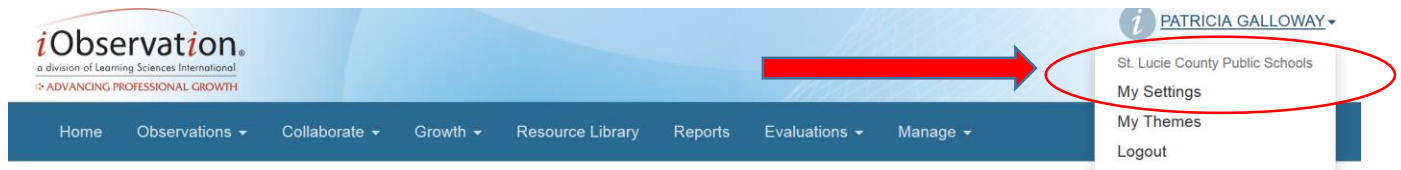


Getting Started with **EMAIL NOTIFICATION PREFERENCES** in iObservation – *Learners and Leaders*

- From your iObservation home page, use the pull down menu next to your name to select “settings”



Welcome PATRICIA GALLOWAY

- Under the “section, It is recommended that you **check all boxes to ensure that you will be receiving automated messages** from the iObservation system when something has been entered that should have your attention. You may adjust your preferences as we become more familiar with the system.

Email Notification Preferences:

Observations:

- Notify me when I finish an observation
- Notify me when users acknowledge my observations
- Notify me when a pre/post conference is requested on my behalf
- Notify me when a pre/post conference has been requested for me to complete
- Notify me when a pre/post conference that I requested has been finished

Evaluations:

- Notify me when users acknowledge my evaluations

Discussions:

- Notify me when I have been added to a discussion
- Notify me when I have been removed from a discussion
- Notify me when a new post has been added to one of the discussions in which I am participating

Conferences:

- Notify me when I have been added to a conference
- Notify me when a new post has been added to one of my conferences

Collaboration:

- Notify me when I am assigned as a collaborator to a notebook or observation

Notebooks:

- Notify me when a notebook that is assigned to me has been finished

Archived Growth Plans:

- Notify me when my growth plan has been approved
- Notify me when I have been requested to approve a growth plan

Plans:

- Notify me when my plan has been approved
- Notify me when my plan has been returned

Sharing:

- Notify me when an item has been shared with me

Filter Preferences:

Save Filters:

- My Filter Selection(s)

Cancel Save

Don't forget to SAVE