

# UNDERSTANDING NOTIFICATIONS

## **Challenger Assignments**

A Guide for Users



# About Assignments & Notifications

- **\*NEW\*** Emails are sent to learners upon assignment effective dates as well as **reminders**.
- Faculty can choose testing segments in any order for an individual or group and then review performance results via the Assignments Calendar, Program Dashboard, or Reports.
- Analysis of results can be used to increase retention and score outcomes.

# What types of notifications can Learners receive?

- New assignment creation.
- Effective date (the time/day to start on an assignment or a modified assignment).
- Any assignment modification(s).\*
- Cancellation of any assignment(s).\*
- Reminders of impending due dates can be sent a specified number of days before the due date.

## Assignee Notifications

**New Assignments Notifications On:**

Send Assignee an email on the date the Assignment is created

Send Assignee an email when they can start this Assignment

Both

**Notice of Modified Assignments On:**

Send Assignee an email that this Assignment has been modified

Send Assignee an email when they can start this modified Assignment

Both

**Reminder of Incomplete Assignments**  Day(s) Prior Due Date

\*The system only sends Modified and Cancellation notices IF the new assignment notice has previously been delivered.

# What types of notifications can Program Managers receive?

## Instructor Notifications

Incomplete Pending Assignments  Day(s) Prior Due Date

Send Additional Instructor Notifications To:

On Assignment Due Date Send Additional Instructor Notifications To:

- **Outstanding assignments:** Email can be sent a specified number of days before the due date.
- **Assignment Due Date:** Email sent on the due date as wrap-up of the assignment.
- An option to send email notifications to additional email addresses.

# Set Your Default Preferences



Click on the “Tools” icon to make your selections.

## My Default Assignment Settings

Set default notifications for your assignments. You will have an opportunity to make exceptions to these when setting up individual assignments.

### Assignee Notifications

#### New Assignments Notifications On:

- Send Assignee an email on the date the Assignment is created
- Send Assignee an email when they can start this Assignment
- Both

#### Notice of Modified Assignments On:

- Send Assignee an email that this Assignment has been modified
- Send Assignee an email when they can start this modified Assignment
- Both

Reminder of Incomplete Assignments  Day(s) Prior Due Date

### Instructor Notifications

Incomplete Pending Assignments  Day(s) Prior Due Date

Send Additional Instructor Notifications To:

On Assignment Due Date Send Additional Instructor Notifications To:

Cancel

Save Settings



Set your preferences once, and forget it!

You can always override them in  
“Verify Assignments – Step 2.”