SacCT: Notifications Dashboard
For Instructors
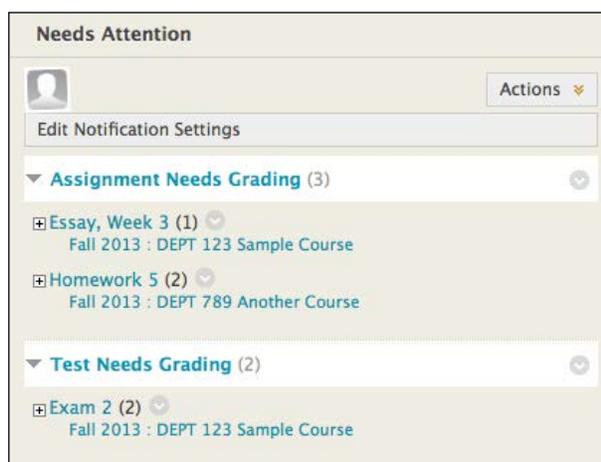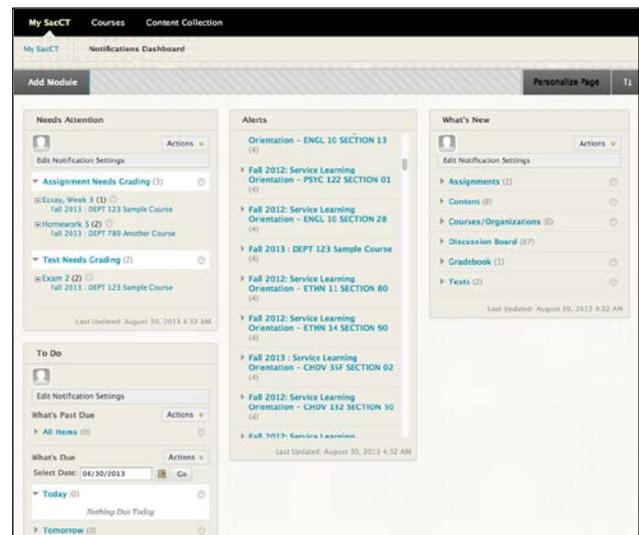
OVERVIEW

Instructors can see a comprehensive list of new "Needs Grading" items (test, assignment, discussion, etc.) from all their courses by using the Notifications Dashboard. This saves time by not having to always check in each individual class for new submissions.

Once logged into SacCT, the Notifications Dashboard can be found near the top left of screen by clicking the "My SacCT" link then "Notificaitons Dashboard" right below. It may look overwhelming at first, but primarily the **Needs Attention** module in the upper-left corner is relevant to instructors.

New student submissions will appear under category types (Assignments, Tests, etc.). Under the categories it will list the title of the submission, and which course it's for.

- **To see which students submitted:** Click the plus sign (+) next to title.

- **To grade the submissions:** Click the downward-arrow next to the title and select "Grade."

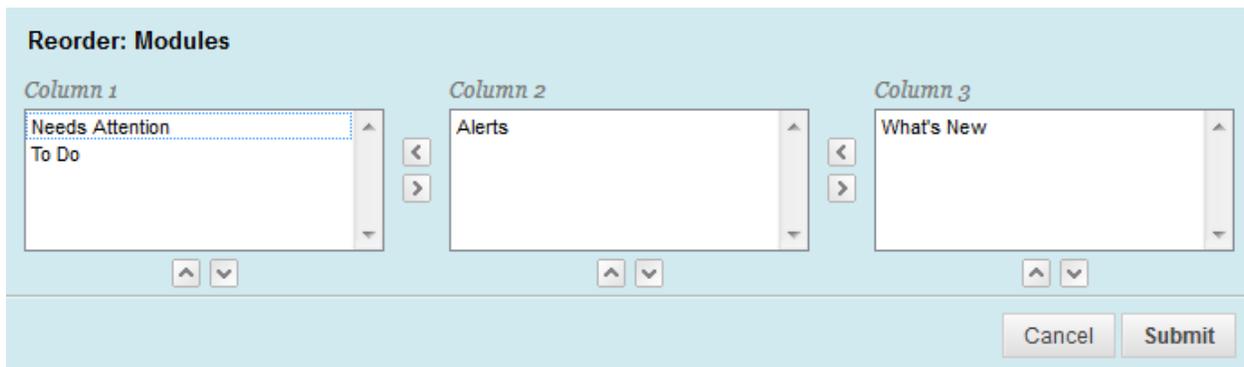*Note : It may take a few minutes for a student submission to appear in Needs Attention area.*

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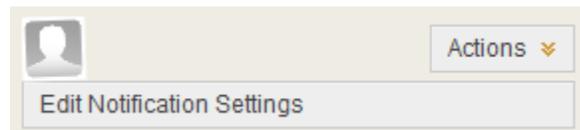
Reordering modules can be done by clicking the button located in the upper-right corner that has an up and down arrow.

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.

On/Off	Notification	Dashboard	Mobile
✓	Announcement Available	✓	✓
✓	Assignment Available	✓	☐
✓	Assignment Due	✓	☐
✓	Assignment Needs Grading	✓	☐
✓	Assignment Past Due	✓	☐