

Blackboard allows you to receive notifications in a variety of ways, including through the Activity Stream, via email, and on a mobile device. This document will teach you each method of setting up notifications, as well as the types of activity you can enable notifications for.

## Notifications via Activity Stream

The Activity Stream is a page on Blackboard accessed through the main menu. It shows you the recent activity in your course. To learn more about the Activity Stream, [click here](#) to read its dedicated document.

## Notifications via Email

Blackboard can be configured to send you notifications through email messages. To configure email notifications, follow these steps:

1. Go to your profile page by clicking **your name** on the Blackboard main menu. It is the second option (Figure 1).
2. Under System Settings, click **Email Notifications** (Figure 2).

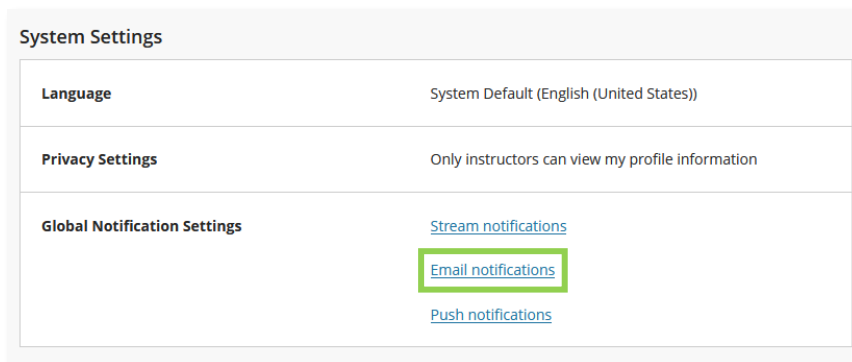


FIGURE 2

3. The **Email Notifications Settings** panel will open (Figure 3). You can configure your email notification settings to your liking.
  - **Email Frequency:** Select how often Blackboard should email you. If you select **Email me right away**, Blackboard will immediately send an email for each new notification. If you select **Email me once a day**, Blackboard will send one email per day with all your notifications.
  - **New gradable items:** Notifies you when a student submits an item for grading.
  - **New messages:** Notifies you when a message has been sent to you via Blackboard.
  - **New discussion messages:** Notifies you when new messages are sent in a discussion board.
  - **New content added:** Notifies you when content has been added to one of your courses. (Typically intended for students)

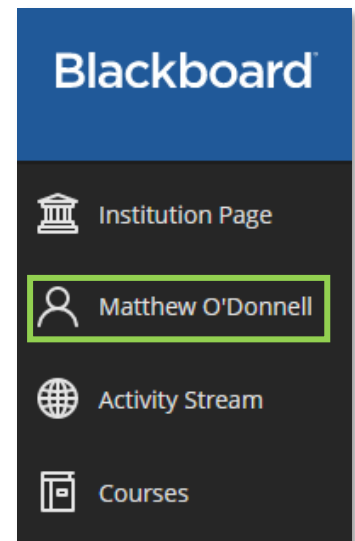


FIGURE 1

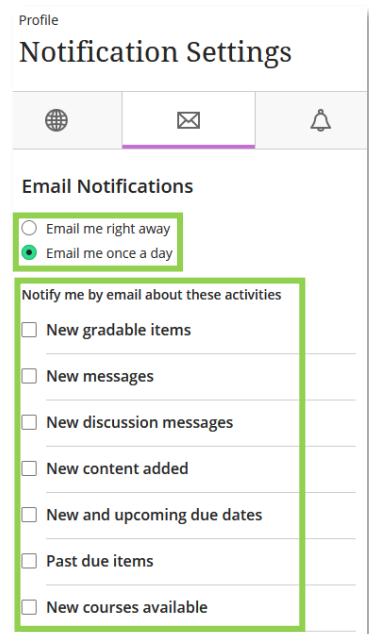


FIGURE 3



# Manage Instructor Notifications

- **New and Upcoming Due Dates:** Notifies when a new due date is added to your calendar, or when a due date is approaching. (Typically intended for students)
  - **Past due items:** Notifies when an item is past due (Typically intended for students)
  - **New courses available:** Notifies you when you are added to a new course.
4. Click the **Save** button. You will begin receiving email notifications.

## Notifications via a Mobile Device

Blackboard can send you push notifications on a mobile device which has the Blackboard Instructor app installed. You can manage which notifications are sent to your mobile device.

1. Go to your profile page by clicking **your name** on the Blackboard main menu. It is the second option (Figure 1).
2. Under System Settings, click **Push Notifications** (Figure 4).

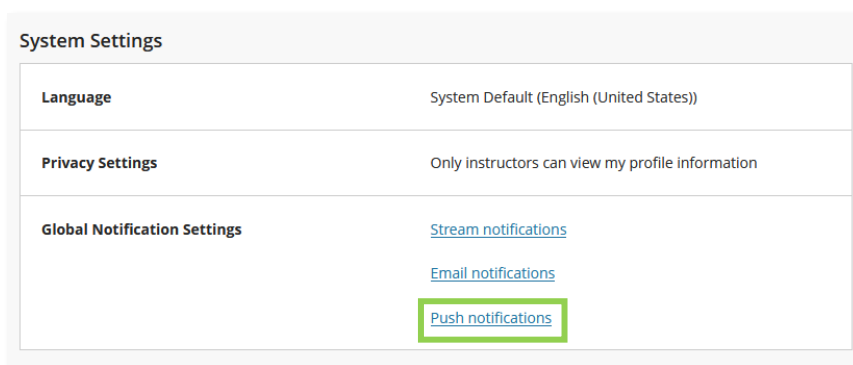


FIGURE 4

3. The **Push Notifications Settings** panel will open (Figure 5). You can configure your email notification settings to your liking.
  - **New content and discussions:** Notifies you when new content or discussions are added to a course.
  - **New discussion responses:** Notifies you when new responses to discussion boards are posted.

You can also set up notifications from your mobile device. [Click here](#) to learn more.

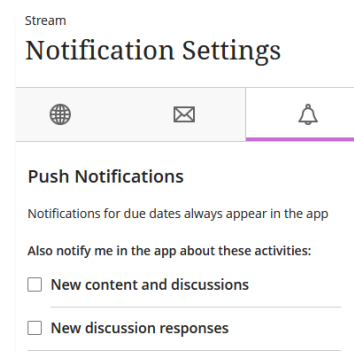


FIGURE 5