

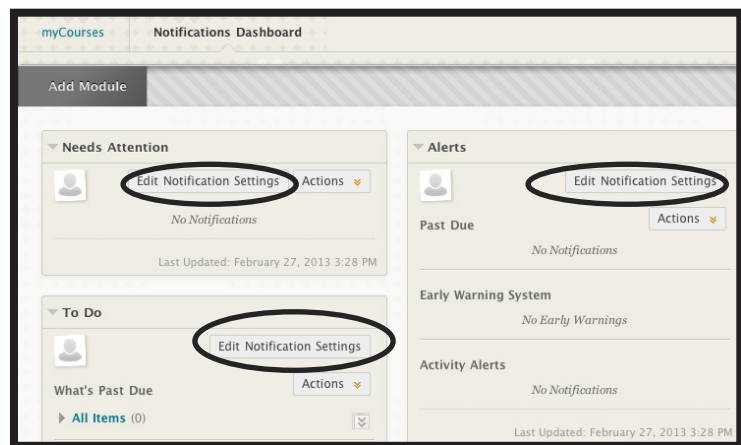


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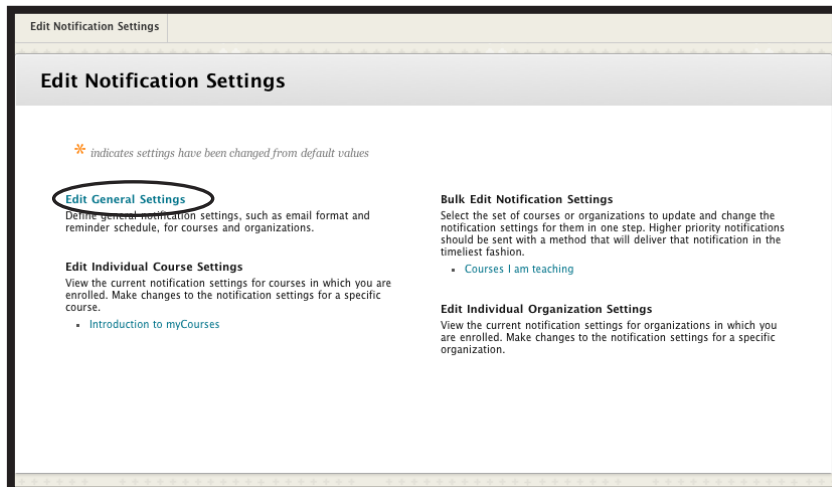
Editing Notification Settings

By default, myCourses will send an email notification to the email address listed within the course settings whenever an action is performed. Instructors can turn off or modify these notifications. Students will need to individually modify their own notification settings if desired.

1. To edit the notification settings, **click the Edit Notification Settings** button inside any module on the Notifications Dashboard page

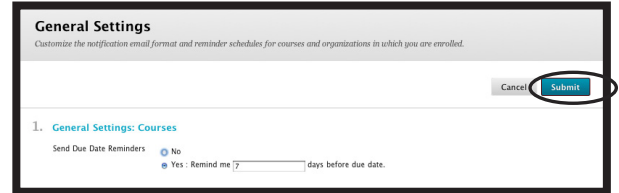


2. To edit **global** notification settings, **click on the Edit General Settings** link.

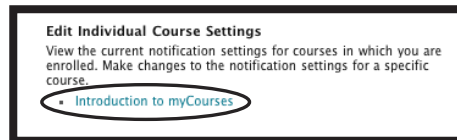
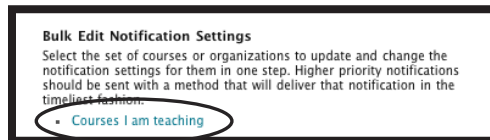




3. Edit your general course settings and **click the Submit** button when finished.



4. To edit the individual notification settings for **all** courses, choose **Bulk Edit Notification Settings**.
To edit course settings **one by one**, choose your course under **Edit Individual Course Settings**.



5. Edit your course settings by deselecting the options for which you wish to no longer receive notifications regarding. **Click the Submit** button when finished.

