



## Students: Reminder and Overdue Notices

Hart Wilson - 2022-10-18 - 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**.



### 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:



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.