Manage Blackboard 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 allows you to keep track of everything that's going on in your Blackboard courses. You can configure what is displayed to customize your experience.

To open the Activity Stream, click on **Activity Stream** from the menu (Figure 1).

If you haven't selected which notifications you'd like to be sent to your Activity Stream, you may see a message saying "No course activity yet!" (Figure 2).
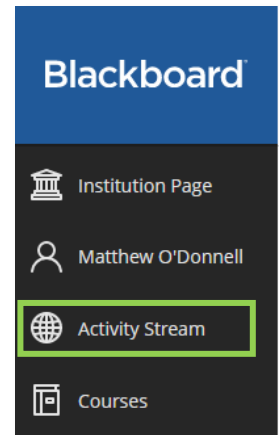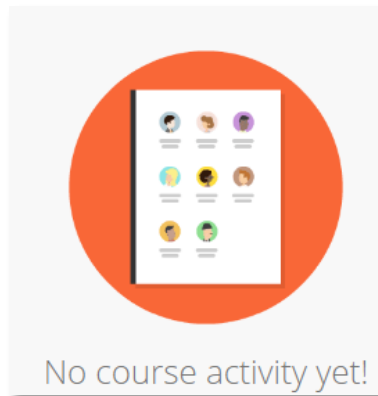

FIGURE 1

No course activity yet!

FIGURE 2

To select which notifications you'd like to see, click on the **gear icon** in the top right corner (Figure 3).
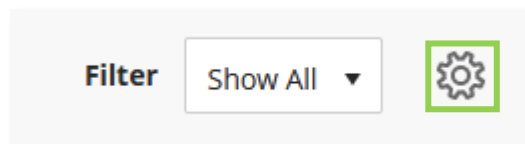

FIGURE 3

The **Notifications Settings** panel will pop out on the right of the screen (Figure 4). Click the **check boxes** next to the items you'd like to be notified of. Some options will also have a **drop-down** arrow to the right, which you can click for more settings.

- **Graded item due:** Notifies you when a graded item is due.
- **New content:** Notifies you when a new item has been added to a course.
- **Grades posted:** Notifies you when an instructor posts a grade.
- **New discussion:** Notifies you when a new discussion is created.
- **New course or organization:** Notifies you when you are enrolled in a new course or organization.
- **Blog, Journal, and Wiki activity:** Notifies you when a post, edit, or comment is made on either a blog, journal, or wiki.

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 5).
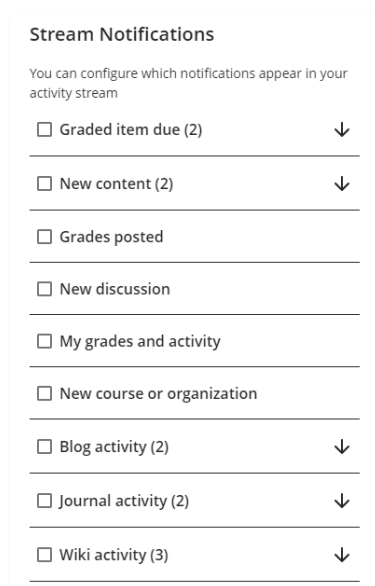2. Under System Settings, click **Email Notifications** (Figure 6).

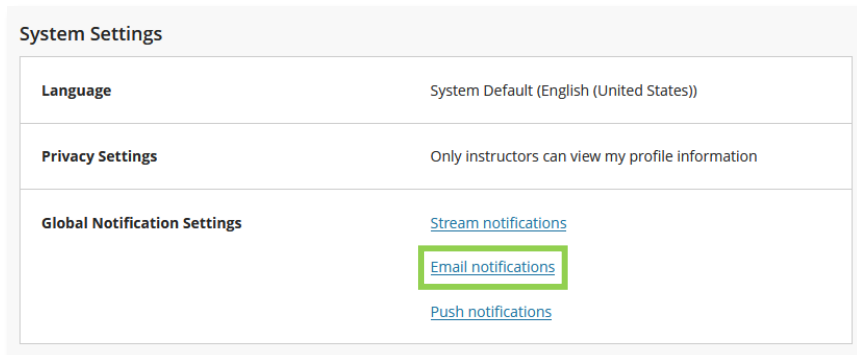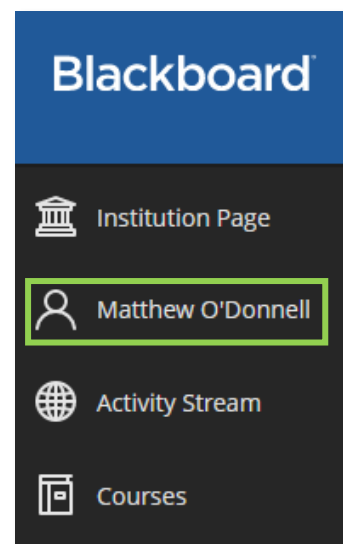**Stream Notifications**

You can configure which notifications appear in your activity stream

- ☐ Graded item due (2) ↓
- ☐ New content (2) ↓
- ☐ Grades posted
- ☐ New discussion
- ☐ My grades and activity
- ☐ New course or organization
- ☐ Blog activity (2) ↓
- ☐ Journal activity (2) ↓
- ☐ Wiki activity (3) ↓

