Notifications

Overview: There are two main ways to receive notifications on course updates without having to log in to elc-New. Users can enroll in text message alerts and/or email alerts. This can be tailored depending on course and frequency of receiving messages.

How to Access: On the My Homepage, under the My Settings widget, click on the Notifications link.

In This Cheat Sheet: Enabling and disabling notifications via text messaging and email and controlling the frequency of notifications.

For more information about eLC-New, visit our support page at http://www.ctl.uga.edu/elc

Step-by-Step

Setting up mobile text message Notifications

1. After clicking the Notifications link, you can set up notifications via email or text message.
2. To set up text message notifications:

a. Under Mobile Number click the Register your mobile link.
b. This will bring up a box asking for three pieces of information. The first is the **country the mobile device** and **number is registered through**. The second will be the **carrier that the mobile phone is affiliated with**. The third will be a dialog box to **type a number which to register for text messaging updates**. Make sure to put area code (example: 555-555-1234 or 5555551234).

3. Once all the information is entered you will be directed to a dialog box prompting a code to be entered. This code will be sent to the mobile device via text message. The message should look similar to the image on the right.
4. Enter the four digit code into the code textbox. If a text message did not come through, there is a link underneath the text box to send the code again. If there is no time to enter the code, this process can be done later.

5. The mobile device is now ready to receive notifications via text message. You can control how many messages are sent a day, or choose no limit. A side note: keep in mind that standard rates for the plan associated with the mobile device will be applied through receiving text messages.

**Setting up email notifications**

1. Click the Change your email settings link under Email Address.

2. If you have another email address that you check more frequently, enter that address in the Use Custom Email text box. This will not replace the system email (MyID) address.
Controlling the frequency and delivery method of notifications

1. **Summary of Activity** This will send a daily email of what activity was in a specific course each day, such as assignments, quizzes, and discussions.

2. **Instant notification** These can either be sent through email and/or text message. This will allow users to check on course progress without having to log into eLC-New.

3. **Exclude some courses** If there are some courses that may not require checking on progress, users can exclude those courses by clicking the Manage My Course Exclusions link.