

## How to change email notifications on BrS

1. Log onto Brightspace using CUNY credentials
2. **Click your name** in the upper righthand corner.
3. Select **Notifications**

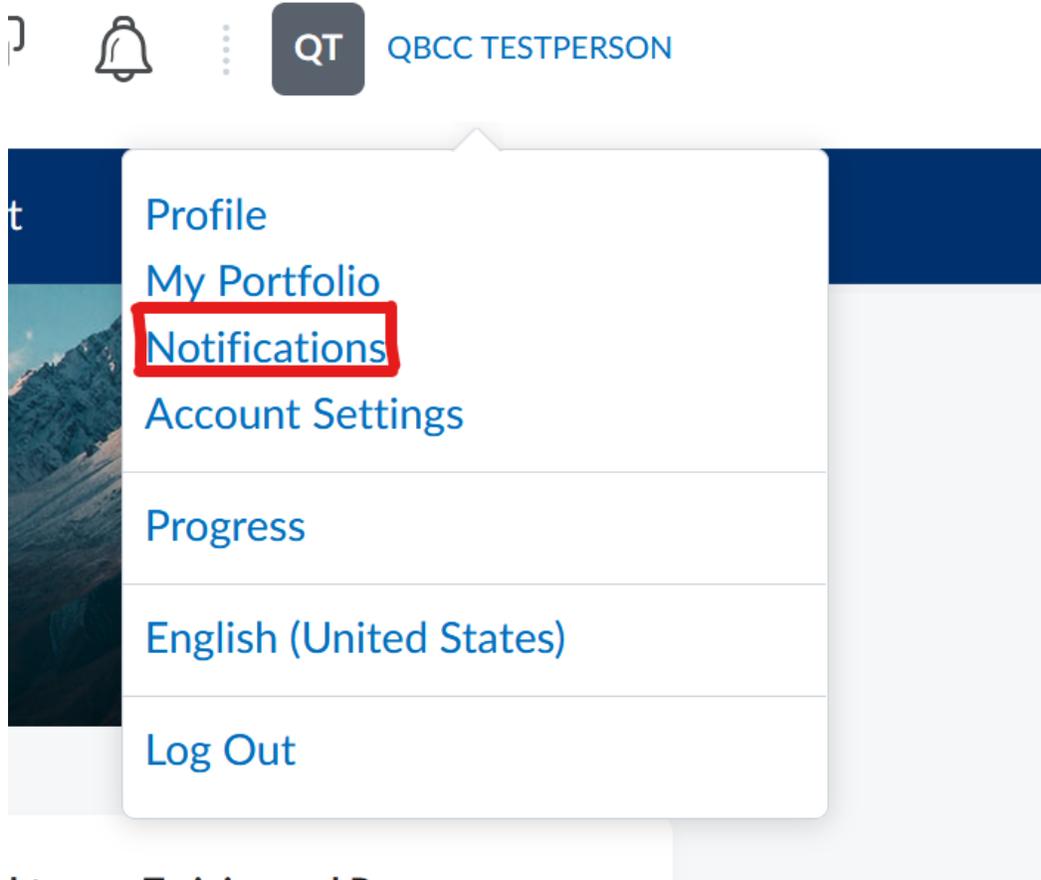


Figure 1 Dropdown menu with various user settings, highlighting the "Notifications" option in red.

4. Under Instant Notifications, set individual notifications for activity in specific course components such as announcements, course updates, and when you are tagged in discussion posts and threads.

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| Instant Notifications   | Email                    |
|---|--------------------------|
| Activity Feed - new comments from others on a post  | <input type="checkbox"/> |
| Activity Feed - new posts created by others   | <input type="checkbox"/> |
| Announcements - announcement updated  | <input type="checkbox"/> |
| Announcements - new announcement available  | <input type="checkbox"/> |
| Assignments - assignment feedback released  | <input type="checkbox"/> |
| Assignments - assignment due date or end date is 2 days away                                      | <input type="checkbox"/> |
| Assignments - assignment feedback updated   | <input type="checkbox"/> |
| Assignments - publish all feedback completion   | <input type="checkbox"/> |
| Content - content item created  | <input type="checkbox"/> |
| Content - content item updated  | <input type="checkbox"/> |
| Content - content overview updated  | <input type="checkbox"/> |
| Content Service - feedback for content service uploads  | <input type="checkbox"/> |
| Discussions - mentioned in a discussion post or thread  | <input type="checkbox"/> |
| Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications | <input type="checkbox"/> |
| Grades - grade item released  | <input type="checkbox"/> |
| Grades - grade item updated   | <input type="checkbox"/> |
| Quizzes - quiz due date or end date is 2 days away  | <input type="checkbox"/> |

Figure 2 A list of instant notification settings with email checkboxes for each item.

5. Set any Custom Notifications and choose any courses to exclude from your notification settings.

- Under Exclude Some Courses, click Manage My Course Exclusions to set which courses you do not wish to receive notifications from.

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### Customize Notifications

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

### Exclude Some Courses

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

Save

Cancel

Figure 3 Brightspace webpage with notification settings and exclusion options.

6. Click **Save**