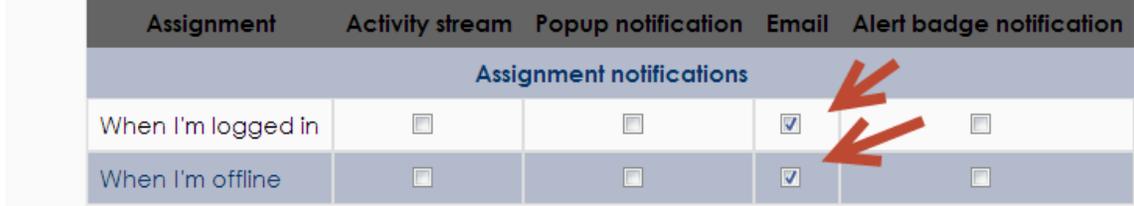
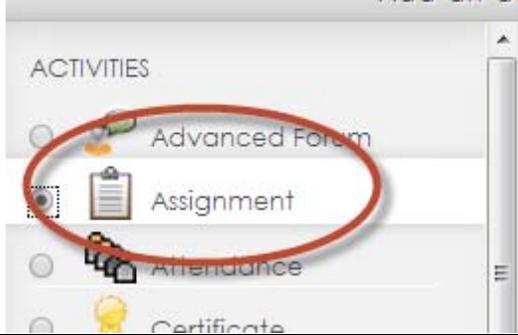
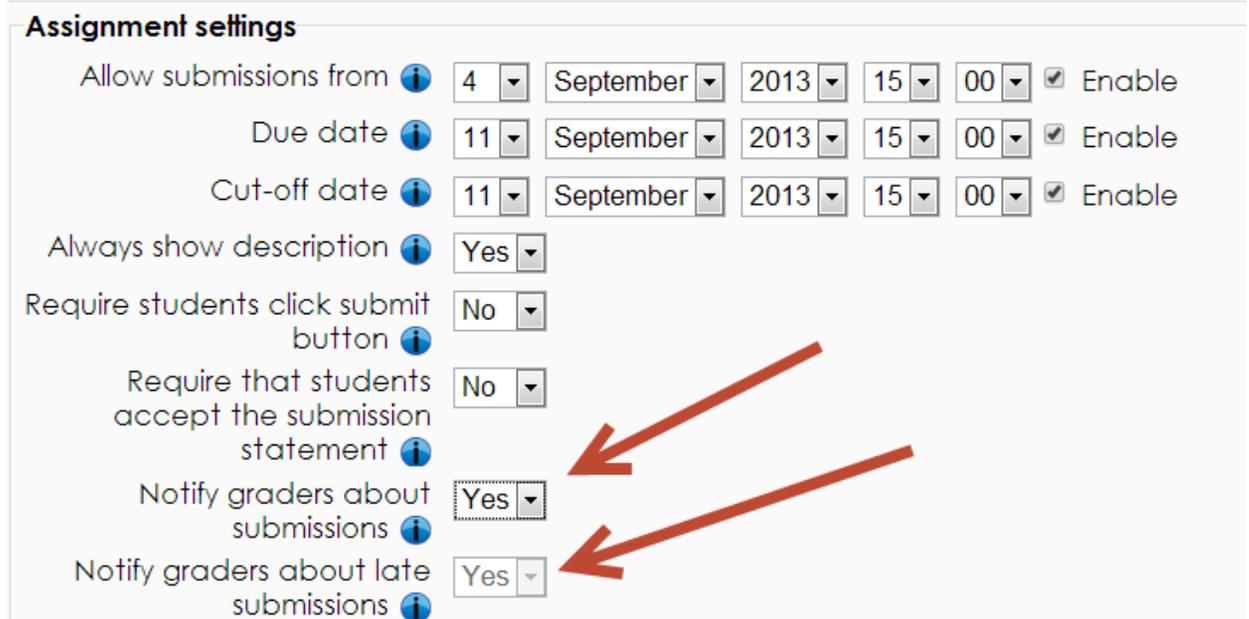


## Notify Grader – How to get an emails when a student submits an assignment

If you would like to be notified when a student has turn in an assignment, you must make changes in two places. First change your Messaging settings. Second, choose Yes on the dropdown box after “Notify graders about submissions.”

Task	Screen Shot																				
<p>In order for an instructor to receive emails when a student submits an assignment, Messaging Settings must be changed.</p> <ol style="list-style-type: none"> <li>1. Log in to Moodle</li> <li>2. From the “My Home page,” click the “Messaging” link in the Settings block</li> </ol>																					
<ol style="list-style-type: none"> <li>3. Scroll down to Assignment Notifications and placed a check mark under “Email” for both “When I’m Logged in” and “When I’m offline.”</li> </ol>	 <table border="1" data-bbox="842 987 1892 1193"> <thead> <tr> <th>Assignment</th> <th>Activity stream</th> <th>Popup notification</th> <th>Email</th> <th>Alert badge notification</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center;"><b>Assignment notifications</b></td> </tr> <tr> <td>When I'm logged in</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>When I'm offline</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Assignment	Activity stream	Popup notification	Email	Alert badge notification	<b>Assignment notifications</b>					When I'm logged in	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	When I'm offline	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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4. Scroll down and click Update Profile.	 A screenshot of a web interface showing a button labeled "Update profile" in a grey box. The button is circled in red. Below the button, the text "this page" is partially visible.
Once the Messaging settings are changed, you can proceed to adding an assignment and turning on grade notification.  5. Navigate to your course and turn on editing.  6. Select "Add an activity or resource" in the topic where you want your assignment.	 A screenshot of a web interface showing a button labeled "Add an activity or resource" with a green plus icon. The button is circled in red. To the right of the button are icons for a lightbulb and an eye.
7. Select "Assignment" from the Activities section.	 A screenshot of a web interface showing a list of activities under the heading "ACTIVITIES". The list includes "Advanced Forum", "Assignment", "Attendance", and "Certificate". The "Assignment" item is circled in red.

Task	Screen Shot
<p>8. Under “Assignment Settings,” choose Yes on the dropdown box after “Notify graders about submissions.”</p> <p>9. If your assignment has a due date, You have the option of selecting No to “Notify graders about submissions” and Yes to the box below after “Notify about late submissions.” If you select Yes in the first box, the second is automatically changed to yes.</p>	 <p>The screenshot shows the 'Assignment settings' form. It includes fields for submission dates and notification options. Two red arrows point to the 'Notify graders about submissions' and 'Notify graders about late submissions' dropdown menus, both of which are set to 'Yes'.</p> <p><b>Assignment settings</b></p> <ul style="list-style-type: none"><li>Allow submissions from: 4 September 2013 15:00 <input checked="" type="checkbox"/> Enable</li><li>Due date: 11 September 2013 15:00 <input checked="" type="checkbox"/> Enable</li><li>Cut-off date: 11 September 2013 15:00 <input checked="" type="checkbox"/> Enable</li><li>Always show description: Yes</li><li>Require students click submit button: No</li><li>Require that students accept the submission statement: No</li><li>Notify graders about submissions: Yes</li><li>Notify graders about late submissions: Yes</li></ul>
<p>10. Make other setting selections and scroll down and select “Save and return to course.”</p>	 <p>The screenshot shows a button labeled 'Save and return to course' which is circled in red.</p>