Notifications

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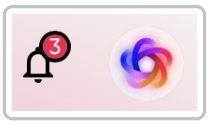
Notifications within the platform enable constant and organized communication with students, groups, and relevant activities.

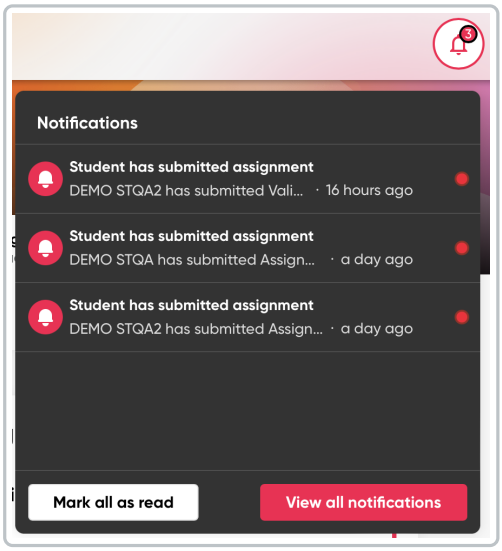
How to view notifications?

- Received notifications will appear with a red numeric badge on the bell icon located in the upper-right corner of the platform.
- This number indicates the total of new notifications.
- When there is a new notification or an unread one, the system will automatically highlight it to make it easier to identify.



How do I check notifications?

- Click the bell icon to access the notifications panel.
- A summary view of recent notifications will be displayed.
- To view the full history, select the option **<View all notifications.**



Notification management

Within the full notifications section, you can:

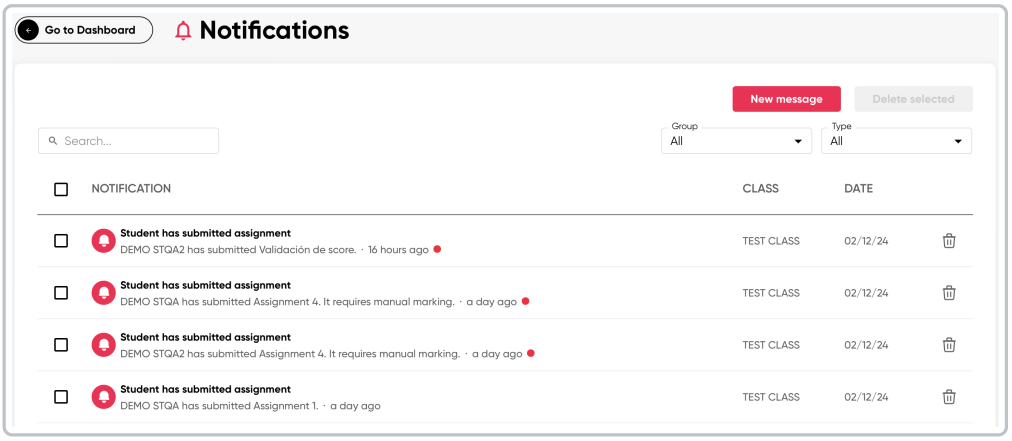
- View all new or unread notifications, identified by a red dot.
- Review previously opened notifications.

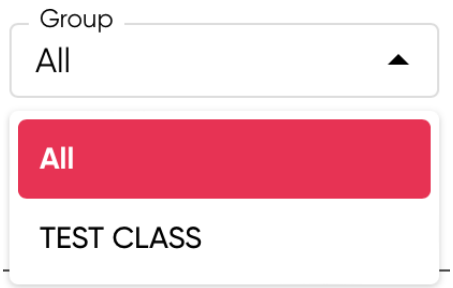
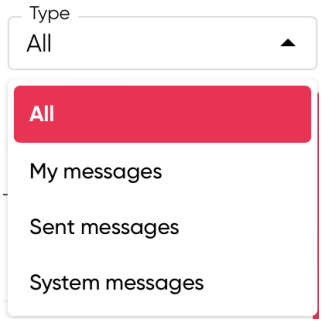
- Use search filters by:
  - Group
  - Type

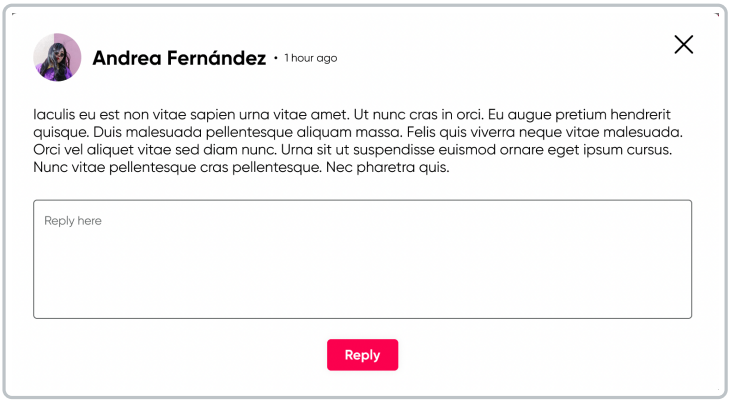
These filters help you locate specific messages more quickly and efficiently.

