

Notifications

To the left of your account menu is your notifications tray []. This tray displays notifications and allows you to approve or decline in-application requests.

Notification Types

- **Bulk Actions**: When you run a bulk action on more than 50 items, you will receive a notification when the bulk action has completed, letting you know whether it was successful or not. For districts on the PLUS or PRO edition of SameGoal notification will also be sent when documents are bulk printed.
- **Deadlines**: Only for districts on the PRO edition of SameGoal. When a deadline is approaching, due today, or overdue.
- **Document Access Requests**: When another user has requested access to a document or documents you are the owner of.
- **Document Share**: When a document is shared with you or when your permissions are updated for a document, you will receive a notification.
- **Guardian Activity**: When a guardian edits a parent-specific field within a document or adds their signature, the document owner(s) will get a notification. Any activity within a 5 minute window will be included in a single notification.
- **Meeting Mode**: When a meeting is shared via Meeting Mode, a notification is sent to whoever created the meeting as well as all users who were invited.
- **Translation Completions**: Only for districts on the PRO edition of SameGoal. When a document translation is requested, a notification will be sent to whoever initiated the request once it's marked complete by the translator.
- **Translation Request**: Only for administrative users on the PRO edition of SameGoal. Allows them to approve or deny a translation request if automatic translation approvals are not enabled for the district.

Delivery Methods

There are three notification delivery methods:

- **In-App** [A]: This is the default delivery method. These notifications are appear in your notifications tray.
- **Email** [☑]: You will only receive email notifications if you opt in. These notifications are sent via email to the email associated with your user account.
- **Web Push** []: You will only receive web push notifications if you opt in. These notifications trigger a popup notification on your computer screen. These allow you to see notifications when you are not focused on your SameGoal tab(s).

Notification Preferences

Steps *To configure your notification preferences:*

- 1. Click on the bell icon $[\Delta]$ in the top right of your screen.
- 2. Click on the settings icon [微] in the top right of your notifications tray.
- 3. While on the **Notification Settings** page, check or uncheck the notification checkboxes to specify how you would like to receive notifications for each notification type.
- 4. Your changes will save automatically.

Q Tip Whether or not a web push notification will be sent after you've closed your browser window depends on your Operating System and browser.

- Windows: You will still receive web push notifications from Chrome after closing your Chrome window.
- Mac: You will still receive web push notifications from Safari after closing your Safari window.
- Linux: For all browsers, you will not receive web push notifications if you've closed the window.