



4. The Inbox provides an alert for new submissions to grade as well as discussion posts and messages to read. Enable which notifications to display on the Overview tab.
5. In Performance alerts, turn on or off Course and Student Performance notifications and decide if time on task should be displayed. Use the Edit calculation settings link to establish how scores for specified activities should be calculated. If Performance does not appear in notifications, then enable it on the Preferences tab. In Grading Preferences, check the box next to Enable folder level calculations for Gradebook and Performance channel and click save.
6. Click **Save and Close**.



Customizing notifications helps to manage each class efficiently. All alerts and notifications can be changed at anytime and changes take effect immediately.