## **Exclude Select Courses From Notifications**

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In the **Notifications Tool**, you have the option to exclude certain courses from sending notifications.

**NOTE:** For information on setting up **Notifications**, see the article Set Up Notifications (https://vlac.lonestar.edu/help/a348).

## Access the Notifications Tool

1. On the D2L homepage, click **[Notifications]** from your personal menu on the minibar.

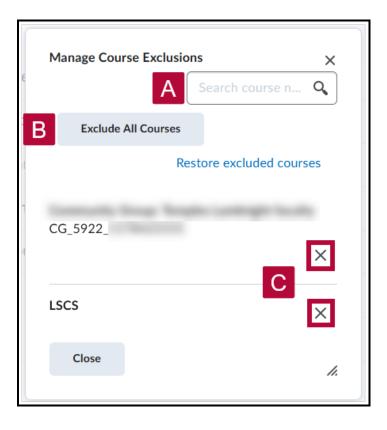
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|--|
| Profile<br>Notifications<br>Account Settings |
| Log Out                                      |

## **Manage Course Exclusions**

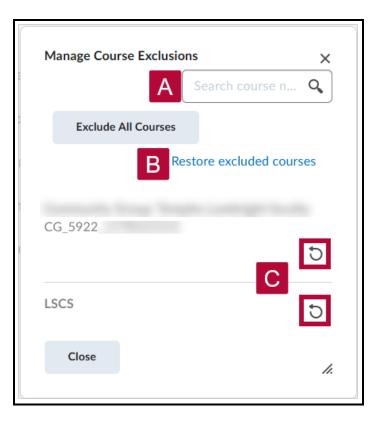
1. At the bottom of the Notifications Settings page, click [Manage my course exclusions].

| ePortfolio - feedback added to subscribed items  |  |
|--|--|
| ePortfolio - another user has subscribed to your updates   |  |
| ePortfolio - feedback added to my items  |  |
| Grades - grade item released   |  |
| Grades - grade item updated  |  |
| Quizzes - quiz due date or end date is 2 days away   |  |
| Customize Notifications Allow future courses to send me notifications  |  |
| Exclude Some Courses         You currently have no courses excluded.         Manage my course exclusions         Save         Cancel |  |

- 2. This will open the **Manage Course Exclusions** window. In this window you will have multiple options for excluding notifications from courses:
  - A. You can **[Search]** the list of courses to look for a specific course to exclude.
  - B. You can click **[Exclude All Courses]** to exclude all of your courses from sending notifications.
  - C. Clicking the **[X]** next to any course will exclude that course from sending notifications.



- 3. If you wish to restore notifications for currently excluded courses, you can:
  - A. Use the **[Search]** to look for a specific course to restore.
  - B. Click **[Restore excluded courses]** to restore notifications for all currently excluded courses.
  - C. Click the **[Restart]** icon next to any course to restore just that course, it replaces the **[X]** icon for any currently excluded courses.



- 4. Once you have excluded or restored notifications for the courses you wish to, click [Close].
- 5. This will return you to the **Notifications Tool**. The courses you excluded from sending notifications will be listed under **Exclude Some Courses**. When you are done, click **[Save]**.

