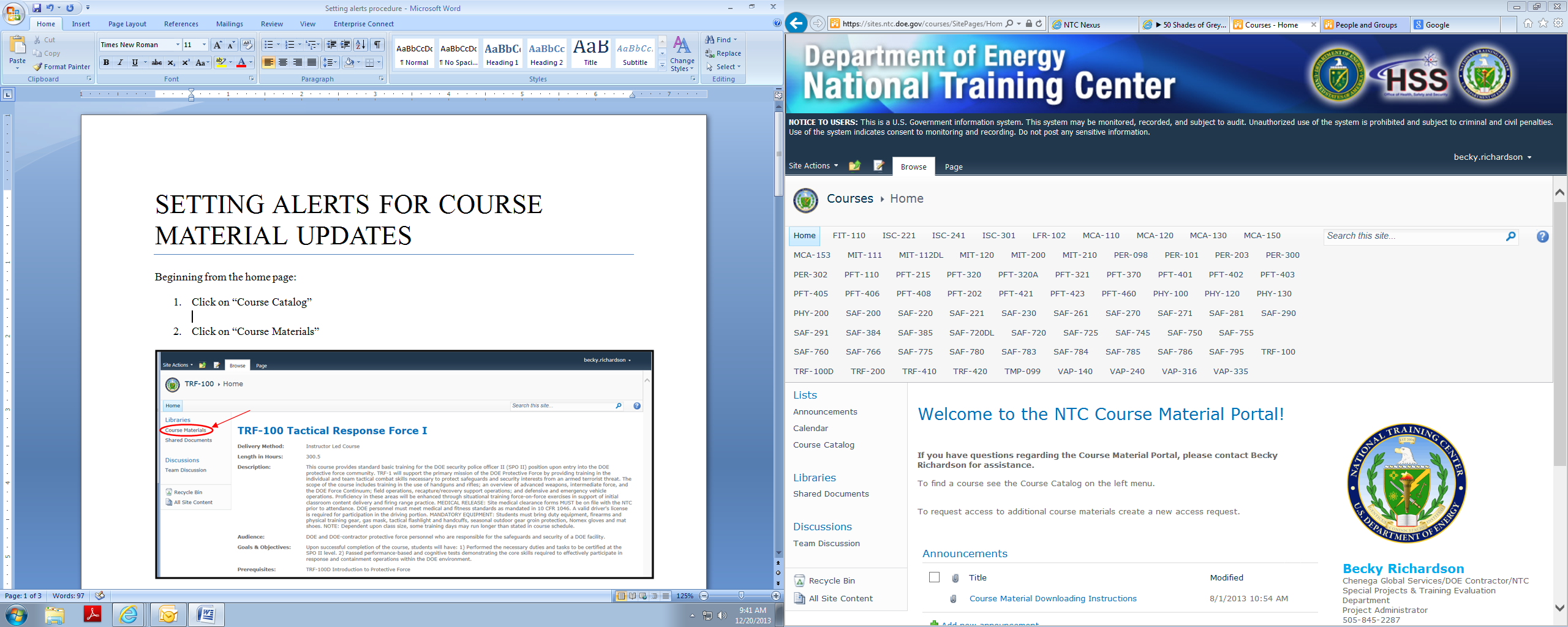
SETTING ALERTS FOR COURSE MATERIAL UPDATES

