Your Notification and Checking Plan

Notifications help you notice changes, but they do not replace reviewing course instructions and announcements directly.

Name / Date

Institutional email destination checked

LMS notification-settings location

Message or update	Available channel and setting	How and when I will verify delivery
Announcements		
Assignment changes		
Feedback or grades		
Other course updates		

My Direct Checking Routine

I will check institutional email at

I will check each course at

On my phone or app I will check

On my computer or full browser I will complete