



## Faculty: Activate Assignment Notifications

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Moodle offers us the option of being notified when students have submitted assignments. The illustration at right, for example, will notify the instructor when a student submits the assignment after the due date. In order to receive an email notice of submissions, you may need to revise your messaging options. To do so:



1. Click to the right of your name in the top right corner to open your **Dashboard**.
2. Click on **Preferences**.

The screenshot shows the Moodle user interface. On the left, a sidebar menu contains 'Dashboard', 'Profile', 'Grades', 'My private files', 'Preferences' (circled in red), and 'Log out'. A large red arrow points from the 'Preferences' menu item to the 'Preferences' page. The 'Preferences' page is divided into 'User account' and 'Roles' sections. Under 'User account', 'Messaging' is circled in red. Below this is a table for 'Assignment notifications' with columns for 'Assignment', 'Activity stream', 'Popup notification', and 'Email'. The 'Email' column has two rows, both with checked boxes, and the entire 'Email' column is circled in red.

Assignment	Activity stream	Popup notification	Email
<b>Assignment notifications</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 type="checkbox"/>	<input checked="" type="checkbox"/>

3. Click on

### Messaging.

4. Scroll down until you find the section labeled **Assignment notifications**.
5. Select both boxes under **Email**.
6. Scroll down to the bottom of the page to **Save changes**.