Automatically trigger an email to a user that has yet to access a specific lesson page.

Creating Inactivity Alert

1. Select the Lesson tool from main menu on the left-hand side.
2. From the More Tools drop-down menu, select Inactivity Alert.

3. Complete the alert requirements
   a. Select which members of the course will receive the alert email.
   b. Choose the frequency to which the email should occur.
   c. Specific start day for the alert emails to be sent.
   d. Type a message for the students to receive
   e. Type a message for the other members of the course (i.e. Teaching Assistant, Course Builder) to receive.
4. Select Save.

**Additional Information regarding Alerts**

1. An alert will be deactivated once a student selects that lesson page.
2. If you select for an instructor to receive the alert email then the instructor will receive 2 emails, one including the student message and one including the list of students the alert email was sent to.
3. If a lesson has Prerequisites and a student selects the lesson page before those requirements are met, it will still include that student in the alert email.
4. If an alert is created after a student has selected that lesson page, then they will not be included in the alert email.
5. If a lesson has not been released and is selected by a student, they must select the lesson page again once the page is open or they will be included in the alert email.