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)*

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)*