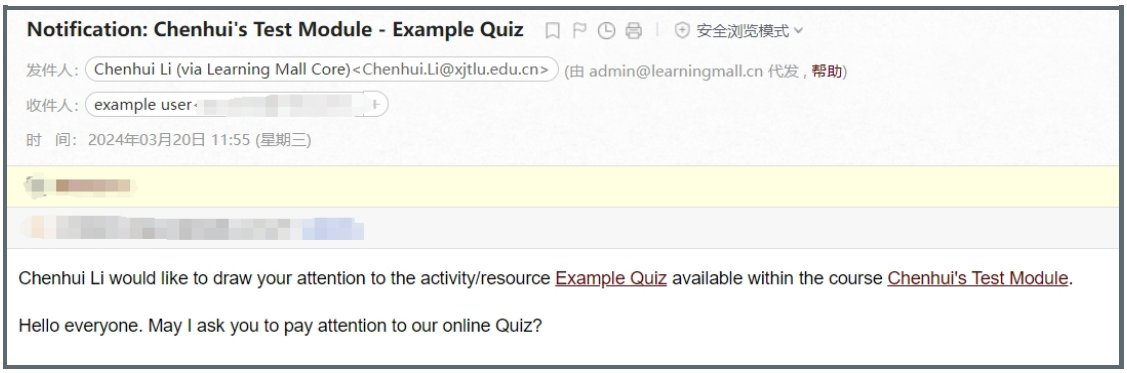
# Sending notification

163 Yexiang Wu Wed, Mar 20, 2024 Module management 11935 0




An example of Notification

## Overview:

This guide will show you how to send notifications to students so that they can pay attention to a certain activity on the module, especially when you created a new one.

## What to know:

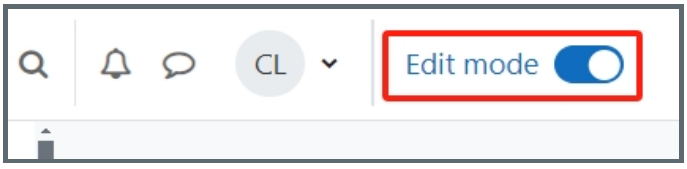
By the feature “Notification”, students will receive an email or get the notification message on the Learning Mall Core.

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Step 5: [Title of step with first letter of first word capitalized]

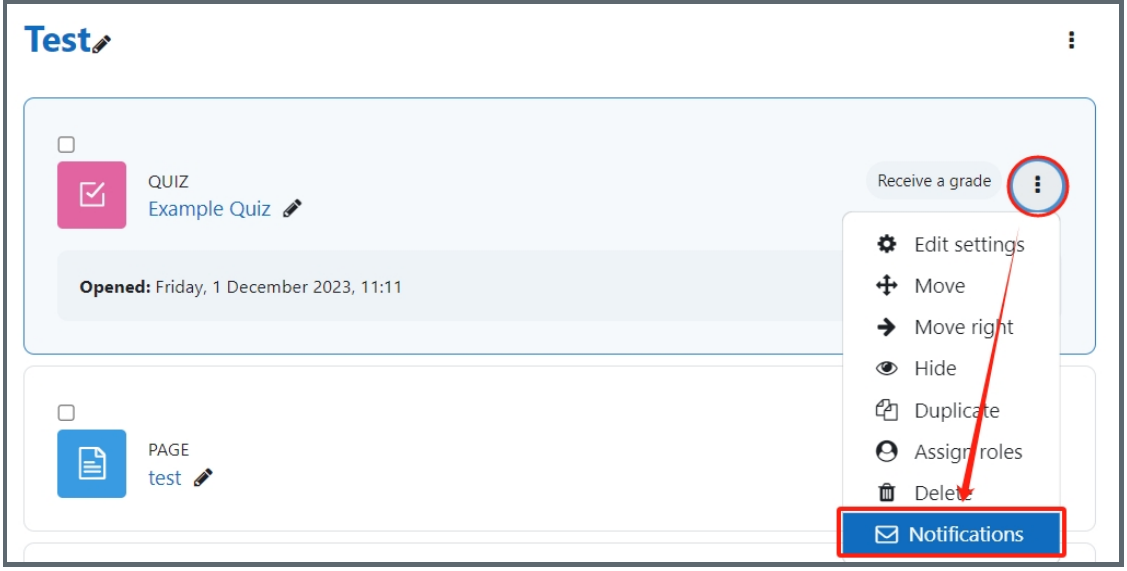
## Step 1: Turn edit mode on

Click the button on the top right to Turn edit mode on.



