# BAI Learning Manager Notifications

By default, all notification types listed below are turned on in the BAI Learning Manager (whitelist *BAI.org* if necessary). Please contact your relationship manager to adjust any of these settings.

**Student** –

- ***Assignment*** – assigned new course(s), either by rule or manually by TA or Manager. *(sent early morning)*
- ***Coming Due*** – course due date is coming up, triggered by setting TA enters in rule. *(sent 5pm CST day before)*
- ***Overdue*** – course due date has past, triggered by setting TA enters in rule. *(sent 5pm CST day before)*
- ***Completion*** – course attempt successfully completed. *(sent real time)*
- ***Enrollment Cancellation (by User)*** – user has dropped their own enrollment in a course. *(sent real time)*
- ***Request Made*** – request to enroll in course requiring approval, status is pending approval. *(sent real time)*
- ***Request Approved*** – TA or Manager has approved user's request to enroll in course. *(sent real time)*
- ***Request Denied*** – TA or Manager has denied user's request to enroll in course. *(sent real time)*
- ***Offering Enrollment*** – enrolled in ILT offering. *(sent real time)*
- ***Offering Schedule Change*** – schedule changes made to ILT offering user is enrolled in. *(sent real time)*
- ***Offering Cancelled*** – sent to student and instructor when offering has been cancelled by TA. *(sent real time)*
- ***Offering Removal*** – user removed from roster of an ILT offering. *(sent real time)*
- ***Offering Waitlist*** – added to the waitlist of an ILT offering. *(sent real time)*
- ***Password Reset*** – password reset by TA or member of BAI, shows them their login credentials. *(sent real time)*
- ***Password Change*** – notification that password has been updated recently. *(sent real time)*

**Instructor** –

- ***Instructor Assigned*** – assigned to instruct an ILT offering by a TA. *(sent real time)*

**Manager** –

- ***Assignment*** – direct report assigned courses, either by rule or manually by TA or Manager. *(sent early morning)*
- ***Coming Due*** – course due date is coming up for direct report(s) – rule setting. *(sent 5pm CST day before)*
- ***Overdue*** – course due date has passed for direct report(s) – rule setting. *(sent 5pm CST day before)*
- ***Pending Approval Request*** – direct report(s) requesting approval to enroll in courses. *(sent 5pm CST)*

**Alternate Manager** –

- ***Assignment*** – alt report assigned new course, either by rule or manually by TA or Manager. *(sent early morning)*
- ***Coming Due*** – course due date is coming up for alt report(s) – rule setting. *(sent 5pm CST day before)*
- ***Overdue*** – course due date has passed for alt report(s) – rule setting. *(sent 5pm CST day before)*

**Training Administrator** –

- ***Course Deployment Failed*** – SCORM content failed to upload to a wbt course. *(sent real time)*
- ***Course Deployment Succeeded*** – SCORM content successfully uploaded to a wbt course. *(sent real time)*
- ***Pending Approval Request*** – any user requesting approval to enroll in a course. *(sent 5pm CST)*