**MESD LMS Documentation – Automated alerts and notifications**

**Purpose**

To enhance the communication between the Learning Management system and its users by implementing automated alerts and notifications. Notifications alert teachers, students and other users about events in Moodle such as new forum posts, assignments needing grading or badges awarded.

**Usage**

1. Log in as any user role.

New notifications are highlighted with a number in the notifications menu at the top of the screen:



1. Clicking there displays any new notifications, along with the option to mark all as read *(yellow highlight*), to go to the notifications preferences page *(orange)* to change how notifications are received, and *(green)* to view all notifications.

A screenshot of a chat

Description automatically generated

Along with a visible alert to new events in the notifications menu, users can configure how they are notified of new events from their notification preferences page accessed from the user menu or from the gear icon in the notifications menu.

Notifications may be sent via the web (when logged in to Moodle) and email.

This is an example of the **Notification preferences** page where users can edit what notifications they’d like to receive and how:  
