

# Manage Instructor Notifications

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, <u>click here</u> 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).

System Settings		Ама
Language	System Default (English (United States))	Act
Privacy Settings	Only instructors can view my profile information	
Global Notification Settings	Stream notifications	
	Push notifications	FIGURE 1
		Profile



- 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)

## Blackboard

盫	Institution Page
ጾ	Matthew O'Donnell
۲	Activity Stream
ē	Courses
FIGURE	1

	$\bowtie$	٨		
Email Noti	fications			
<ul> <li>Email me ri;</li> <li>Email me oi</li> </ul>	ght away nce a day			
Notify me by e	mail about these activ	ities		
New gradable items				
New messages				
New discussion messages				
New content added				
New and upcoming due dates				
Past due items				
New courses available				

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).

nguage	System Default (English (United States))	
ivacy Settings	Only instructors can view my profile information	
obal Notification Settings	Stream notifications	
	Email notifications	
	Push notifications	

- 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. <u>Click here</u> to learn more.

Notification Settings						
۲	$\boxtimes$	¢				
Push Notifie Notifications for Also notify me ir New conte	Push Notifications         Notifications for due dates always appear in the app         Also notify me in the app about these activities:         New content and discussions         New discussion responses					

FIGURE 5