

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.
- **Documents 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 Request:** Only for administrative users. 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** [

Notification Preferences

Steps *To configure your notification preferences:*

1. Click on the bell icon [🔔] in the top right of your screen.
2. Click on the settings icon [⚙️] 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.

💡 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.