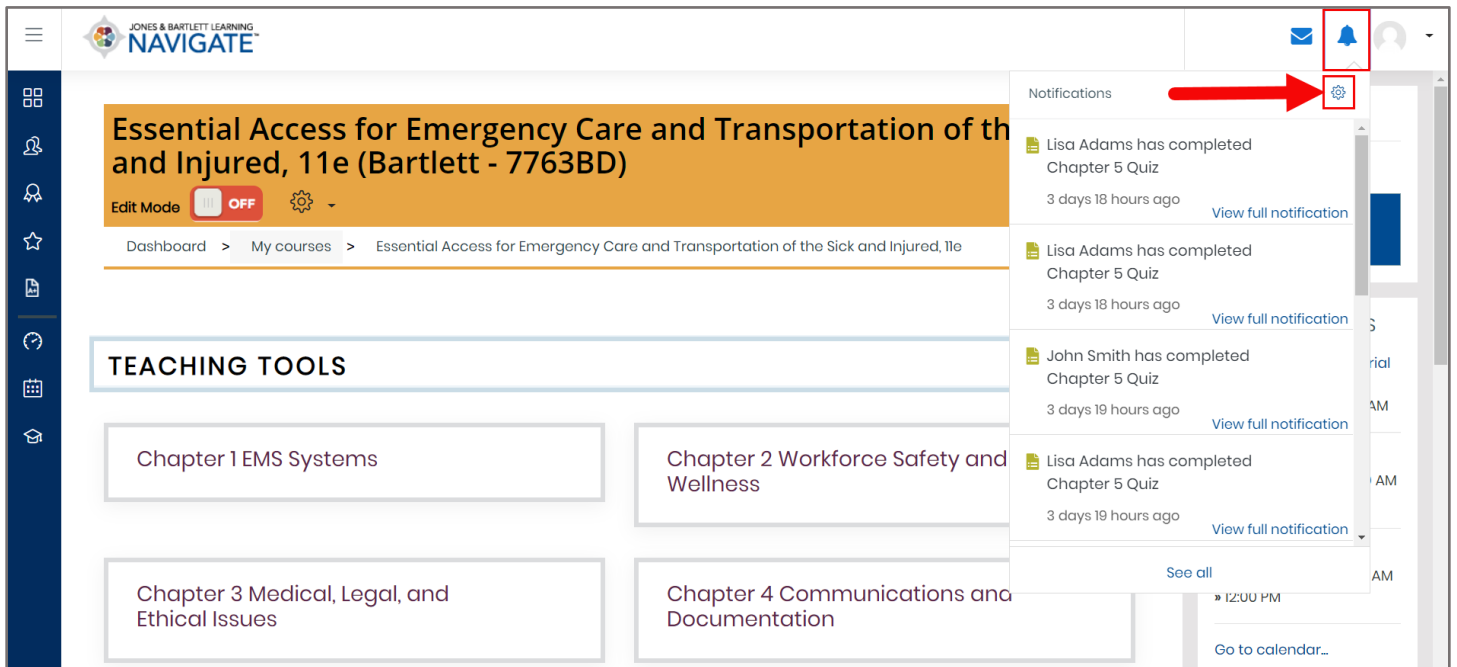


## How to Manage Course Notifications

*This document contains instructions on how to set the channels through which you'll receive course notifications.*

1. On the front page of the course, click the bell icon in the top right of the screen to open the notifications menu. Then click the gear icon in the top right to open the notification preferences.



The screenshot shows the course front page for "Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)". The page features a navigation bar with the course title and an "Edit Mode" toggle set to "OFF". Below the title is a "TEACHING TOOLS" section with four chapter cards: "Chapter 1 EMS Systems", "Chapter 2 Workforce Safety and Wellness", "Chapter 3 Medical, Legal, and Ethical Issues", and "Chapter 4 Communications and Documentation". In the top right corner, a notification bell icon is highlighted with a red box, and a red arrow points to a gear icon in the notification dropdown menu, which is also highlighted with a red box. The notification dropdown menu lists several notifications, including "Lisa Adams has completed Chapter 5 Quiz" and "John Smith has completed Chapter 5 Quiz", each with a "View full notification" link. The time shown is 12:00 PM, and there is a "Go to calendar..." link at the bottom of the menu.

2. This page will display course notification options vertically on the left-hand side and two columns to the right, where you may toggle the individual notifications on or off to select how and when you receive them.

**Notification preferences**






Disable notifications

	Web		Email	
Assignment	Online	Offline	Online	Offline
Assignment notifications				
Feedback	Online	Offline	Online	Offline
Feedback notifications				
Feedback reminder				
Forum	Online	Offline	Online	Offline
Subscribed forum posts				
Subscribed forum digests				

3. There are two methods of receiving notifications: within the course itself and through the email address listed on your account.

	Web		Email	
	Online	Offline	Online	Offline

4. For either notification method, you may also choose whether you would like to be notified when you are logged into the course and/or when you are offline.

	Web		Email 	
	Online 	Offlin e 	Online 	Offlin e 
	<input checked="" type="checkbox"/> On	<input checked="" type="checkbox"/> On	<input type="checkbox"/> Off	<input type="checkbox"/> Off

5. For example, if you prefer not to receive email notifications when your students complete quizzes, but you would like to be notified in the course upon launching it, scroll to the quiz section and click the buttons to the right to reflect these preferences.

Quiz	Online	Offlin e	Online	Offlin e
Notification of quiz submissions	<input checked="" type="checkbox"/> On	<input checked="" type="checkbox"/> On	<input type="checkbox"/> Off	<input type="checkbox"/> Off

6. When satisfied with your changes, you may navigate away from this page at any time and your changes will automatically be saved.

- To return to the course homepage, find and select the **My courses** dropdown in the navigation drawer to the left of the page and click the name of your course.

The screenshot shows the JBLearn NAVIGATE user interface. At the top, the user is identified as Jones Bartlett. A navigation drawer on the left contains a 'My courses' dropdown menu, which is highlighted with a red box. The dropdown menu lists a course titled 'Premier Access for Emergency Care and Transportation of the Sick and Injured, 11e'. Below the navigation drawer, the user is in the 'Notification preferences' section. A table displays notification settings for 'Assignment' and 'ebook Quiz' across 'Web' and 'Email' channels.

	Web		Email	
Assignment	Online ?	Offline ?	Online ?	Offline ?
Assignment notifications	Off	Off	On	On
ebook Quiz	Online	Offline e	Online	Offline e

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