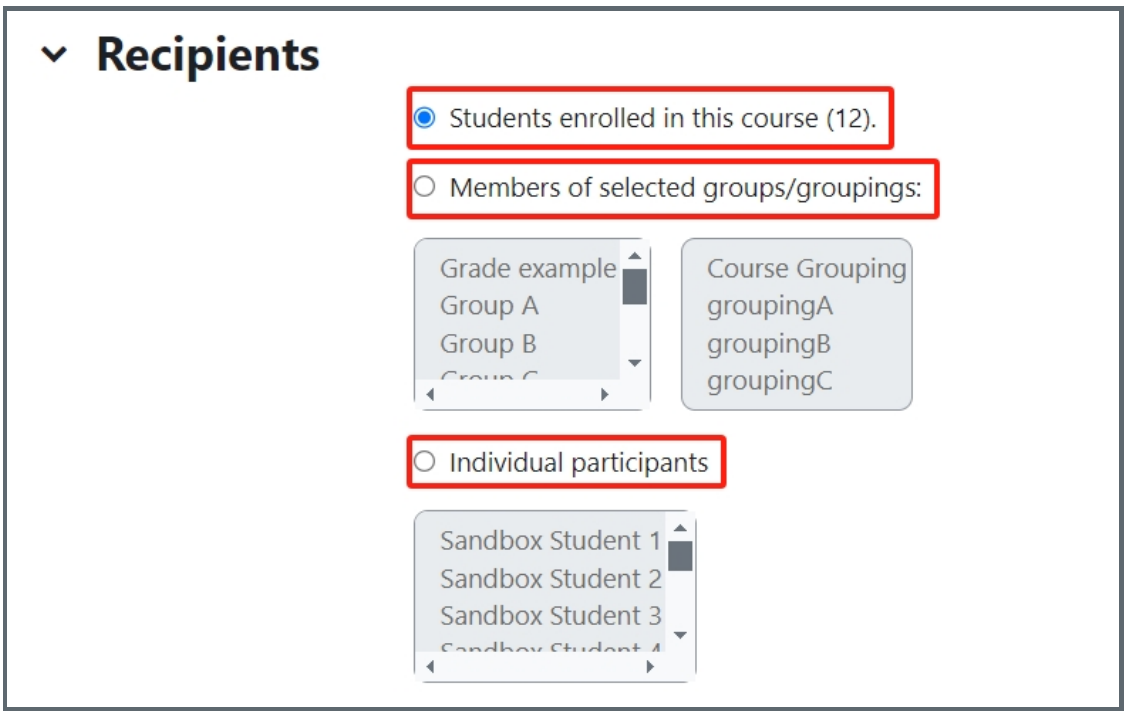

## Step 2: Find the Notification button

Find the activity you want the students to pay attention to, then click the three-dot button behind the activity icon. From the drop-down menu, please click the “Notification” button.




## Step 3: Choose Recipients

In the setting page, choose “Recipients” of the notification.

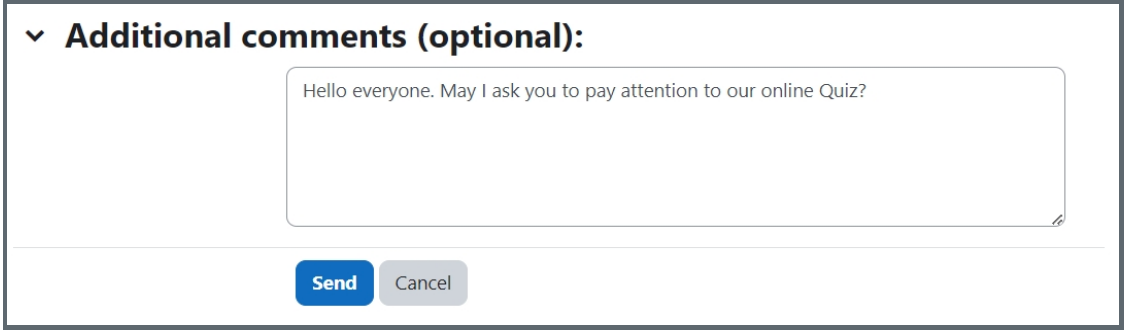



Hold the “Ctrl” button ( or the “command” button on Mac) when you are selecting more than one groups or individuals.
If the groups or individuals you want to select are in a list, click the top one and then hold the “shift” key when you click the last one, then all the groups or individuals between them will be selected.

## Step 4: Write the Message

Type in the comments as you want in the box as below.

After finishing, click “Send” to send the notification.




Online URL: https://knowledgebase.xjtlu.edu.cn/article/sending-notification-163.html