Vanderbilt University
# Center for Teaching

Brightspace SUPPORT @CFT

How to send notifications to your phone

Brightspace users can have notifications sent to their phone or personal email. Users can customize which actions in Brightspace will trigger a notification.

Updated Spring 2020

Setting up Phone/Text Notifications

1) Log into Brightspace. Click your **Name** on the top right-hand corner, and select **Notifications.**
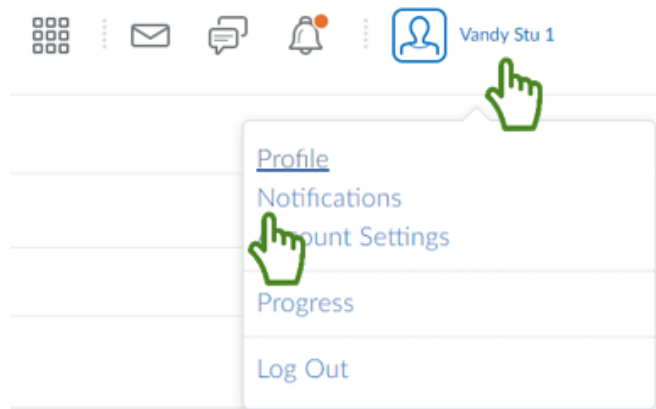
2) Click **Register your mobile** and fill in the requested information, click **Save.** A confirmation code will be texted to your phone. Enter the code in Brightspace then click **Confirm.** You can also enter a personal email account here, by clicking **Change your Email Settings**.
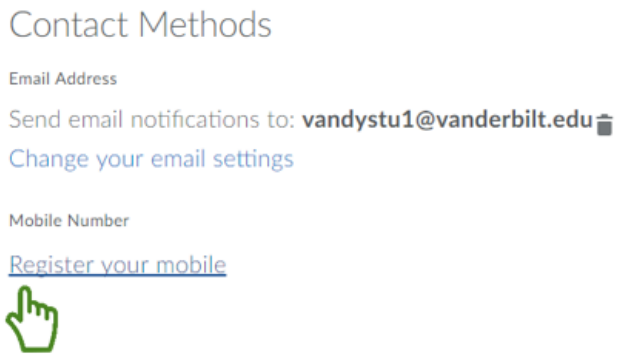
3) Scroll down to select your preferred method of notification (**Email or SMS**) for each listed action in a course.

Instant Notifications	Email	SMS
Announcements - announcement updated	☐	✓
Announcements - new announcement available	☐	✓
Assignments - assignment folder due date or end date is 2 days away	☐	✓
Content - content item created	☑	☐
Content - content item updated	☐	☐
Content - content overview updated	☐	☐

4) Set any **Custom Notifications** and choose any courses to exclude from your notification settings.

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

Exclude Some Courses

You currently have no courses excluded.   Manage my course exclusions

5) Click **Save** when you are finished with your selections.