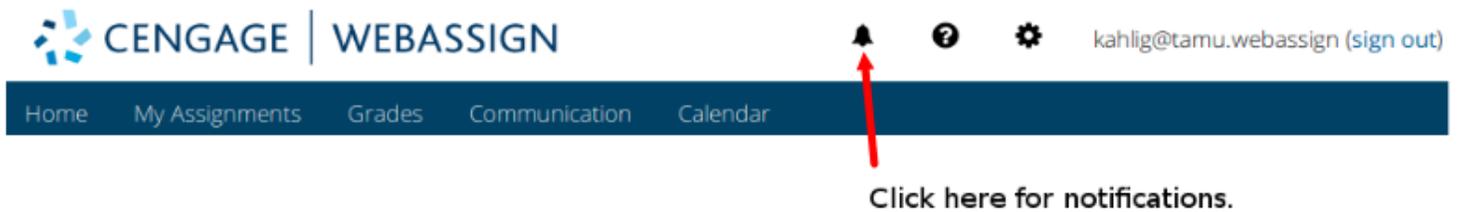


## Setting Notifications in WebAssign

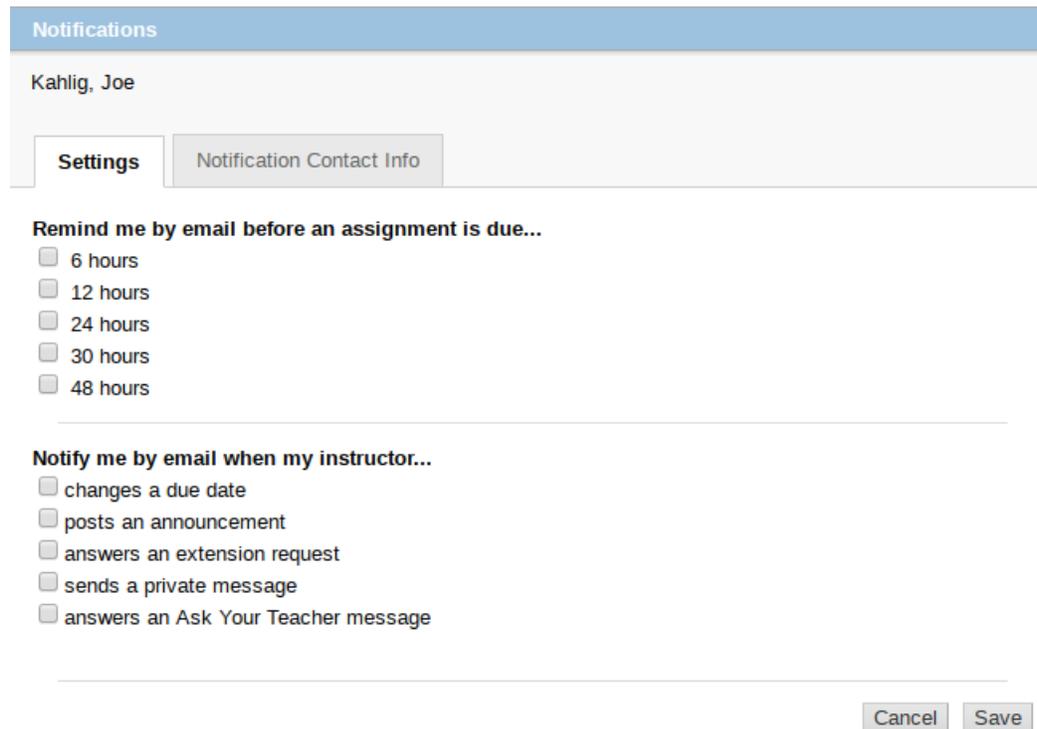
Standard Disclaimer: Not receiving notifications is not a valid reason for not completing homework assignments.

There is a way to have webassign send you notifications about your homework assignments and when they are due.

Log into webassign. You should see a bell at the top of the screen. Click on the bell to get the notification menu.



You should see the following window. Click on all the types of notifications that you desire. Don't forget to click save.

The image shows the notification settings window in WebAssign. The window has a blue header with the word "Notifications". Below the header, the user's name "Kahlig, Joe" is displayed. There are two tabs: "Settings" (which is active) and "Notification Contact Info". Under the "Settings" tab, there are two sections of notification preferences. The first section is "Remind me by email before an assignment is due..." and it has five radio button options: 6 hours, 12 hours, 24 hours, 30 hours, and 48 hours. The second section is "Notify me by email when my instructor..." and it has five radio button options: changes a due date, posts an announcement, answers an extension request, sends a private message, and answers an Ask Your Teacher message. At the bottom right of the window, there are two buttons: "Cancel" and "Save".

Click on the "Notification Contact Info" tab. This will show the which e-mail address that will receive your notifications.  
**Be sure that you verify the e-mail address used.**