University of Toronto, LLC
SuccessFactors LMS
Course Notifications

3.7 - Job Aid
This job aid allows learning administrators to amend notifications with information for their courses

When staff register for your courses, the notification that gets sent out contains information about date, time and includes a calendar invite. While, we cannot add additional details to the calendar invite itself, we can add content to the notification with information that will be useful for the registrant.

1.1 Amend the notification

Please note: You can change the notification at either the ITEM LEVEL or CLASS LEVEL

1.1.1 At the **Item Level,** any changes you make will sync down to all classes. E.g. if you have a team's invite that will be the same for all classes, you can add it at the item notification.

Please note the calendar invite will not show the invite. Only Adobe connect has a built-in link due to its integration with the LMS.

1.1.2 At the **class level**, you can make individual changes for each class. E.g. Virtual meeting invites from Teams can be embedded for each class if the meeting link is different for each class.

Steps

1. Log into the Admin UI and search for your item or class using the menu on the left side.
2. Look for Email notifications below that you want to edit.

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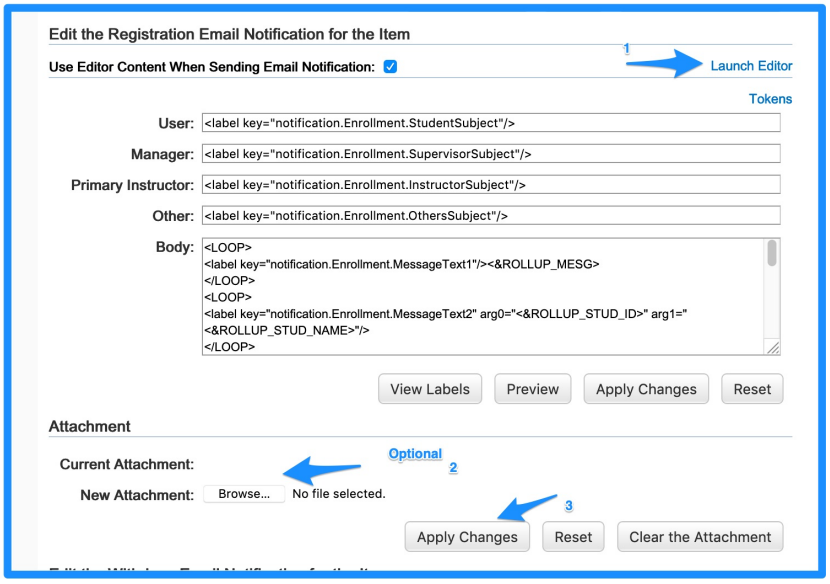
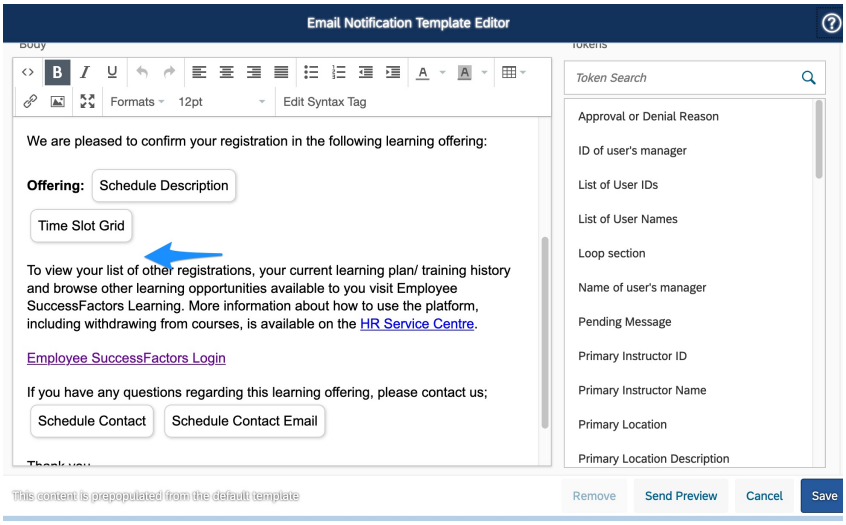
3. In this case, we will only look at one notification that you will use most frequently either in item or class mode.

   It is called "Edit the Registration Email Notification for the Item". This is what staff receive when they register.

4. Click on Launch Editor which will open a popup window with an editor. You can copy and paste text and invite links below the **time slot grid.** If the font looks out of place, use the Formats and sizing on the menu bar.





5. Click **Save** when done.
6. On the main screen, you can **attach** one zipped file only with material like ppt, pdfs etc.
7. When done, click **apply changes.**