Notifications can be sent to everyone who is involved with a course including instructors, teaching assistants, and students. Both instructors and students can choose their notification settings.

Setup Notifications

1. Login to Learn 9
2. On the MyInstitution page, click “My Places”
3. On the “My Places” window, click “Edit Notification Settings”
4. On the Edit Notifications page, you will see a Bulk Notifications Category. Click either “courses I am teaching” or “courses I am taking” (depending on whether you are an instructor or student).
5. The Change Settings page will appear. Under “Select Course” be sure you select the radio button “all” or you can pick and choose individual courses to make changes to.
6. Under settings, click to select or deselect notifications you wish to appear to the Notifications Dashboard, to email or to Mobile.

7. Click “submit” at the bottom of the screen when you have set the preferences as desired.

**About Settings**

There are three places to send notifications: the dashboard, email and through Mobile Learn. Notifications sent through Mobile will only work if Mobile has been setup.

If an item is checked, a notification regarding that item will be sent to the specified place. For example, if you check the box next to Assignment Due for the Dashboard and for email, a notification will be sent to both of those places.

Notifications sent to the Dashboard appear in the “What’s New” box under the Notifications Dashboard of the MyInstitution page. If your instructor has added these modules to your course, you will also see the information there.