

## **Brightspace Notifications - Configuring and Receiving**

The Notifications tool enables users to receive instant notifications via email or instant message on a mobile device regarding course updates and activities (grades, discussion posts, upcoming quizzes, upcoming dropbox end dates and news items). Follow the steps below to configure your notifications.

1. Click on your name in the upper right corner of Brightspace and then select "Notifications".
2. In the "Contact Methods" section, you can edit your email address. By default, your email is your SFSC email address.

**Contact Methods**

Email Address

Send email notifications to: 123ppaws@online.southflorida.edu

[Change your email settings](#)

Mobile Number

[Register your mobile](#)

3. To set up mobile notifications, in the "Contact Methods" section
  - a. Click "Register your mobile"
  - b. Select your country and mobile provider
  - c. Enter your 10-digit mobile number
  - d. Click "Save." You should receive a confirmation code within 5 minutes.
  - e. After you receive the confirmation code, enter it in the "Confirmation Code" field. And click "Confirm."
  - f. Once set, indicate the limit on the number of maximum text messages per day you want to receive.
4. To subscribe to Instant Notifications, in the "Instant Notifications" section, select either/both the email or SMS (mobile device option) for any of the notifications you wish to receive (as shown below). Then click "Save." *Note: to receive notifications for discussions, you need to subscribe to the discussion forum or topic.*

| Instant Notifications   | SMS                      | Email                    |
|---|--------------------------|--------------------------|
| Content - content item created  | <input type="checkbox"/> | <input type="checkbox"/> |
| Content - content item updated  | <input type="checkbox"/> | <input type="checkbox"/> |
| Content - content overview updated  | <input type="checkbox"/> | <input type="checkbox"/> |
| Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications |                          | <input type="checkbox"/> |
| Dropbox - dropbox folder due date or end date is 2 days away                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Grades - grade item released  | <input type="checkbox"/> | <input type="checkbox"/> |
| Grades - grade item updated   | <input type="checkbox"/> | <input type="checkbox"/> |
| News - item updated   | <input type="checkbox"/> | <input type="checkbox"/> |
| News - new item available   | <input type="checkbox"/> | <input type="checkbox"/> |
| Quizzes - quiz due date or end date is 2 days away  | <input type="checkbox"/> | <input type="checkbox"/> |