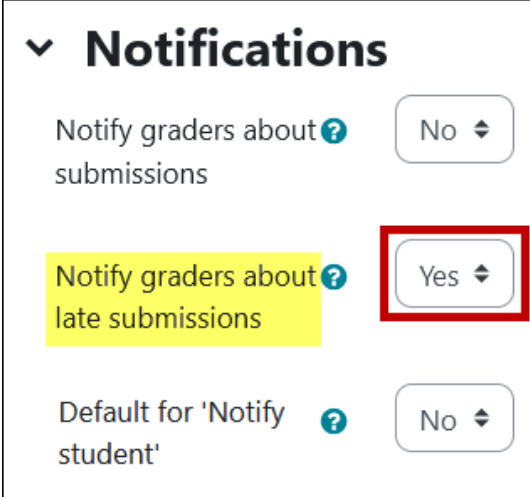


Faculty: Activate Assignment Notifications

Hart Wilson - 2026-06-27 - [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:



The screenshot shows a 'Notifications' section with three settings. The first is 'Notify graders about submissions' with a 'No' dropdown. The second is 'Notify graders about late submissions' with a 'Yes' dropdown, which is highlighted with a yellow background and a red border. The third is 'Default for 'Notify student'' with a 'No' dropdown.

1. Open the user menu attached to your profile image in the top right corner of a Moodle page.
2. Click on **Preferences**.
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**.