

## Notifications

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With the notifications module, you can get and give information about students within a course and/or via email. With notifications you have the ability to revolutionize how your students navigate your course. Further, you can easily summarize what's going on in an entire course on one screen. You can also tell when a student has submitted an assignment, test or made a discussion board post. Finally, without going to the grade center, you can see which students have assignments that are overdue.

### Notification Items Include:

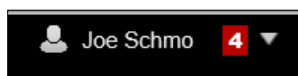
- Content items (added, available)
- Course information (added, available)
- Assignments (added, due, past due)
- Tests (added, due, past due)
- Blog entries (added)
- Surveys (added, due, past due)
- Journal entries (added)
- Discussion Board posts (added)
- Grade changes (graded)
- Announcements (added)

### Date Dependency

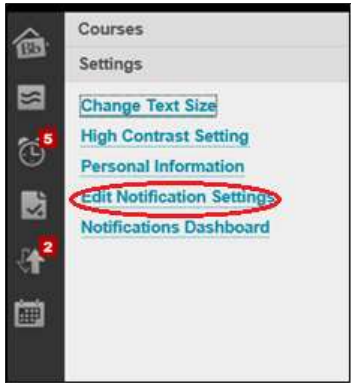
In order for date specific items like Assignment Due, Item Due, Test Due, Assignment Overdue to work, specific due dates must be established when the assignment or test are created. "Items" correspond to entries that are added directly to the grade book and they also need a due date. See [Date Management > Due Dates](#) for more information.

### To Control Notification for Either the Instructor or the Student

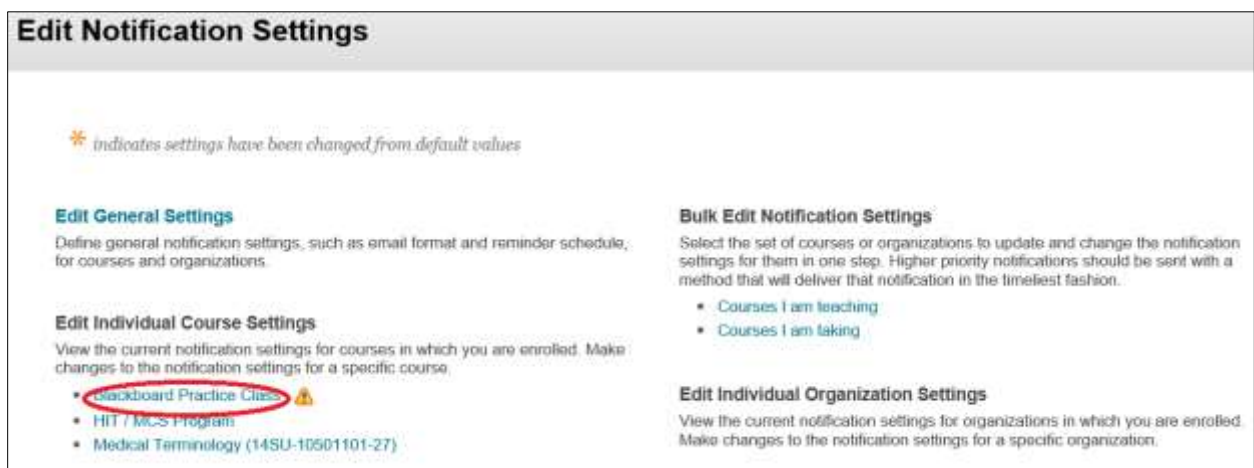
1. Log in to Blackboard
2. Click on the **Global Navigation** menu (your name)



