# **GOOGLE CLASSROOM**

# HOW TO USE THE NOTIFICATION FEATURE

Google Classroom's notification feature is an efficient way to keep students, teachers, and guardians abreast of important information. Notification options vary by user type and device, but with a few setting changes, notifications can quickly be personalized.

#### Accessing Notification Settings on a Computer

After navigating to Google Classroom, click the triple bar menu on the top left in order to see the Classroom Main Menu. Then click the Settings gearwheel to navigate to Notification options.

## Accessing Notifications on a Device

Accessing settings for notifications on a device is relatively similar to accessing them on a computer. Open the Classroom app, and navigate to the main menu by clicking the triple bar at the top left corner. Click Settings, and then click Notifications. The Notification Menu will appear with toggle buttons for personalizing notifications.

## **Student Notification Options**

Student notifications are similar to teacher notifications; however, students have several different options. Students can be notified when the teacher posts assignments or announcements, returns work to the student, or submits grades for the student. Students can also get notified when they receive invitations to join a class and can set due-date reminders for their work. As with teacher notifications, students can select which classes they want to receive notifications for if accessing the menu through a computer.

in our out on s	
Email	
Receive email notifications	-
Comments	
Comments on your posts	
Comments that mention you	
Classes you're enrolled in	
Work and other posts from teachers	
Returned work and grades from your teachers	
Invitations to join classes as a student	
Due-date reminders for your work	-
Class notifications	~
Turn email and mobile notifications on or off for a class	
Sample Classroom 1	