Avenue Notifications

Notifications alert instructors, learners and other users about events in Avenue such as new forum posts, assignments requiring grading or badges awarded.
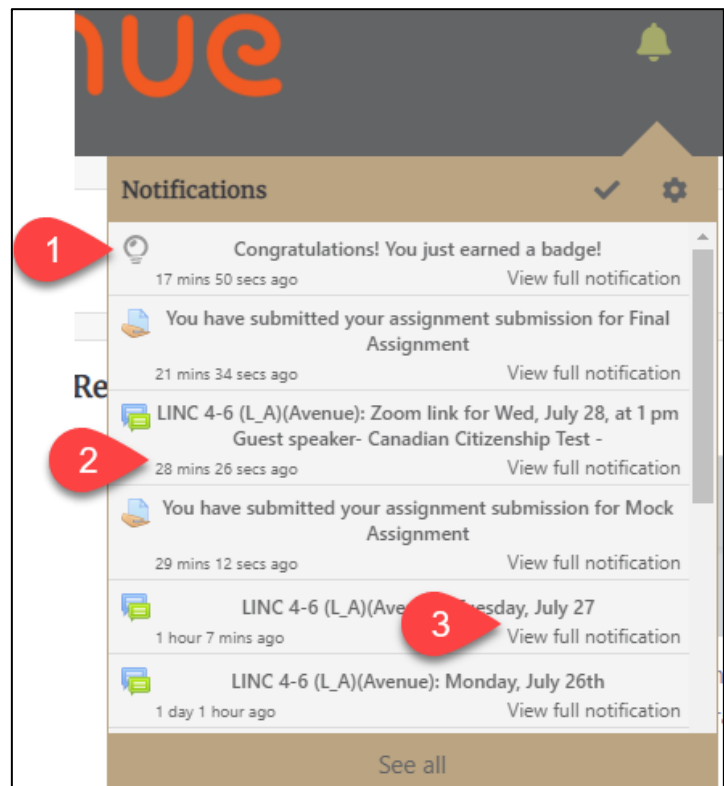
Using the Notifications Menu

The **banner** at the top of your Avenue course displays an icon that looks like a bell. This is the **Notifications menu** icon. In the example below, there is a **number** above the icon. This notifies the user that there are eight **unread** notifications.
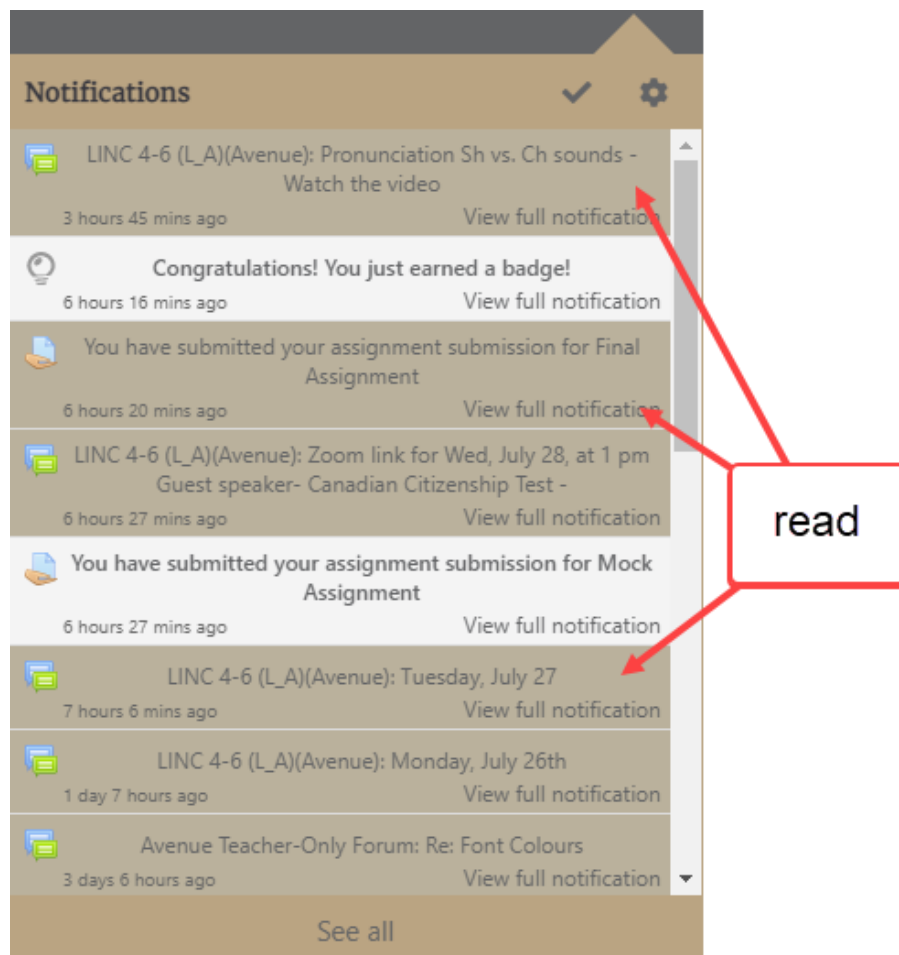

1. On your Avenue course banner, click on the **Notifications menu** icon.

2. The **Notifications menu** appears.

Note: There is a list of notifications with the newest at the top of the list.

