades - grade item released | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Grades - grade item updated | <input type="checkbox"/> | <input type="checkbox"/> |
| Quizzes - quiz due date or end date is 2 days away | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Step 7: If you scroll further down on the page, you can now **Customize Notifications** to include your grade value when you receive notifications from grades. You can also select the appropriate boxes if you wish to receive notifications from past or future courses. You may also exclude some courses to receive notifications from. Select the **Manage my course exclusions** link to add courses to exclude.

Finally, select the **Save** option to save all the notification settings for your account.

Customize Notifications

- Include my grade value in notifications from Grades
- Allow past courses to send me notifications
- Allow future courses to send me notifications
- Allow inactive courses to send me notifications

Exclude Some Courses

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