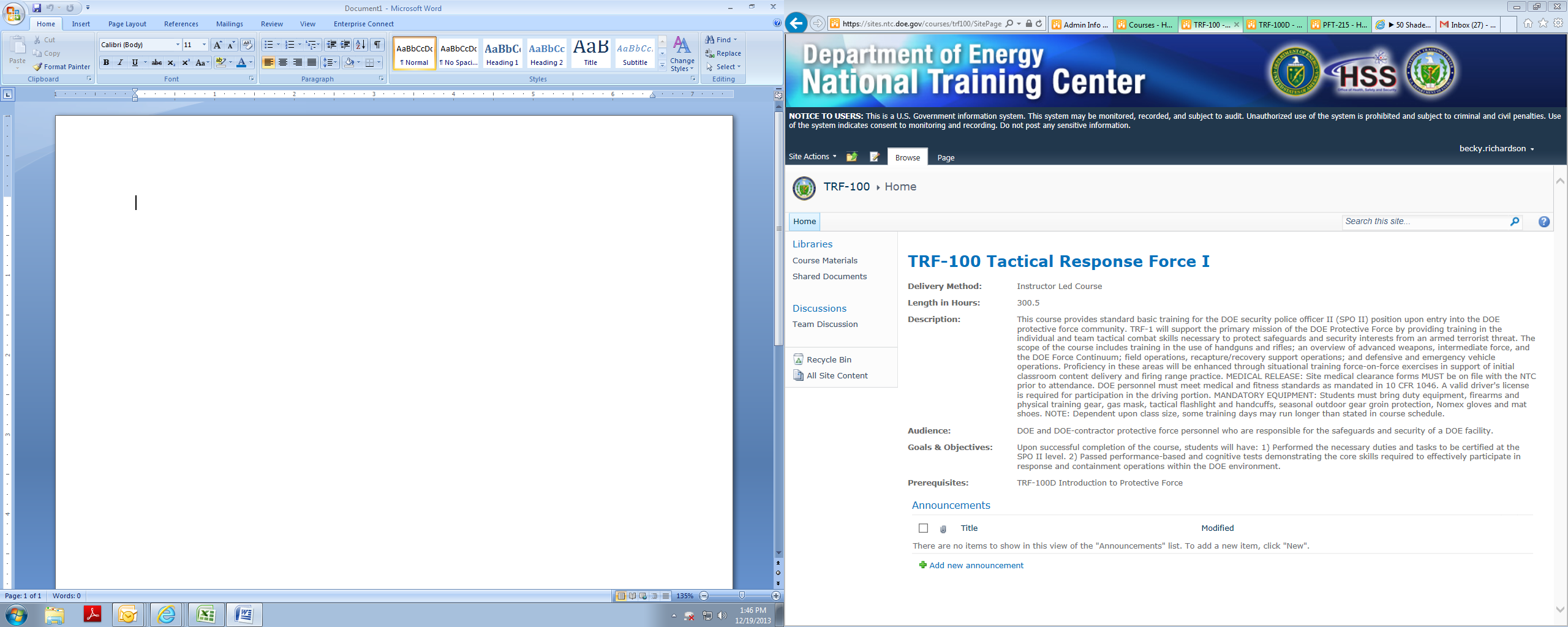
Beginning from the home page:

1. Click on the course for which you’d like to set an update alert. For this example, TRF-100 is used.

*Note: The only courses that will be visible are the course to which you have access.*



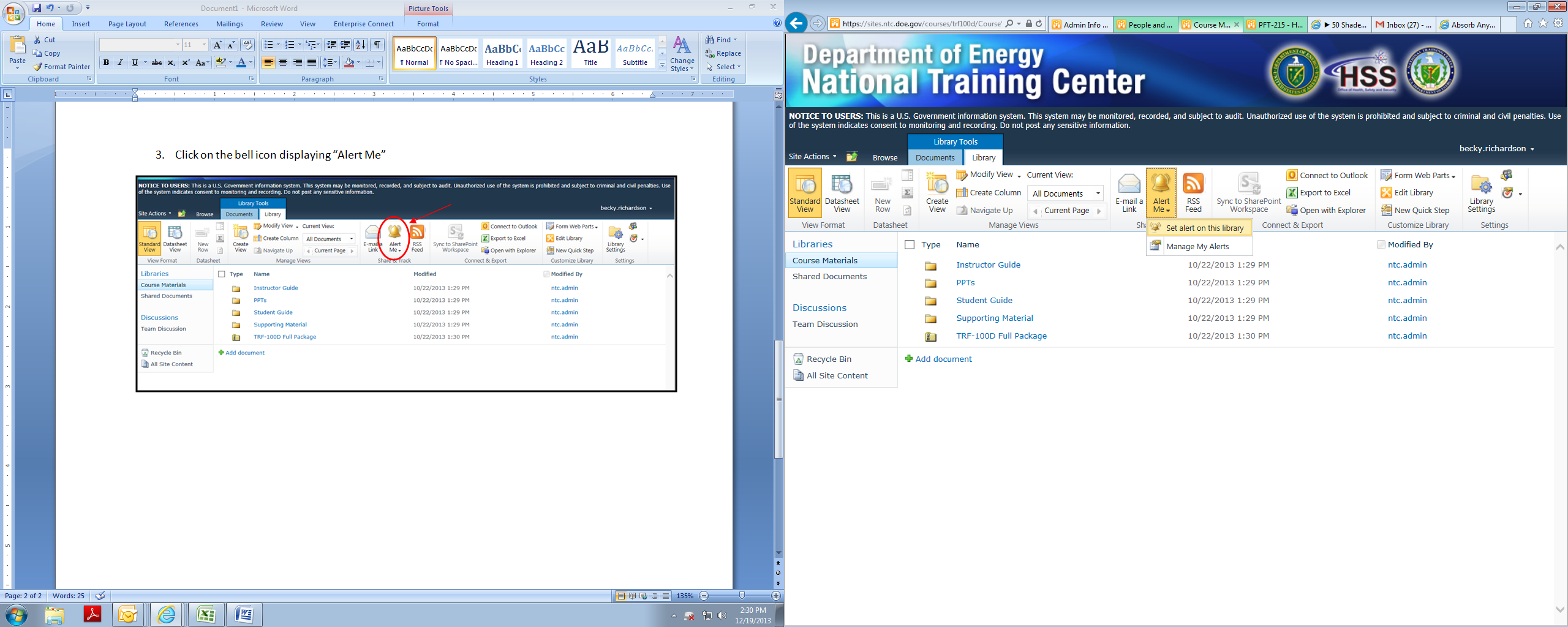
1. Click on “Course Materials”



