SacCT: Notifications Dashboard
For Students

HOW TO GUIDE

OVERVIEW

The Notifications Dashboard gives a quick overall view of new items, due dates, and communications in your SacCT courses. This saves time by not having to always check in each class for new tests, readings, lectures, and other course materials.

Once logged into SacCT, the Notifications Dashboard can be found near the top left of the screen by clicking the “My SacCT” link then “Notifications Dashboard” right below. It may look overwhelming at first, but primarily the To Do and What’s New modules are useful to students.

In the What’s New module, students can see if anything new was added to a SacCT course. There are 6 categories which new notifications could belong to:

- Assignments: To be submitted in SacCT. *(note: doesn’t count in class assignments or handouts).*
- Content: New files uploaded by the instructor *(such as PDF, Word Documents, and other files)*
- Courses/Organizations: New courses available. *(same as your SacCT Course List)*
- Discussion Board: New unread posts from others.
- Gradebook: Recently graded items in SacCT. *(note: might not include paper assignments in class)*
- Tests: Created in SacCT by the instructor. *(note: doesn’t include tests done in class on paper)
The **To Do** module keeps track of due dates for SacCT tests and assignments. When an instructor creates a new item with a due date in SacCT it will appear in this area. To go into the test or assignment, click its title.

You can change how far in advance you wish to be notified before something is due by using the “Edit Notifications Settings” button.

*Please note: this only pertains to SacCT created tests and assignments. It may not include items mentioned in class, or to be submitted on paper during class. Notifications only pertain to due dates within SacCT for SacCT related content.*

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**CONTINUE TO CHECK INDIVIDUAL SACCT COURSES**

Although the Notifications Dashboard is a convenient way to quickly check what’s new in your courses, it’s still a good idea to check within your individual courses on a regular basis. Teachers may already have created the content at the beginning of the semester, and may expect students to refer to the existing course materials and activities every week, every class, or every day.

If immediacy is a concern, please also note that after a new item has been made in a class it may take a few minutes before being featured in the Notifications Dashboard.

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**MODIFYING THE MODULES**

Although the 4 main module areas cannot be removed, they can be rearranged and their criteria can be customized (such as the length of time to show a notification, or what kinds to show).

**Reordering modules** can be done by clicking the button located in the upper-right corner that has an up and down arrow.

A menu will appear that allows you to move modules up and down, as well as change columns left and right. Modules cannot be removed though, only moved around.
**Edit Notification Settings**
Additional settings are also available such as the timing and kinds of notifications. Each module has an “Edit Notification Settings” button.

Once inside the Edit Notifications Settings menu, you can change the days of how long a notification can be shown (default is 7 Days).

You can also change what kinds of notifications will display for all courses in general, or for specific courses. This allows you to remove types of notifications which may be cluttering your dashboard and aren’t important to you. More settings are available than what’s shown below.