Email Notifications from Course Reserves

If at any point in this tutorial, you have questions or are confused, please call 610-436-2611 or email libraryreserves@wcupa.edu. We are more than happy to walk you through the process, either on the phone or in person as needed!

1. Log in to D2L

Navigate to D2L in your web browser (https://d2l.wcupa.edu/) and log in using your WCU user name and password. You can also reach D2L from the login bar on any www.wcupa.edu webpage as shown below.
Email Notifications from Course Reserves

2. Select Course
Be sure to activate your course if students will need to access electronic reserves. You can activate your course by following the instructions here: Activate A Course. Then you can proceed with the steps in this tutorial.

From the list of courses that appears after you log in (in the My Courses module), select the course you’d like to receive emails for.

In this example, we will be changing our preferences for the course Introduction to Ares Course Reserves. Click on it to select it.
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3. Select “Course Reserves” from the “Resources” drop down menu in the course navigation bar.

You should see a tab which says “Resources” as shown below. From that dropdown menu, select “Course Reserves”. If you do not see the Resources tab, you may have a custom navigation bar. Email d2l@wcupa.edu to get this feature installed.
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4. Here you’ll see the Ares Course Reserves Instructor Home Page. In the Course Details Box, you can choose to subscribe to notifications for this course by clicking the “Subscribe Now” link:
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5. You can also change your default preferences from the “Manage Email Preferences” link under “Ares Tools” on the left:
Email Notifications from Course Reserves

6. You can the email address that your notifications deliver to and choose if you’d automatically like to receive notifications for all of your courses: