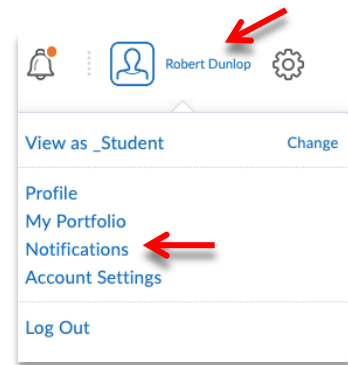


Setting Up Notifications in D2L

Notifications allow you to receive emails and text messages when information is posted inside of the D2L environment. The user may customize which notifications they want to receive from a variety of tools within D2L.

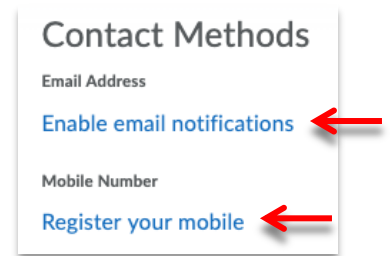
Accessing Notifications

1. On the minibar located at the top of the page, click on the user name.
2. Click on **Notifications**.



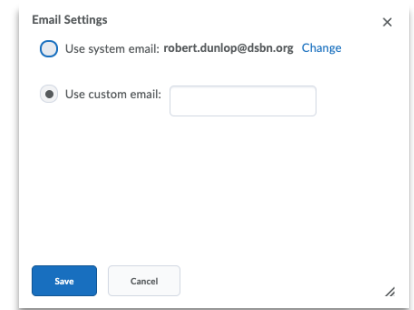
Selecting a Contact Method

3. If you would like to set your email up for notifications then click on **Enable email notifications**.
4. If you would like to set your text messaging up for notifications click on **Register your mobile**.



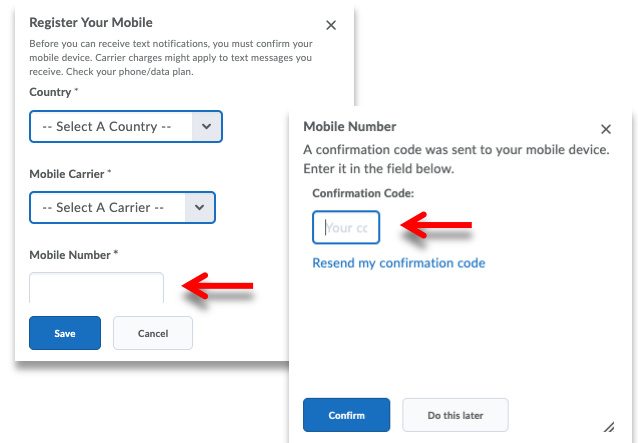
Setting Up Email Notifications

5. Once you have clicked on **Enable email notification**, then you can select the **system email** provided by clicking inside of the circle or you may enter a **custom email** (such as gmail, hotmail, etc...) in the space provided.
6. Click **Save**



Setting Up Text Messaging Notifications

7. Once you have clicked on **Register your mobile**, then fill in the fields provided (Country, Mobile Carrier and Mobile Number).
8. Click **Save**.
9. Enter the Confirmation Code (sent to you as a text message) in the box provided.
10. Click **Confirm**.



Selecting Instant Notifications

- Once you have enabled your email or text messaging notifications, you can select from which tool in D2L you would like to receive notifications. For email notifications click on the box in the right column (**Email**) and for text messaging notifications click the box on the left column (**SMS**).

Instant Notifications	SMS	Email
Activity Feed - new comments from others on a post	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Activity Feed - new posts created by others	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Announcements - announcement updated	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Announcements - new announcement available	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Assignments - assignment feedback released	<input type="checkbox"/>	<input type="checkbox"/>
Assignments - assignment due date or end date is 2 days away	<input type="checkbox"/>	<input type="checkbox"/>
Assignments - assignment feedback updated	<input type="checkbox"/>	<input type="checkbox"/>
Assignments - publish all feedback completion	<input type="checkbox"/>	<input type="checkbox"/>
Content - content item created	<input type="checkbox"/>	<input type="checkbox"/>
Content - content item updated	<input type="checkbox"/>	<input type="checkbox"/>
Content - content overview updated	<input type="checkbox"/>	<input type="checkbox"/>
Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications	<input type="checkbox"/>	<input type="checkbox"/>
ePortfolio - feedback added to subscribed items	<input type="checkbox"/>	<input type="checkbox"/>
ePortfolio - another user has subscribed to your updates	<input type="checkbox"/>	<input type="checkbox"/>
Feedback added to my items	<input type="checkbox"/>	<input type="checkbox"/>

Note: Text message notifications are limited to a certain number of characters, therefore might not receive all of the text posted in the Announcements. In addition, videos and images will not be included in text messaging notifications.

Summary of Activity

- If you would like to receive a summary of the activity for each of your courses, change the drop down under *How often?* from **Never** to **Daily** and set a time of the day that you would like to receive that email.

Summary of Activity

Email me a summary of activity for each of my courses.

How often? At what time?

Canada - Toronto

- Once you have your notification settings the way in which you would like them, click save at the bottom of the page.