Quickstart Guides

Blackboard Notifications through E-mail

07/10/2012

Set up your preferences in Blackboard to be notified by email when new things are posted or items need grading.

WHY USE EMAIL?

It might be beneficial to be reminded that there is something in Blackboard that you should be paying attention to. Set up your notifications to see things like unread discussion board messages, test or suveys submitted or assignments submitted. This is very useful if you have students who are finishing up an Incomplete grade in one of your prior semester courses. If you are using Blackboard on a regular basis then there may not be a reason to set up notifications to be sent by email, but the option is available. This notification is on an individual level–you can not set the options automatically for your students!
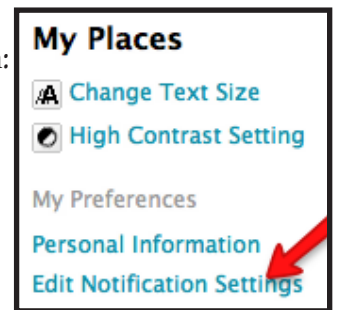
A   Log on to Blackboard and look for this icon:

B   Select Edit Notification:

My Places
- Change Text Size
- High Contrast Setting

My Preferences

Personal Information
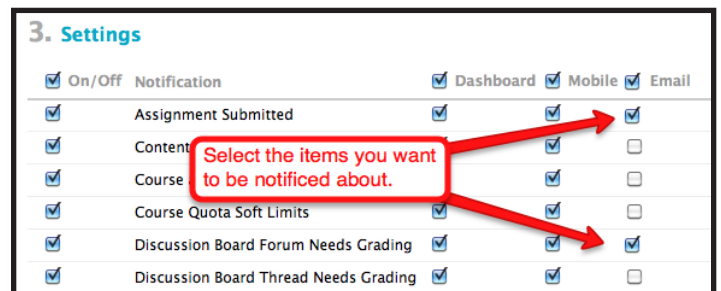Edit Notification Settings

C

Edit Notification Settings

Make a selection to :

- (A) Edit general settings: this is where you decide if you want your email notifications to come in a digest format (once every 24-hours) or as individual messages,
- (B) Edit *all* your courses at once, or
- (C) Edit *Individual* Course settings so that you only get email notifications on a few courses.

D   Select the options you want to be notified about–the selection will change depending on your role in the course (teaching vs. taking).

3. Settings

On/Off	Notification	Dashboard	Mobile	Email
☑	Assignment Submitted	☑	☑	☑
☑	Content		☑	☐
☑	Course		☑	☐
☑	Course Quota Soft Limits	☑	☑	☐
☑	Discussion Board Forum Needs Grading	☑	☑	☑
☑	Discussion Board Thread Needs Grading	☑	☑	☐

Select the items you want to be notified about.

SUGGEST USE FOR STUDENTS

Encourage your students to sign up for the notification service to help them keep track of what is going on in your Blackboard course. Individuals can be notified when assignments are due, when items have been added or made available, when discussion board messages have been added, or when items have been graded. All this without having to log in to Blackboard! Download a Quickstart Guide: Bb Notification for Students (http://distance.uaf.edu/go/student-help) to add to your Blackboard course resources.

For more information on this topic, please see: http://distance.uaf.edu/go/manage-class
Contact us at: http://distance.uaf.edu/go/iteachu-contact

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