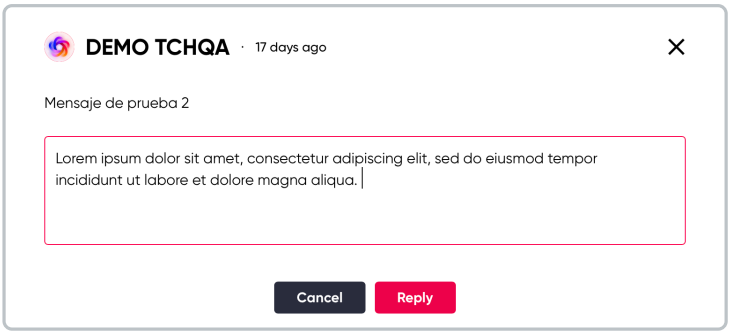
How to view and respond to notifications?

- Click on any notification to open its full content.
- If a response is required, select the **<Reply>** option to send a response directly from the platform.



Filtro de grupo	Filtro de tipo
	

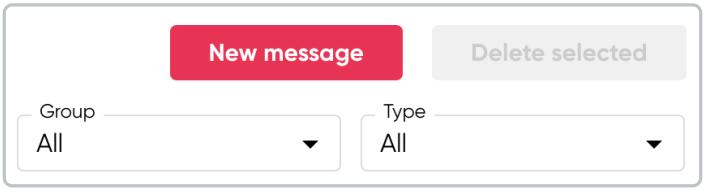




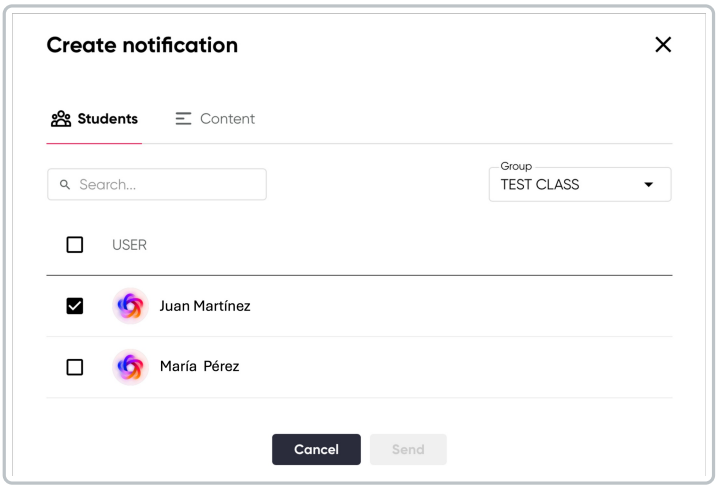
How to send messages to students?

To create a new communication:

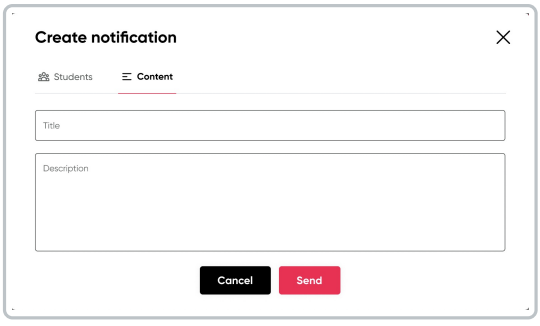
1. Click **New message**.



2. Select the student or group of students as recipients.



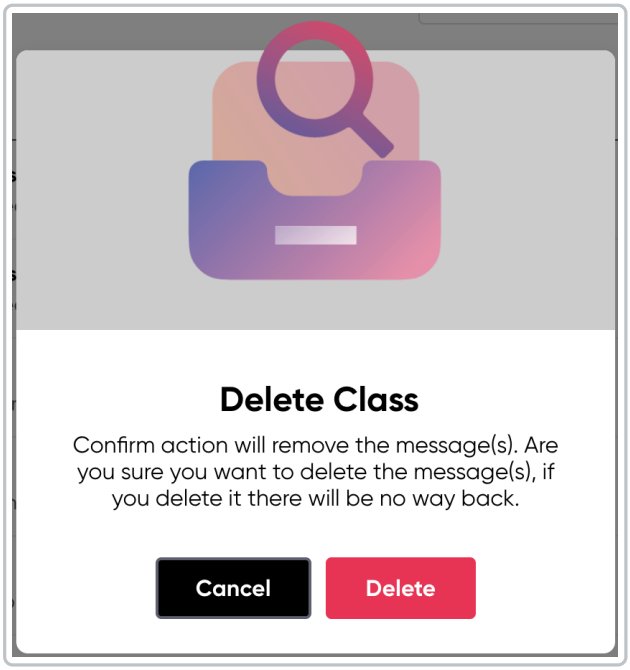
3. Go to the **Content** section and fill in the required information.
    - Título
    - Descripción del mensaje



How to delete notifications?

If you want to delete one or more notifications:

1. Select a single notification or multiple notifications.
2. Choose one of the following options:
    a. **Delete selected** to remove multiple notifications at once.
    b. Click the **trash bin icon** to delete a specific notification.
3. The system will display a confirmation pop-up window.



Important:

- Deleting notifications is permanent and irreversible.

To confirm:

- Click **Delete**.

If you choose not to continue:

- Select **Cancel**.

Recommendations

- Check your notifications regularly to stay up to date.
- Use filters to optimize information searches.
- Carefully review before deleting important notifications, as they cannot be recovered later.