



Faculty: Activate Assignment Notifications

Hart Wilson - 2018-01-13 - Comments (0) - Faculty

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**.

Dashboard

- Profile
- Grades
- My private files
- Preferences**
- Log out

Preferences

User account

- ☐ Edit profile
- ☐ Preferred language
- ☐ Forum preferences
- ☐ Editor preferences
- ☐ Security keys
- ☒ **Messaging**

Roles

- ☐ This user's role assignments
- ☐ Assign roles relative to this user
- ☐ Permissions
- ☐ Check permissions

Assignment	Activity stream	Popup notification	Email
Assignment notifications			
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**.