

Students: Reminder and Overdue Notices

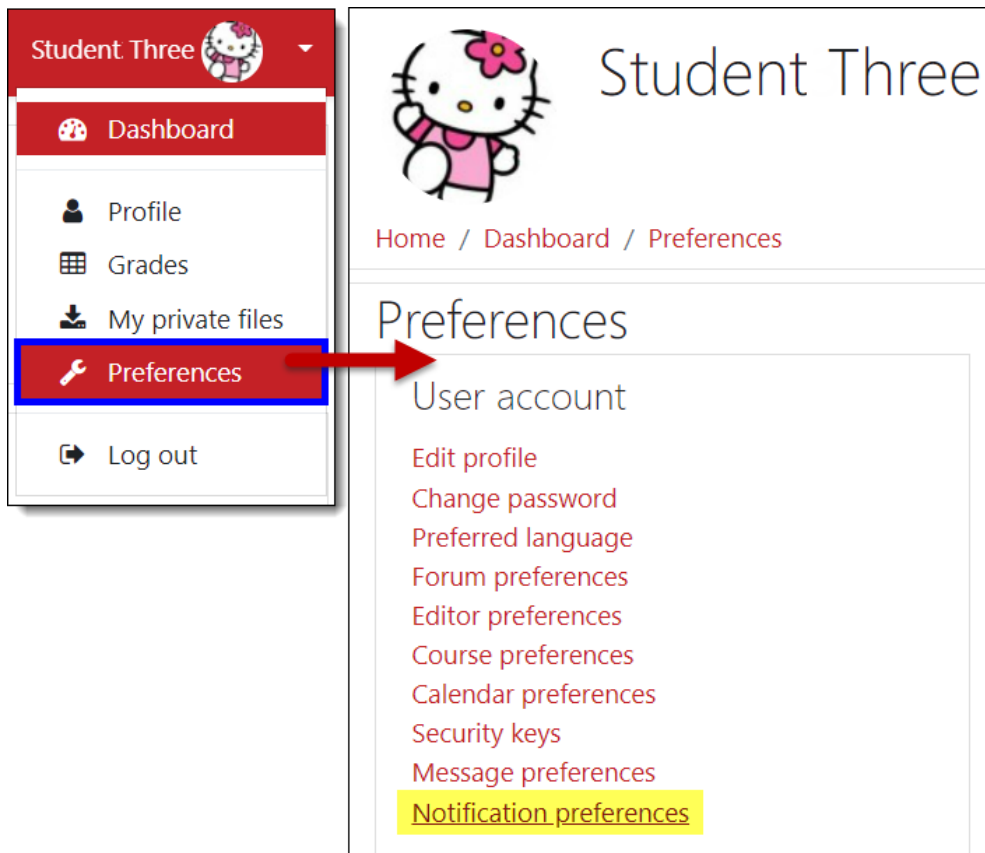
Hart Wilson - 2022-10-19 - Comments (0) - Students

Moodle's **Reminder** app can help you keep track of impending due dates and will notify you if you have activities that are overdue. Reminders and overdue notices are sent as email messages. **Note:** Not every instructor will use this feature and those who do may not apply it to every activity with a due date.

Opt In to Receive Reminders

Reminder notices aren't for everyone so if you'd like to receive them, you need to update your **notification preferences**. To do so:

1. Open the user menu in the top right corner of the screen and select **Preferences**.
2. Choose **Notification preferences** from the list of options displayed.
3. Scroll down to the **Event Reminders** section.
4. In the center **Email** section, click on **Off** to toggle the option to **On**.



The screenshot shows the Moodle user interface for a user named 'Student Three'. On the left is a navigation menu with options: Dashboard, Profile, Grades, My private files, Preferences (highlighted with a red box and a red arrow pointing to the main content), and Log out. The main content area shows the user's profile with a Hello Kitty avatar and the name 'Student Three'. Below the profile is a breadcrumb trail: Home / Dashboard / Preferences. The 'Preferences' section is titled 'User account' and lists several options: Edit profile, Change password, Preferred language, Forum preferences, Editor preferences, Course preferences, Calendar preferences, Security keys, Message preferences, and Notification preferences (highlighted with a yellow box).

Event Reminders	Web		Email		Mobile	
	Online	Offline	Online	Offline	Online	Offline
Reminder notifications for User events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reminder notifications for Course events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reminder notifications for Group events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reminder notifications for Activity events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How Reminders Work

While reminders are very straightforward, overdue notices may be sent out even if you have completed an activity on time. For instance, the student who received this notice had completed their forum post on time:

From: **eThink Admin (via SOU)** <noreply@moodle.sou.edu>
 Date: Mon, Apr 4, 2022 at 12:17 AM
 Subject: [Moodle-Reminder] Overdue: (ED 253 (6708-SP22)-Forum) Introductory Forum is due

[Overdue]: (ED 253 (6708-SP22)-Forum) Introductory Forum is due

This activity is overdue or not yet marked complete.

When Sunday, April 3, 2022 11:59 PM US/Pacific-New

Course ED 253 (6708-SP22) - SOU Learn/Serve(SOULS)

Activity [Forum: Introductory Forum](#)

Introductory Forum is due

Reminder from [Moodle Calendar](#)

Note that the message line indicates that the activity is overdue **or not yet marked complete**. What's that? Well...

Moodle's Completion Tracking

Have you ever noticed the check boxes on your Moodle course page? They are there to help you keep track of items that you have completed and things that you still need to do. Some boxes have solid borders—those items can be checked off manually by you. Other boxes have dotted borders—those items have been set up so that you have to view or submit something in order for the box to be automatically checked off by Moodle.

In this illustration, the first three items require you to submit something in order for the boxes to be checked off as complete, while the last item can be checked off manually at

your convenience.

 Assignment #1	<input checked="" type="checkbox"/>
 Week 1 Discussion	<input checked="" type="checkbox"/>
 Quiz 1	<input checked="" type="checkbox"/>
 Sign Up for Group Project!	<input checked="" type="checkbox"/>

So, to return to our overdue notice, in this case the student had completed their submission on time, but had not manually checked off the activity as completed, so Moodle wanted them to know that it might still need to be completed.

The bottom line? You can avoid receiving overdue notices by making submissions on time **and** making sure that the completion tracking box is ticked off.