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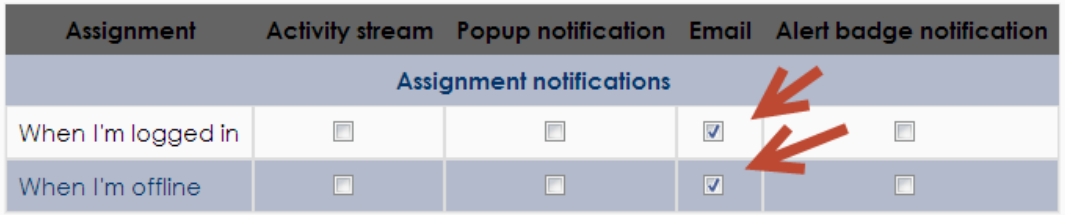
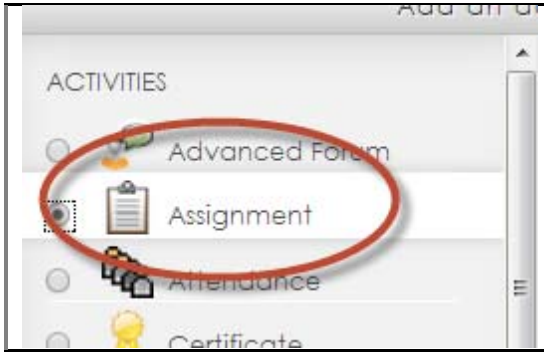
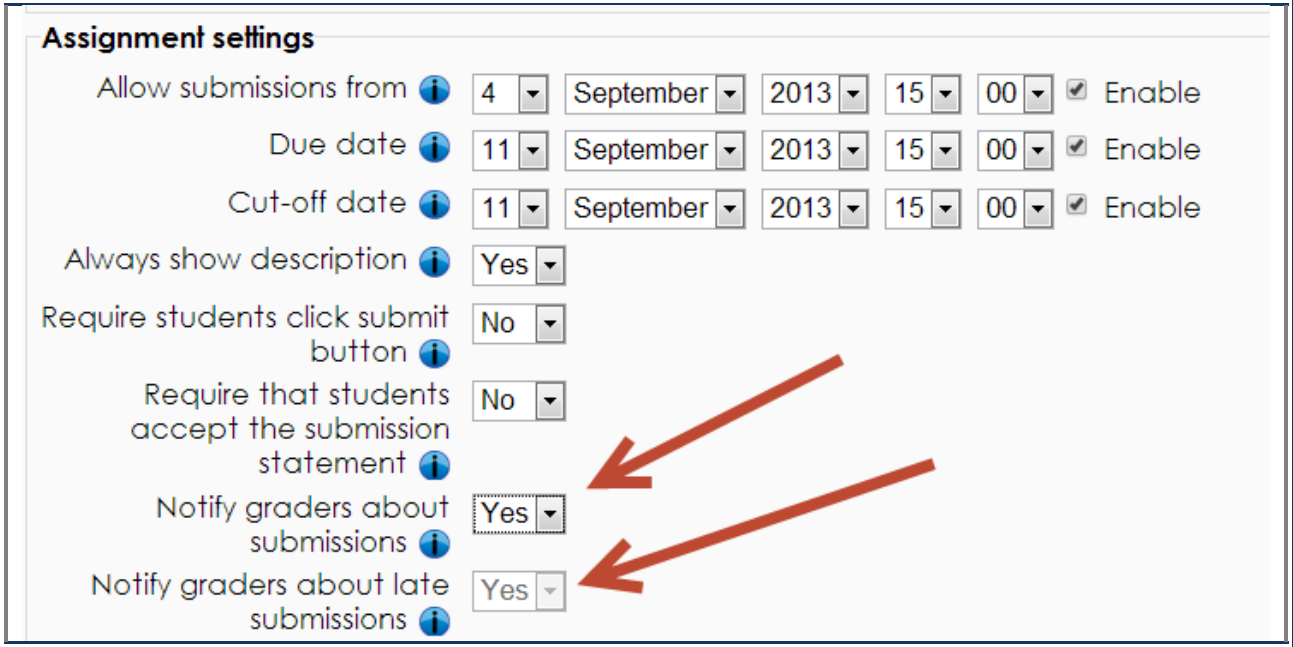
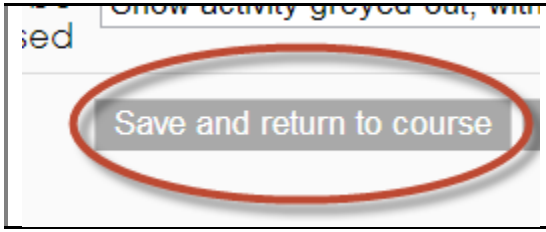
Notify Grader – How to get an emails when a student submits an assignment

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
In order for an instructor to receive emails when a student submits an assignment, Messaging Settings must be changed. 1. Log in to Moodle 2. From the "My Home page," click the "Messaging" link in the Settings block	
3. Scroll down to Assignment Notifications and and placed a check mark under "Email" for both "When I'm Logged in" and "When I'm offline."	

Task	Screen Shot
4. Scroll down and click Update Profile.	
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.	
7. Select "Assignment" from the Activities section.	

Task	Screen Shot
8. Under "Assignment Settings," choose Yes on the dropdown box after "Notify graders about submissions." 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.	
10. Make other setting selections and scroll down and select "Save and return to course."