



Department of
Education

Managing your notifications

Connect lets you manage which notifications you receive from Connect and how you receive them. This guide will help you make decisions about your notifications to get the best out of Connect.



Shaping the future

Accessing your notifications settings

Your notification settings can be managed in My Connect. In this tab, you can manage your profile, change your password, manage your preferences and determine the notifications you will receive and how you will receive them.

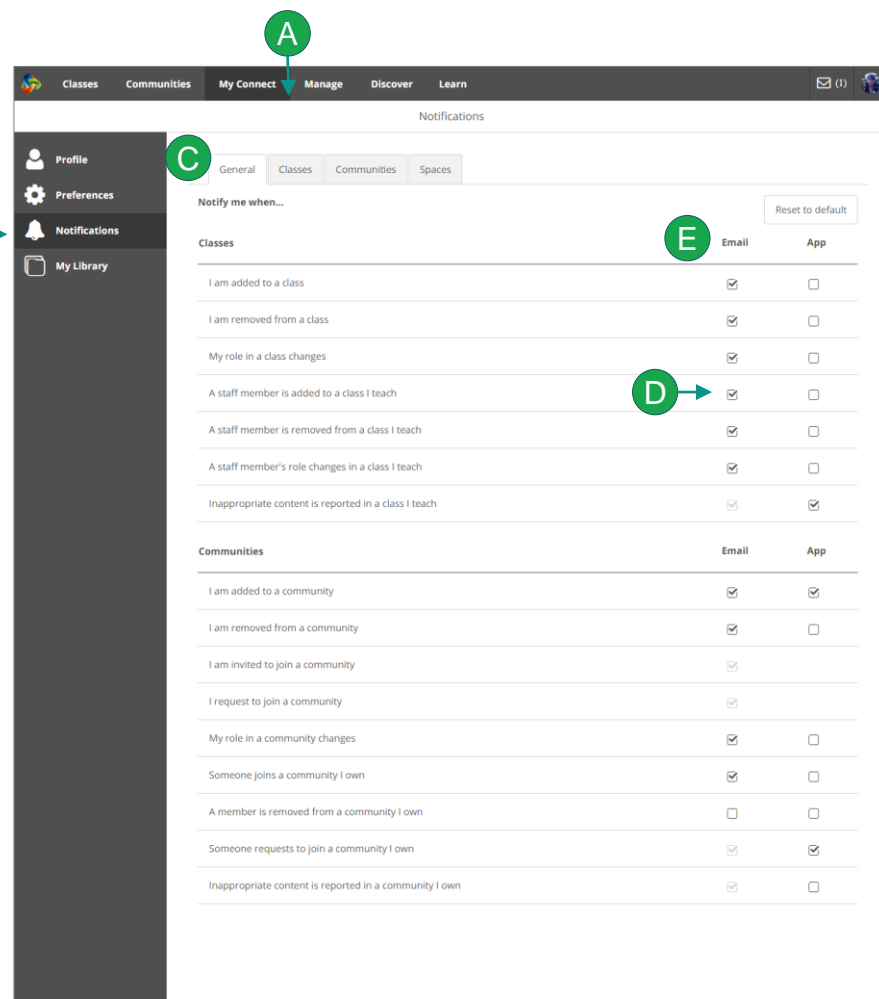
A My Connect
My Connect allows you to set up Connect just the way you like it.

B Viewing and changing your notification settings
Click on the Notifications section of My Connect.

C General notification settings
There are different types of notifications that you receive depending on whether you are a staff member, parent or student. General settings let you determine overall conditions for Connect notifications.

D Notify me when...
Tick or un-tick the options to suit your needs, however, some you are not able to turn off. For example, if you are a classroom teacher and a student in your class reports an inappropriate comment.

E Email and App
As a default setting, all Connect notifications will be delivered to you by email. Once you have downloaded the *Connect Now* app, you will also receive push notifications on the app from Connect. You can change your notification settings for both emails and push notifications at any time.



Class, community and space notifications

You can specify which communications you receive for each class, community and/or space in which you are a member. All these tabs may not be available for all Connect users.

Classes

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All the classes in which you are a member are listed in the Classes tab.

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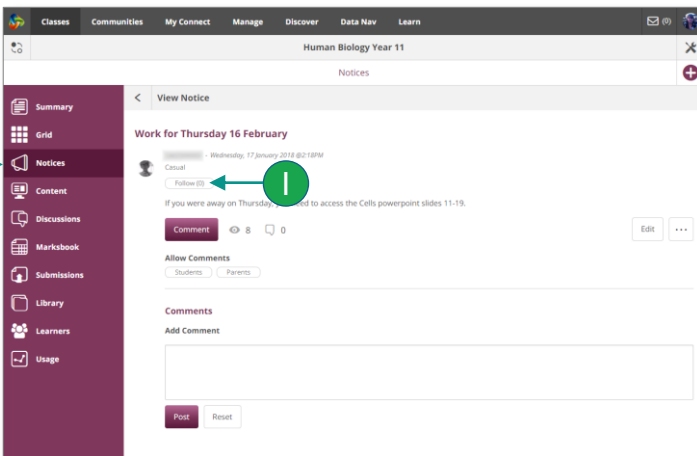
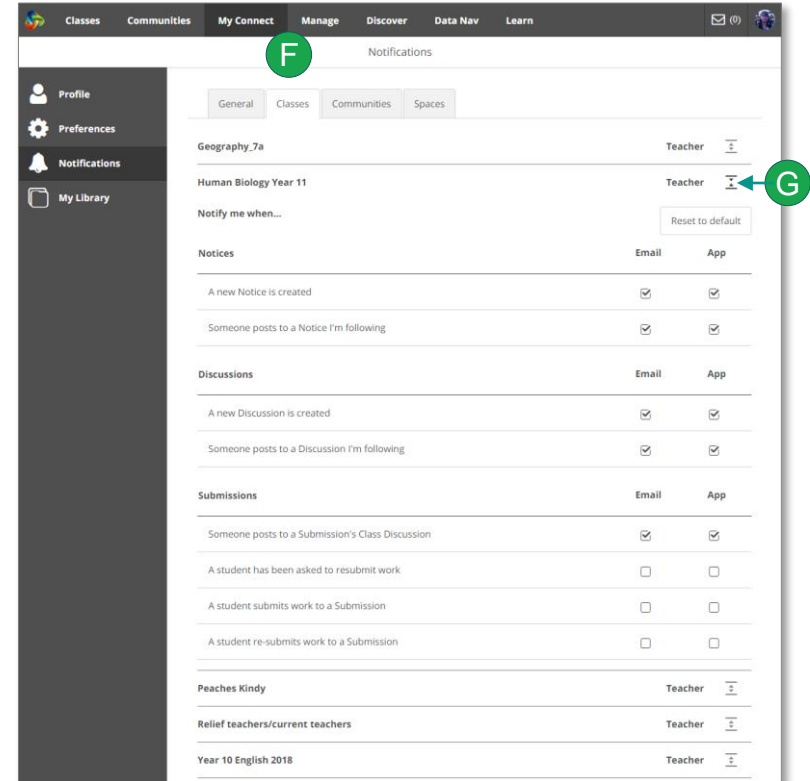
Expand

Click the expand icon to show your notifications options for each class.

H

Notices and discussions I'm following

Class teachers or owners of communities are automatically set to 'follow' every notice and discussion. This means you receive notifications of every response to a notice or a discussion providing oversight of all activity.



Unfollowing notices and discussions I'm following

To stop notifications for the responses to all notices or discussions in a class, community or space, untick the box next to 'Someone posts to a notice/discussion I'm following'.