

Worried about email clutter from unwanted Turnitin Dropbox notifications?

Module Leaders and other markers often find emails confirming student submissions useful for their records and to troubleshoot.

Yet, many individuals find these notifications cumbersome due to either their frequency or volume.

If you want to stop receiving these emails, this walkthrough will demonstrate how to turn these notifications on and off.

One way to turn off these notifications is by changing your notification preferences in Moodle.

At the top right hand corner of your screen, click the down arrow next to your name.

Next, click on the wheel icon or 'Preferences' to open your Moodle preferences.

Notifications preferences are located under the 'User Account' list.

After you click on this link, you are presented with a list of the notifications that you can change.

There are two types of notifications: web notifications and email notifications.

Web notifications pop up on your screen and are located in a list accessed by clicking the bell icon for notifications in the top right hand corner of your screen. When you click the bell icon for Notifications, a dropdown menu with a list of notification memos will appear. From this dropdown menu, you can change the notification preferences by clicking the wheel icon, we'll return to this function later.

For now, it is well worth it to read through the list of available notifications and make sure you are receiving the notifications that you want to receive.

For this tutorial, we will focus on the notification options for Turnitin Assignment 2.

There are 3 different possible notifications:

1. Digital Receipt notifications are automated emails for when You submit a Turnitin assignment to a dropbox.
2. Non-Submitter notifications are instructor emails to students who have not yet submitted work.

3. Instructor Digital Receipt notifications are automated emails that can result in quite a lot of notifications. If 'On' an automated email will be sent to any turnitin tutor when students submit assignments to the dropbox.

Click on the Green 'On' buttons, which will turn these to Red 'Off' buttons, if you would like to turn off only the notifications for when students submit work to dropboxes.

You can also turn off all notifications by clicking all of the buttons to be Red 'Off' buttons.

At this point there is no 'save' button to click.

You may therefore navigating back a different page, or use the breadcrumbs to return to Dashboard. Your changes are already saved.

If you would like to double check and make certain that your changes have been saved, or to quickly change these to other configurations, click the bell icon for notifications in the top right hand corner and then the wheel icon labelled 'notifications preferences.' You will again be presented with the list of notifications you can change.

If you have any further issues and concerns, please do contact [digitalservices@brookes.ac.uk](mailto:digitalservices@brookes.ac.uk).