# eCLASS C&I Tool:
Using Email Notifications

What settings can be used with Notifications?

Students/parents and staff can choose to receive email messages about what is happening in eCLASS C&I course pages. Turning notification settings ON sends notifications when an update has been made to any of the course pages in which the user is enrolled. If these notification messages are too numerous either choose to receive one daily summary email or turn OFF notification settings.

1. While on the school's landing page or a course page, click the **name or picture icon** located at the top right corner.
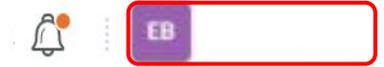
2. Select **Notifications** from the list of options.

Notifications
Account Settings

3. To receive email notifications when updates are made in any enrolled course page, click on the **Enable email notifications** link.

Contact Methods

Email Address
Enable email notifications

4. Select the radio button (circle) next to **Use custom email** and enter the email address to receive notifications.

Email Settings   ✕

◯ Use system email: **(none)**

⦿ Use custom email: *email address*

5. Select **Save.**

Save   Cancel

6. A message will appear stating:

✉ A confirmation email has been sent to jdoe@gmail.com. Please click the link in the email so that you can receive emails.

7. Check the email account used in the above steps for a message from **do_not_reply@instruction.gwinnett.k12.ga.us** and use the link provided in the message to verify the email account.

8. Next, select from the **Summary of Activity** options for how often to receive a summary email for each course.

Summary of Activity

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

How often?

Never ⌄

Never

Daily

If **Daily** is selected, select the time to receive the email.

How often?	At what time?
Daily ⌄	12:00 AM

4:00 PM
4:30 PM
5:00 PM
5:30 PM
6:00 PM

9. **Instant Notifications** will send an email immediately after a course tool has been updated. Choose the activity/activities to be updated on and how the updates should be sent by clicking in the box next to the item.
Note: This may have an direct effect on how many notifications are received.

Instant Notifications   Email

Activity Feed - new comments from others on a post	✔
Activity Feed - new posts created by others	✔
Announcements - announcement updated	✔
Announcements - new announcement available	✔
Assignments - submission folder due date or end date is 2 days away	✔
Content - content item created	✔

10. **Customize Notifications** are available for past, future and inactive courses. It is advised to leave these "**unchecked**".

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

11. Select **Save**.

[Save]   [Cancel]

Note: Notification settings can be edited any time once they have been setup. Simply go back into Notifications and edit/delete any previous settings.