3. Under Settings click on **Edit Notification Settings**

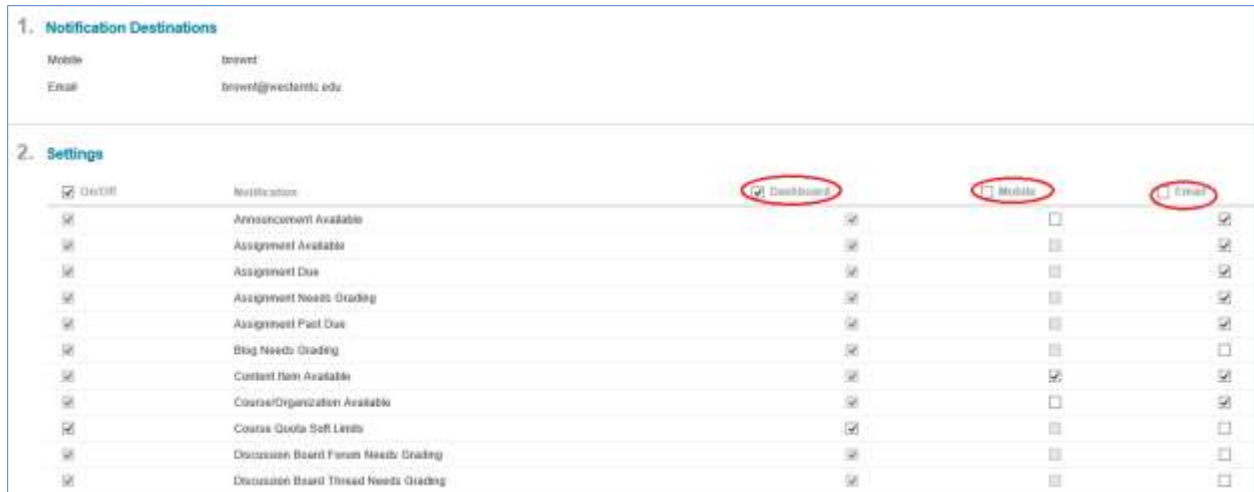


4. Click on the course you want to modify under **Edit Individual Course Settings**



5. Check the boxes you want.
  - a. If you check **Dashboard** those items will appear in a notifications module (see below).
  - b. If you (the instructor) click on **E-mail**, the student will receive an email each time a notification is triggered.
  - c. If you check **Mobile** those items will appear in the Blackboard Mobile App which is available on certain phones.

**IMPORTANT NOTE:** Students can override the instructor setting. For example, if you choose to make a test available to a select group of students, any student who has the "Test Available" notification turned on will receive a notification.

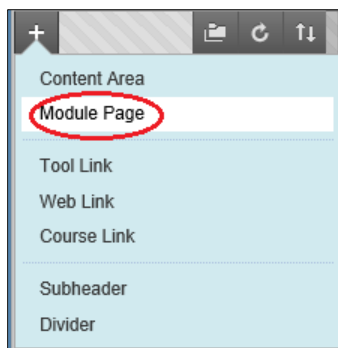


## Student Notification Module

A student “notification module” can be created for each course and can be set as the course entry point. This way, when a student logs in to the course all notifications for the course will appear. It’s possible for students to navigate your entire course from this screen.

### To Create a Student Notification Module Within Your Course

1. Log in to Blackboard
2. Click on the course you want to add the module to
3. In the menu screen, hover over the + plus graphic in the menu
4. Click on **Module Page**



5. Give it a name like “Home” or “Notifications” (or whatever you wish) and check the box to make it available to students

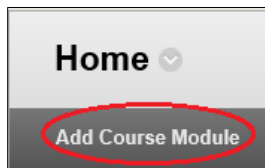
**Add Module Page**

\* Name:

Available to Users

Cancel **Submit**

6. Click on the newly created link for that page
7. Click **Add Course Module**



8. The modules that are relevant to students include “To Do” and “What’s New” – scroll to find those modules and add them. “Alerts” and “Needs Attention” do not seem to apply to students. You might also consider adding “Announcements.” Note that you can drag the boxes around to arrange this screen the way you want it.

**To Do** ☐

Displays the status (Past Due/Due) of relevant course work and tasks. For notices to begin appearing, Notification Collection must be enable [\(More\)...](#)

**Add** In My Blackboard

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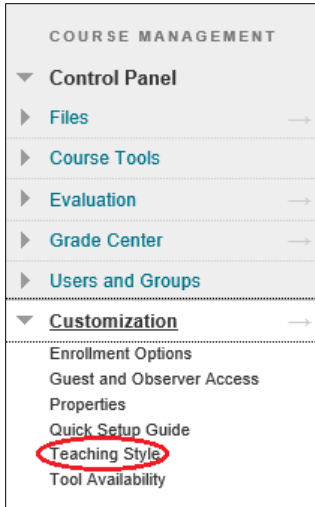
**What's New** ☐

Displays a list of new items in all relevant courses. For notices to begin appearing, Notification Collection must be enabled. Click [\(More\)...](#)