1. Under “Library Tools”, click “Library”

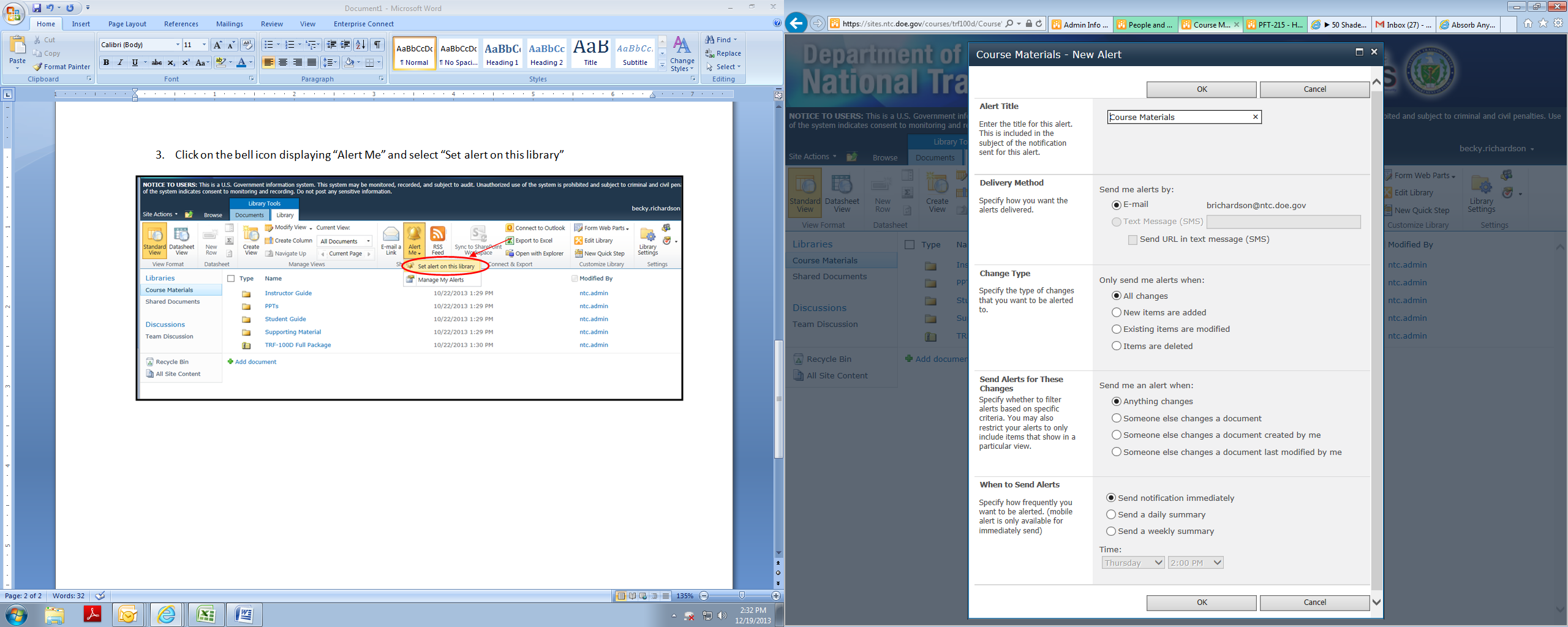


1. Click on the bell icon displaying “Alert Me” and select “Set alert on this library”



1. Personalize the options to your preference and click “OK”.

*Note: It will probably be best for you to keep all options as default settings.*



1. Done. You will receive an email confirming the alert you have just created and will be alerted every time a change has been made to this document library.