



## Teacher: Notifications User Guide (2017)

*Last modified: July 2017*

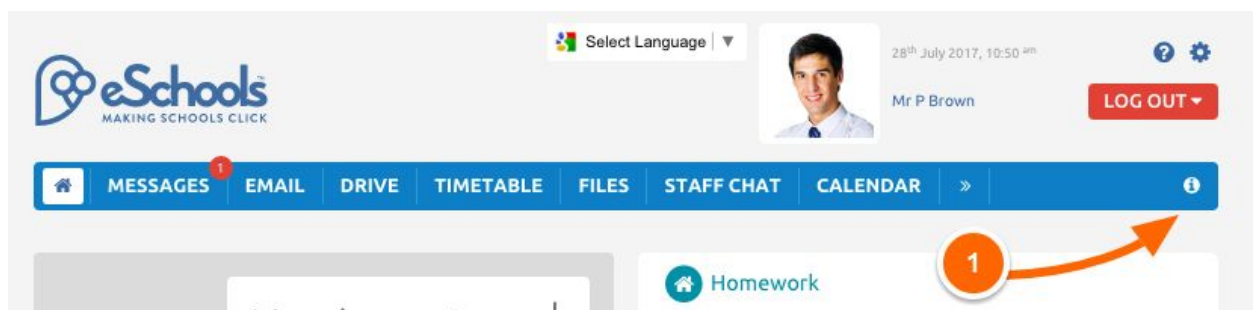
## Notifications

The Notifications function will keep you informed of correspondence within the platform. Here you will see Events that you have been added to by others and Files that have been shared with you. Teachers will also be notified of Homework once it has been submitted.

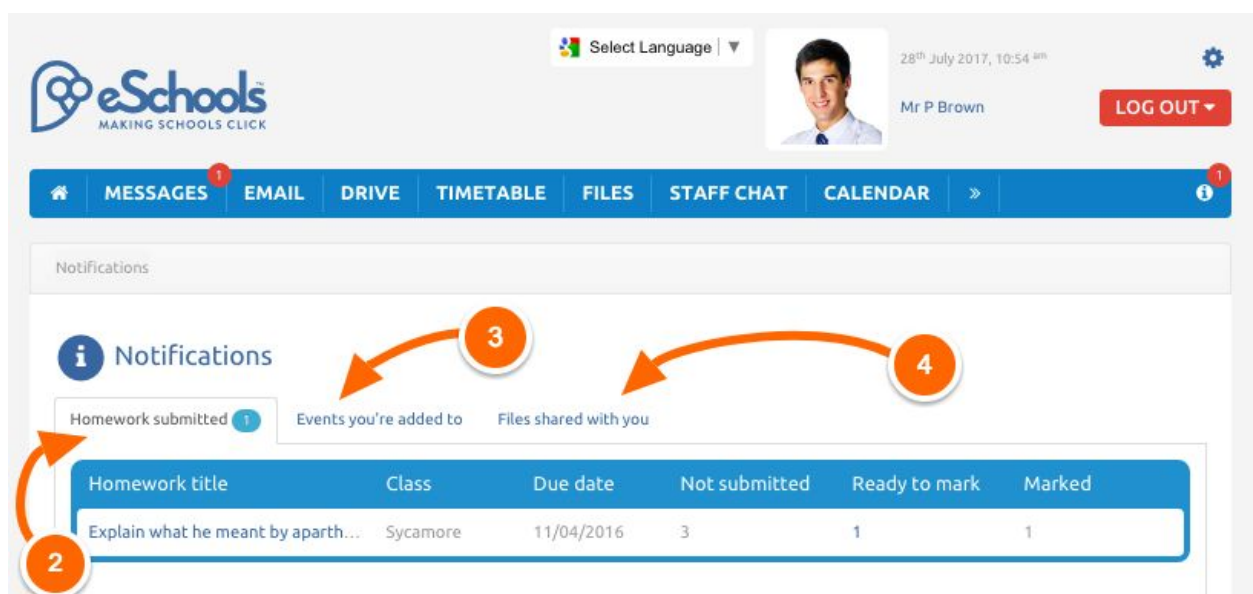
### Pages and their definition:

- View Notifications – See your new notifications
- Homework Submitted – Teachers can see the status of homework set
- Events you're added to – See events that a colleague has invited you to
- Files shared with you – See files a colleague has shared with you

### Features:



- View Notifications – Click on the 'i' icon on your navigation bar to see your Notifications; a new notification will be highlighted as a number by this icon (1). Once the icon has been clicked, a drop down menu will appear with your most recent notifications. Click 'View all Notifications' at the bottom of this menu for more information.



- Homework Submitted – Teachers will have a specific homework tab. Submitted homework will appear here (2).
- Events you're added to – A list of events that you have been added to will appear in the tab (3).
- Files shared with you – Any files or folders that have been shared with you will be listed in the tab (4).