FIGURE 4

System Settings

Language	System Default (English (United States))
Privacy Settings	Only instructors can view my profile information
Global Notification Settings	Stream notifications
	Email notifications
	Push notifications

FIGURE 6

Blackboard

🏛 Institution Page
👤 Matthew O'Donnell
🌐 Activity Stream
▦ Courses

FIGURE 5

3. The **Email Notifications Settings panel** will open (Figure 7). 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 grades and feedback:** Notifies you when you receive a new grade or new feedback from your instructor.
   - **New messages:** Notifies you when a message has been sent to you via Blackboard.
   - **New content added:** Notifies you when new content is added to a couse.
   - **New and upcoming due dates:** Notifies when a new due date is added to your calendar, or when a due date is approaching.
   - **Past due items:** Notifies when an item is past due.
   - **New courses available:** Notifies you when you are added to a new course.
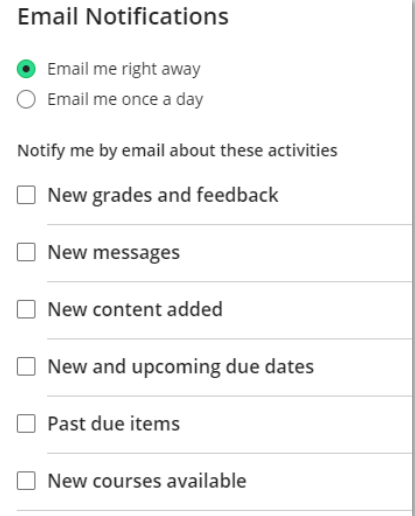4. Click the **Save** button. You will begin receiving email notifications.

Email Notifications

- ● Email me right away
- ○ Email me once a day

Notify me by email about these activities

- ☐ New grades and feedback
- ☐ New messages
- ☐ New content added
- ☐ New and upcoming due dates
- ☐ Past due items
- ☐ New courses available

FIGURE 7

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 5).
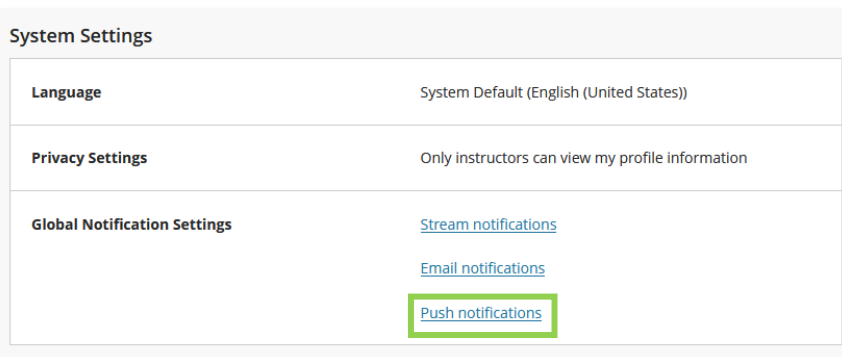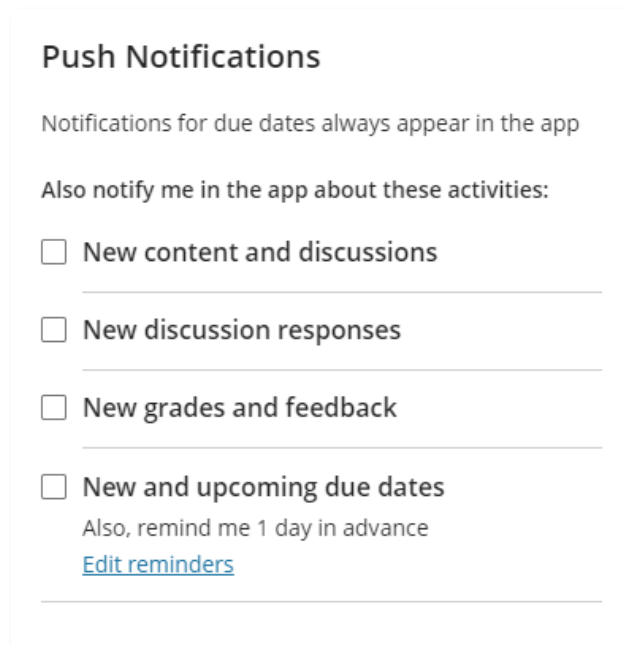2. Under System Settings, click **Push Notifications** (Figure 8).

System Settings

Language	System Default (English (United States))
Privacy Settings	Only instructors can view my profile information
Global Notification Settings	Stream notifications
	Email notifications
	Push notifications

FIGURE 8

3. The **Push Notifications Settings panel** will open (Figure 9). 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.
- **New grades and feedback:** Notifies you when your instructor adds new grades and feedback for assignments.
- **New and upcoming due dates:** Notifies you of newly created and upcoming due dates for calendar items.

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

☐ New grades and feedback

☐ New and upcoming due dates
Also, remind me 1 day in advance
Edit reminders

FIGURE 9