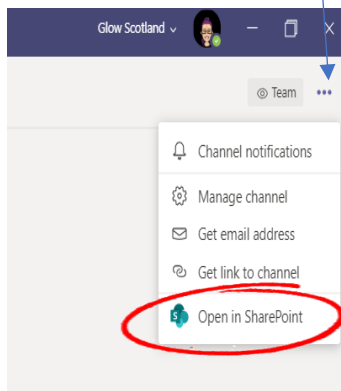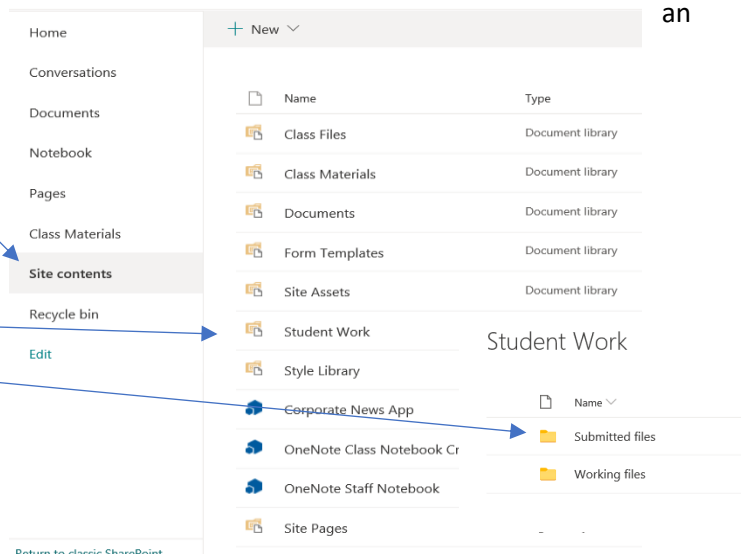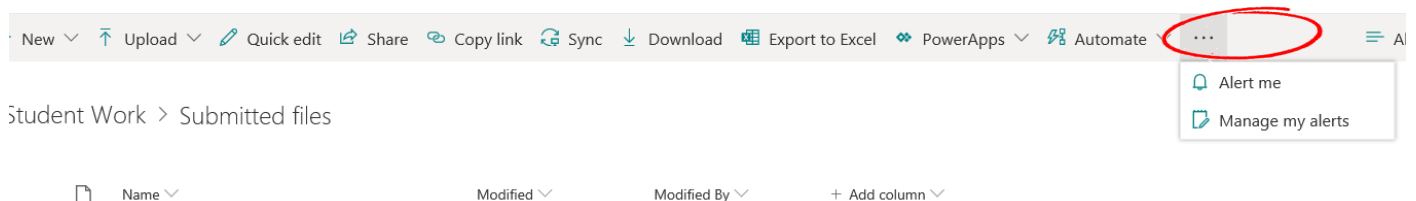To set up alerts advising when a student has uploaded an assignment, click the **elipses** at the top RHS of the screen and choose to '**Open in Sharepoint'**.

In SharePoint click '**Site Contents'** from the left navigation menu then '**Student Work'** and '**Submitted Files'**.

In Submitted Files, click the More Options button again (**the ellipses**) and select '**Alert Me'**.

You can then **choose** whether you would like an immediate, daily or weekly email notification. If you have more than one staff member on a Team you can add their names so they receive a notification email too. Once you have finished, Click **OK**.

Roxanne McKenzie   Business Education Department   Queen Margaret Academy