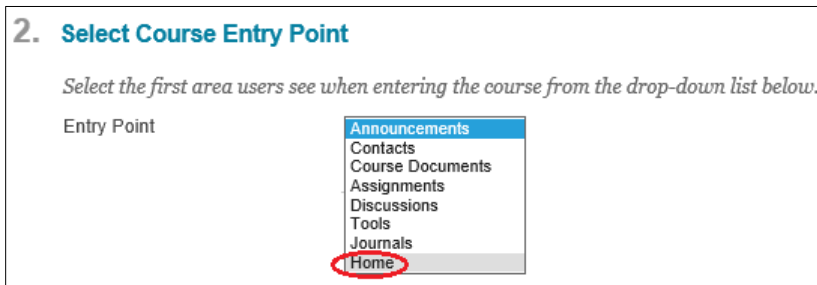
**Add** In My Blackboard

## To Set this Page as the Entry Point for Your Course

1. Within the course, click on **Customization**
2. Click on **Teaching Style**

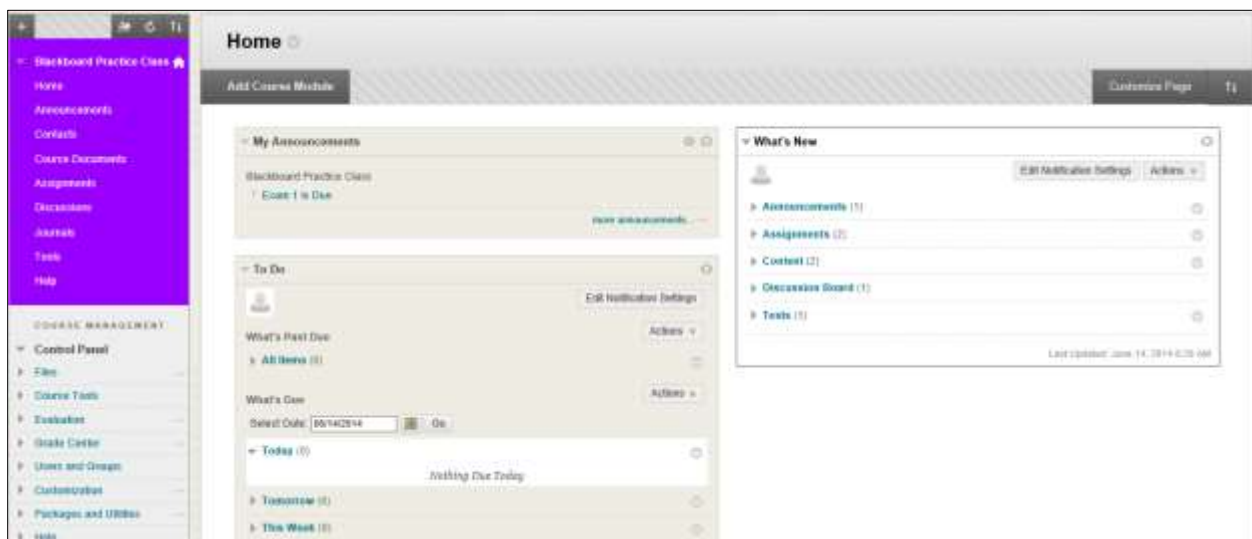


3. Within Teaching Style select your module page as the course entry point



4. Click **Submit**

### Sample Home Page with Notifications Module



## **Instructor Notification Module**

The instructor notification module works slightly differently than the student notifications module in that it gives you (the instructor) specific information about the course relative to what the students are doing. For example, you can tell when discussion board posts have been made, when assignments have been submitted, see a list of students who have missed a due date and many other things.

### **To Create an Instructor Notifications Module Page**

1. Log in to Blackboard
2. Click on the course you want to add the module to
3. In the menu screen, hover over the + plus graphic in the menu
4. Click on **Create Module** page
5. Give it a name like “Instructor Notifications” (or whatever you wish) and **DO NOT** check the box to make it available to students. It won’t hurt if you do but empty boxes will appear on the page
6. Click on the newly created link for that page
7. On the upper left portion of the screen, click on **Add Module**
8. The modules that are relevant to instructors include “Alerts” and “Needs Attention” – scroll to find those modules and add them. You can add “To Do” and “What’s New” if you wish but you will simply duplicating what is already on the student page. Note that you can drag the boxes around to arrange this screen the way you want it.
9. When you log in to the course, this page will appear to only the instructors of the course

**Additional Resources:** Blackboard Help <https://help.blackboard.com>