Notifications send you automatic alerts when activity occurs in either the course(s) you are teaching or the course(s) you are taking as a student.

All notifications are currently defaulted to off, however, you can manage the notification settings for all of your courses by following the directions below.

- From the menu next to your name in the page header, select Settings and then select Edit Notification Settings (figure 1).
- Refer to figure 2 and the explanations below on how to manage your personal notification settings.

A. **Edit General Settings**: Select your email format—individual messages for each notification or daily digest—and the reminder schedule for due dates.

B. **Bulk Edit Notification Settings**: Change the notification settings for all of your courses at once. You can select which notifications you want to receive and the delivery method.

C. **Edit Individual Course Settings**: Change the notification settings for a single course.

D. **Edit Individual Organization Settings**: Change the notification settings for a single organization.