

SYSTEM NOTIFICATIONS

The notification system alerts you when events occur in your courses, such as when items are due, grades are available, new content and tests are made available, and when you have unread discussions and blogs. Notifications are generated automatically whenever their associated events occur.

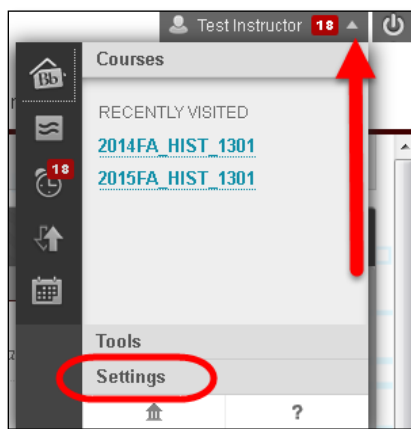
Notifications are delivered in the following ways:

- **My Blackboard:** The Updates page displays notifications for all of your courses and the Posts page displays unread discussions, blogs, journals, and wikis.
- **Email messages:** Within your @Buffs email address.
- **Home Page modules:** Within a course, modules display notifications for that course only.
- **Blackboard Mobile Learn** push notifications: you can opt to have push notifications pop up on your device's screen.

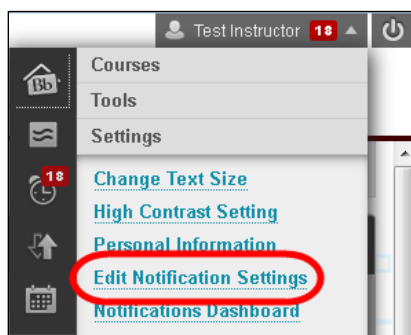
NOTIFICATION SETTINGS

You can manage the notification settings for all of the courses you are enrolled in.

- A. From the global navigation menu, click **Settings**.



- B. Click **Edit Notification Settings**.



Edit Notification Settings

* indicates settings have been changed from default values

A Edit General Settings

Define general notification settings, such as email format and reminder schedule, for courses and organizations.

C Edit Individual Course Settings

View the current notification settings for courses in which you are enrolled. Make changes to the notification settings for a specific course.

- Earth System Science
- Introduction to Oceanography
- Introduction to Oceanography – Section 2
- Organic Chemistry

B Bulk Edit Notification Settings

Select the set of courses or organizations to update and change the notification settings for them in one step. Higher priority notifications should be sent with a method that will deliver that notification in the timeliest fashion.

- Courses I am taking

D Edit Individual Organization Settings

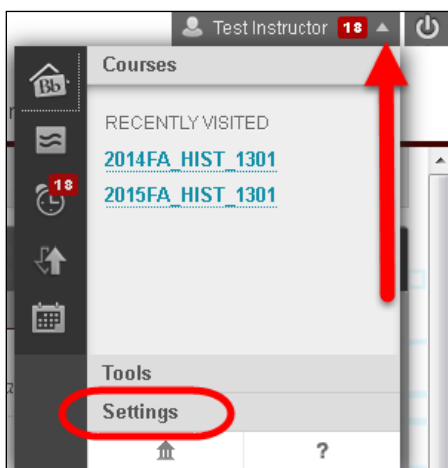
View the current notification settings for organizations in which you are enrolled. Make changes to the notification settings for a specific organization.

- Edit General Settings:** Select your email format—individual messages for each notification or daily digest—and the reminder schedule for due dates.
- Bulk Edit Notification Settings:** Change the notification settings for all of your courses at once. You can select which notification types you want to receive and the method of delivery.
- Edit Individual Course Settings:** Change the notification settings for a single course.
- Edit Individual Organization Settings:** Change the notification settings for a single organization.

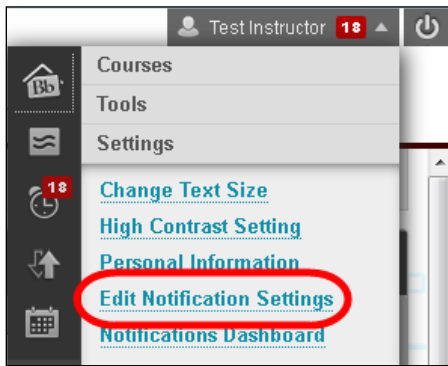
HOW TO SELECT GENERAL NOTIFICATION SETTINGS

The general settings enable you to specify whether you want to receive notifications by email and if you want due date reminders.

