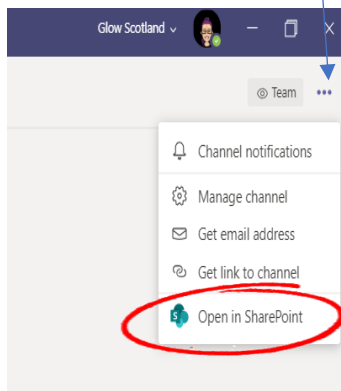
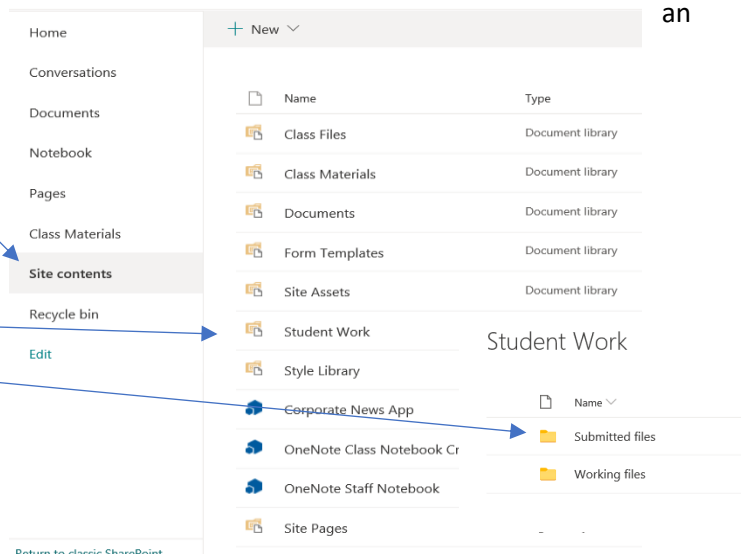




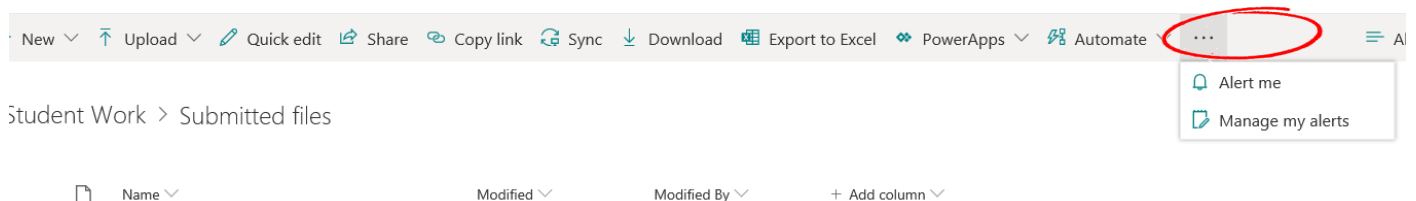
To set up alerts advising when a student has uploaded assignment, click the **ellipses** at the top RHS of the screen and choose to **'Open in Sharepoint'**.



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**.

Alert me when items change

Alert Title
Enter the title for this alert. This is included in the subject of the notification sent for this alert.
Student Work Submitted files

Send Alerts To
You can enter user names or e-mail addresses. Separate them with semicolons.
Users:
Miss McKenzie

Delivery Method
Specify how you want the alerts delivered.
Send me alerts by:
☒ E-mail
☐ Text Message (SMS)
☐ Send URL in text message (SMS)

Change Type
Specify the type of changes that you want to be alerted to.
Only send me alerts when:
☒ All changes
☐ New items are added
☐ Existing items are modified
☐ Items are deleted

Send Alerts for These Changes
Specify what to filter alerts based on

Send me an alert when:

OK Cancel