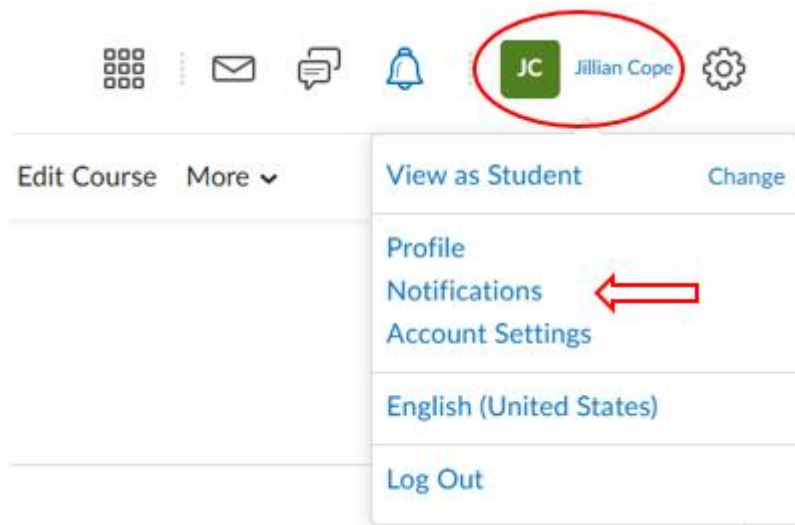




Notifications

Step One:

To manage your notification settings from your D2L homepage, click on your name, and select **Notifications** from the drop-down menu options.



Step Two:

First, you will see your email address along with an option to **Change your email settings**.

Contact Methods

Email Address

Send email notifications to: jillian.cope@msutexas.edu 

[Change your email settings](#)



Step Three:

Next, you will see **Summary of Activity**. This option allows you to receive email summaries of activity for each of your courses. This setting is automatically set to “never”, but you have the option to change it to daily or weekly.

Summary of Activity

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

How often?

Never 

Step Four:

The following section is **Instant Notifications**. You have the option to receive email notifications through the system. You can select to receive email notifications on a variety of D2L activities including grade releases, new uploads, feedback completion, content item created, etc.

Instant Notifications	Email
Activity Feed - new comments from others on a post	<input type="checkbox"/>
Activity Feed - new posts created by others	<input type="checkbox"/>
Content - content item created	<input type="checkbox"/>
Content - content item updated	<input type="checkbox"/>
Content - content overview updated	<input type="checkbox"/>
Content Service - feedback for content service uploads	<input type="checkbox"/>
Discussions - discussion topic due date or end date is 2 days away	<input type="checkbox"/>
Discussions - mentioned in a discussion post or thread	<input type="checkbox"/>
Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications	<input type="checkbox"/>
Dropbox - assignment feedback released	<input type="checkbox"/>
Dropbox - assignment feedback updated	<input type="checkbox"/>
Dropbox - dropbox folder due date or end date is 2 days away	<input type="checkbox"/>

Step Five:

Finally, the **Customize Notifications** section provides the option to have your grade value included in notifications from Grades. You can also **Exclude Some Courses**.

Customize Notifications

- Include my grade value in notifications from Grades
 - Allow future courses to send me notifications
-

Exclude Some Courses

You currently have no courses excluded. [Manage my course exclusions](#)

Step Six:

Once you are finished customizing your D2L notifications settings, select **Save**.

Save

Cancel