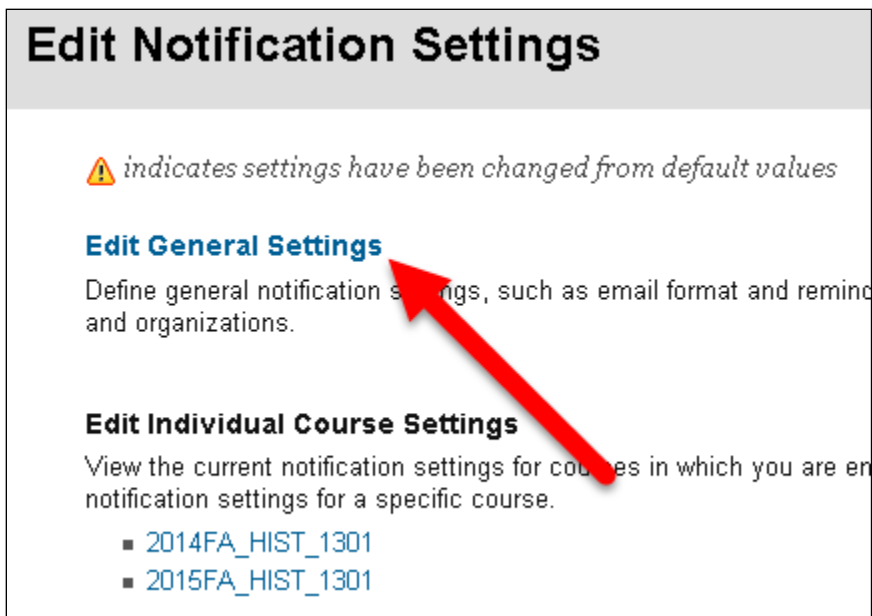
- From the **Global Navigation Menu**, click **Settings**.



2. Click **Edit Notifications Settings**.



3. On the **Edit Notification Settings** page, click **Edit General Settings**.



4. On the **General Settings** page, you can choose to receive an email for each notification or a daily digest email that compiles all of the notifications for that day.



- o **Individual Messages:** Emails are sent for each notification. The exception to this is that the digest selection is necessary for email notifications for unread discussion board messages, unread blog posts, and unread journal entries.

- o **Daily Email Digest:** All notifications are collected and sent once per day at a time set by your institution.
5. Click **Yes** to set due date reminders for notifications. Set the number of days before the due date you want to be notified. This email reminder is sent as a digest email or as individual emails, depending on the option you select.

GENERAL SETTINGS: COURSES

Email Settings Individual Messages Daily Email Digest

Send Due Date Reminders No Yes : Remind me days before due date.

6. Click **Submit**.

HOW TO TURN NOTIFICATIONS ON AND OFF AND SELECT DELIVERY METHODS

You can select which notification types you receive and the methods used to deliver them to you.

NOTIFICATION DESTINATIONS

Email

Mobile

SETTINGS

<input checked="" type="checkbox"/> On/Off	Notification	<input checked="" type="checkbox"/> Dashboard	<input type="checkbox"/> Email	<input checked="" type="checkbox"/> Mobile
<input checked="" type="checkbox"/>	Announcement Available	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Due	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Needs Grading	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Past Due	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Blog Needs Grading	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Content Item Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

1. From the global navigation menu, click **Settings**, and then click **Edit Notification Settings**.
2. On the **Edit Notification Settings** page, select the link for **Courses I am teaching** to change notification settings for all courses at once.

You can make selections for individual courses by selecting a course name under Edit Individual Course Settings. The Current Notification Settings page appears and provides the same options.

1. On the **Change Settings** page, check that **Notification Destinations** are correct. This is where these notifications will be sent.
3. Under **Settings**, select how your notifications are delivered by selecting the check box at the top of a column or by selecting check boxes for individual tools or features. Remove the check mark for any notification that you do not want to receive.
4. After making your notification selections, click **Submit**.

By default, dashboard has all notifications turned on, email is turned off for everything except for Course Messages and Announcements, and mobile notifications are turned on for all available options. If you want to receive notifications in ways other than this, you need to edit them.

For the following items, you can select email notifications only if daily digest email is selected in Edit General Settings. If you have not selected daily digest email, the selection boxes for these items is not available:

- Unread discussion board messages
- Unread blog posts
- Unread journal entries