Notifications

iLearnOregon generates automatic emails when students enroll in, cancel, or are waitlisted in a course. Often, these emails are sent to the student's manager. Other emails are sent to instructors. **See the table on the following pages** for commonly-sent notifications.

Email reminders of course registration should be sent:

- 2 weeks before class starts
- 1 week before class starts
- 2 days before class starts

NOTE: Reminder emails will be sent from the person who created or edited the section. **See iLearnOregon Protocol 02-10: Notifications.** Also see section, **Building a Course: Schedule a Section**.

	Classroom Course Notification Type Most commonly used	Description	To: Enrolled User	To: Waitlisted	To: Manager	To: Instructor	Sent by	ADA text is included
1.	Section Reminder	Student has an upcoming classroom course section to attend. The Email Reminder Trigger (Edit Section page) indicates that a reminder email should be sent.	X		X		Person who created the classroom course section	yes
2.	Authorized User sends email after making section changes	Course Administrator clicks Send Email on the email form accessed from the Edit Section page	X	X		X	Person who's logged in & edited the section	yes
3.	Delete Section of Classroom course	Course Administrator deletes a section of a classroom course.	X	X		X	Person who's logged in & deleted the section	no
4.	Instructor scheduled to teach event	Course Administrator clicks the Save Event button to schedule the event and its instructors and locations.				X	Person who's logged in & scheduled the event	no

	Classroom Course Notification Type Most commonly used	Description	To: Enrolled User	To: Waitlisted	To: Manager	To: Instructor	Sent by	ADA text is included
5.	Send Email to enrolled students on Roster (free form email)	Course Administrator selects the option to email all students enrolled in a section.	X				Person who's logged in & sends email	no
6.	Student enrolled in classroom course section (batch enrollment)	Course Administrator or authorized staff enrolls students from the Batch Enroll Users page.	X		X		Person who's logged in & enrolls students	yes
7.	Student enrollment cancelled (batch enrollment)	Course Administrator or authorized staff clicks the Cancel Enroll/Waitlist button from the Batch Enroll Users page for an enrolled student.	X		X		Person who's logged in & cancels enrollment	no
8.	Student enrollment in course section from the waitlist (automatically from waitlist)	iLearnOregon automatically enrolled a student from the waitlist after another student cancelled enrollment.	X		X		Person who added the course section	yes
9.	Student enrollment in course section (self enrollment)	Student clicks Enroll for a classroom course section.	X		X		Person who added the course section	yes

	Classroom Course Notification Type Most commonly used	Description	To: Enrolled User	To: Waitlisted	To: Manager	To: Instructor	Sent by	ADA text is included
10.	Student enrollment in course section cancelled due to decreased section capacity; added to waitlist	Course Administrator reduces the capacity of a section, and students have their enrollment cancelled. They're added to the top of the waitlist.	X		X		Person who's logged in & cancels enrollment	no
11.	Student enrollment in course section cancelled due to decreased section capacity; no waitlist	Course Administrator reduces the capacity of a section, and students have their enrollment cancelled. There is no waitlist for the student to be added to.	X		X		Person who's logged in & cancels enrollment	no
12.	Student enrollment in course section cancelled (self cancellation)	Student clicks cancel enrollment for a classroom course section.	X		X		Person who added the course section	no
13.	Student cancelled from waitlist in a course section (batch enrollment)	Course Administrator or authorized staff clicks the Cancel Enroll/Waitlist button from the Batch Enroll Users page for a waitlisted student.		X	X		Person who's logged in & cancels waitlist	no
14.	Students waitlist themselves in a course section (self waitlist)	Student clicks Waitlist for a classroom course section.		X	X		Person who added the course section	no

	Classroom Course Notification Type Most commonly used	Description	To: Enrolled User	To: Waitlisted	To: Manager	To: Instructor	Sent by	ADA text is included
15.	Student cancels waitlist in a course section (self cancellation)	Student clicks Cancel Waitlist for a classroom course section.		X	X		Domain Administrator Email	no
16.	Student waitlists in a course section (batch enrollment)	Course Administrator or authorized staff clicks the Waitlist button from the Batch Enroll Users page.		X	X		Person who's logged in & waitlists student	no