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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**.
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**.