Vanderbilt University
# Center for Teaching

Brightspace SUPPORT @CFT

<u>How to Manage Notifications</u>

Students in Brightspace can have notifications sent to their email or phone. They can customize which actions in Brightspace will trigger a notification, and where they want the notification sent. Instructors are not able to control students' notification settings. If an instructor wants to be sure students receive something, they should send it in an email message.

Setting up Notifications

1. Login to Brightspace, then **click your name** in the upper righthand corner.
2. Select **Notifications**
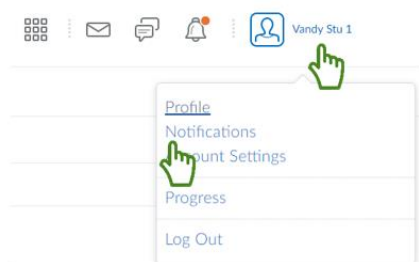
3. Brightspace provides 2 contact methods: *email and phone*.

- By default, your Vanderbilt email address will be used for all email notifications. To add a different email address, click **change your email settings**.
- To get notifications sent your phone, click **Register my mobile.** View the phone notification tutorial **here**.

4. Select your preferred method of notification (**Email or SMS**) for each listed action in a course.

5. 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

6. Click **Save.**