Each notification has a **representative icon** (activity type),
the **time elapsed** after the notification was sent, and a **text link** to the notification details.

3. Clicking on the **check mark** icon, marks all notifications as read. This will clear the number on the Notifications **menu** icon.

4. To read notifications, click on a notification in the **Notifications** menu.

5. The context of the notification appears.

6. To return to the Notifications menu, click on the **Notifications** menu icon. The read notification link will appear darker than unread notifications.
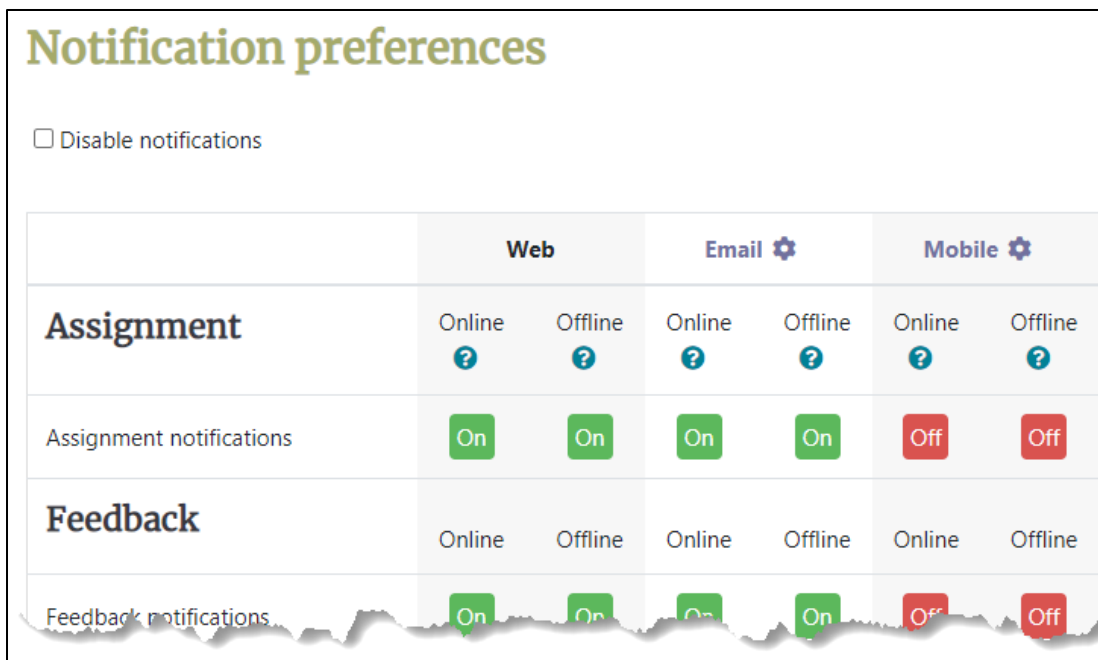

7. To view all notifications, click on the **See all** link at the bottom of the **Notifications** menu.

8. To customize your **Notifications menu** appearance, click on the **Notifications preferences (cog)** icon.
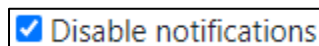

9. The **Notifications preferences** screen appears.

Note: Notifications may be set to arrive via the **Web**, **Email** or **Mobile** based on your preferences. Assignments, Feedback, Forum, Lesson, Questionnaire, Scheduler, System, Manual enrolments, Level up!, Data privacy, and In bound messages.

Note: Web offline options are for setting whether a user is notified when they next log in to Moodle.

10. If notifications are not preferred, ensure that the **Disable notifications** check box is checked.

11. The **Email notification preferences** are changed by clicking on the **Cog** icon at the top of the **Email** column.

12. Options are viewing the email in **Plain text format** or **Pretty HTML format**.

13. The **Mobile notification preferences** are changed by clicking on the **Cog** icon at the top of the **Mobile** column.

14. This message will appear if you do not have the Moodle app installed and you are not logged into your account.
    Note: Please be aware that the Avenue app is not available. Please check the Avenue Development Overview page to view development progress)