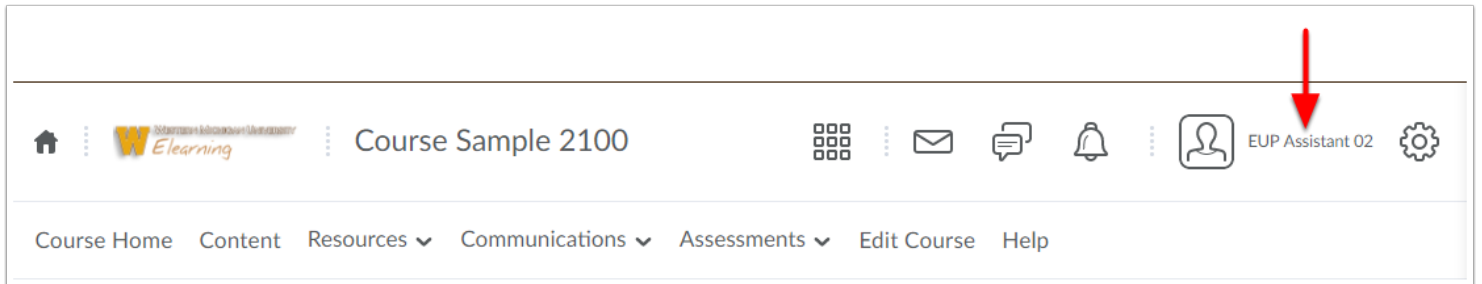


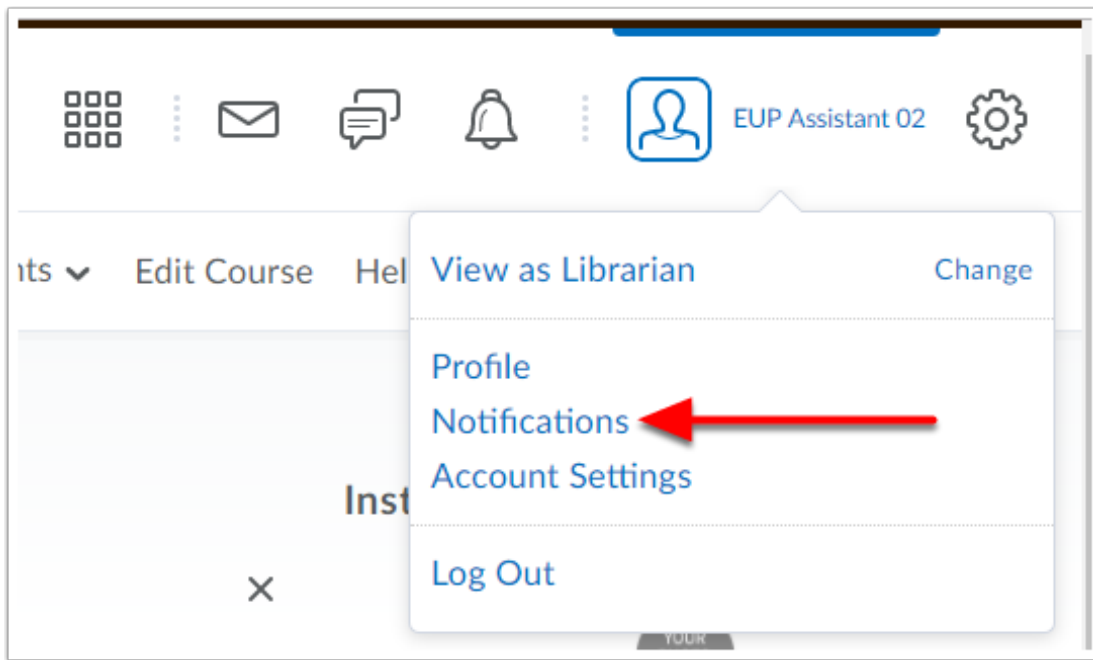
Editing Personal Notifications

1. Click your name



The screenshot shows a course navigation bar. On the left, there is a home icon, the Western Michigan University Elearning logo, and the course title "Course Sample 2100". On the right, there are icons for a grid, an envelope, a speech bubble, a bell, a user profile, and a gear. The user profile icon is labeled "EUP Assistant 02". A red arrow points to the user profile icon. Below the navigation bar, there is a menu with the following items: "Course Home", "Content", "Resources", "Communications", "Assessments", "Edit Course", and "Help".


2. Click Notifications



3. Edit the Contact Methods

You will want to edit your cell phone number if you want to receive text messages. Keep your WMU email address as your contact email for ELearning

Mobile Number

[Register your mobile](#) 

Summary of Activity

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

How often?

Never

Instant Notifications

Content - content item created



Content - content item updated

4. Edit how frequently you receive your summary activity information

Summary of Activity

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

How often?

Never  

6. Customize your notifications

Customize Notifications

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

7. Don't exclude courses from notifications

Exclude Some Courses

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

Save

Cancel

8. Click Save

