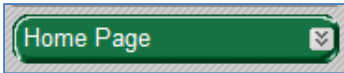
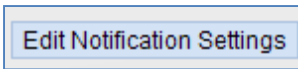


How to Edit Notifications in a Course with a Home Page Course Menu Button

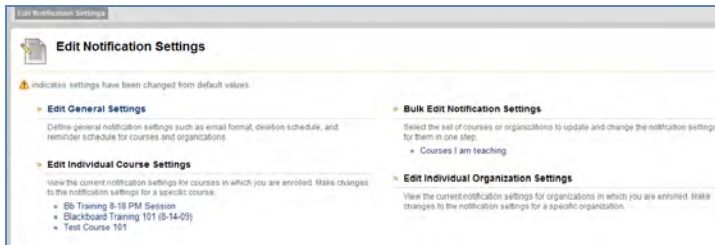
1. Open one of your courses
2. Click on the **Home Page** course menu button



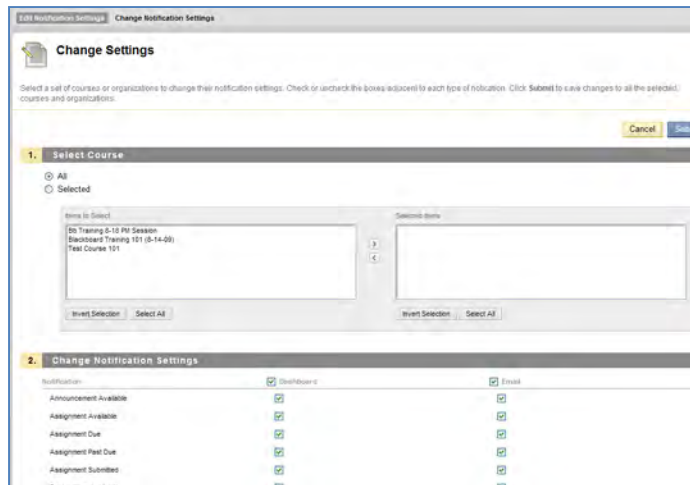
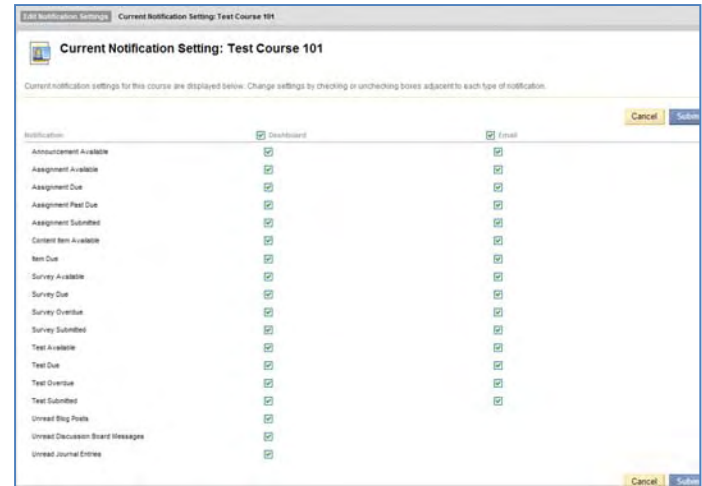
3. Under one of the Dashboard Notification areas, click on **Edit Notification Settings** button



4. Under **Edit Individual Course Settings**, click on the course you want to edit the settings for



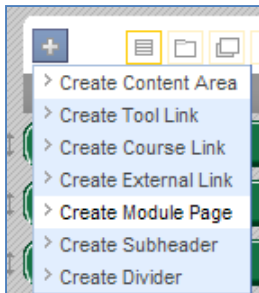
5. Edit the settings for which Notifications you would like to turn on or off by checking or unchecking the boxes. The Dashboard column is for areas listed on the Home Page and the Email column allows for an email to be sent each time a new item is posted for that type of content.
6. Once you are finished editing, click **Submit**



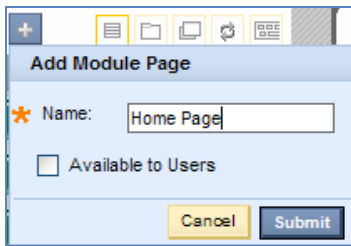
7. There is another option listed on the Edit Notification Settings page for **Bulk Edit Notification Settings**. This allows you to select several courses and make changes to them all at once.

How to Edit Notifications in a Course without a Home Page Course Menu Button

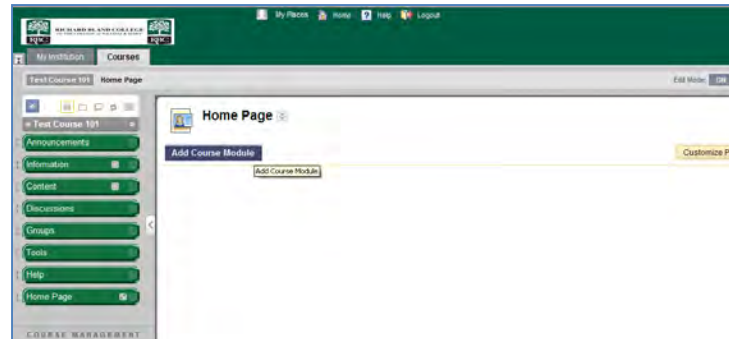
1. Open one of your courses
2. Click on the **Create Item button** (the grey plus sign in the blue square)
3. Click on **Create Module Page**



4. Type in **Home Page** for the Name of the module (If you do not want the users to see this item then leave the box unchecked.)
5. Click **Submit**



6. Click on the **Home Page** course menu button
7. Click on **Add Course Module** button



8. You can check all of the boxes to add each module but at least select the **Alerts, Needs Attention, What's New or What's Past Due** modules. (These modules have the Edit Notifications button listed.)
9. Click **Submit**

