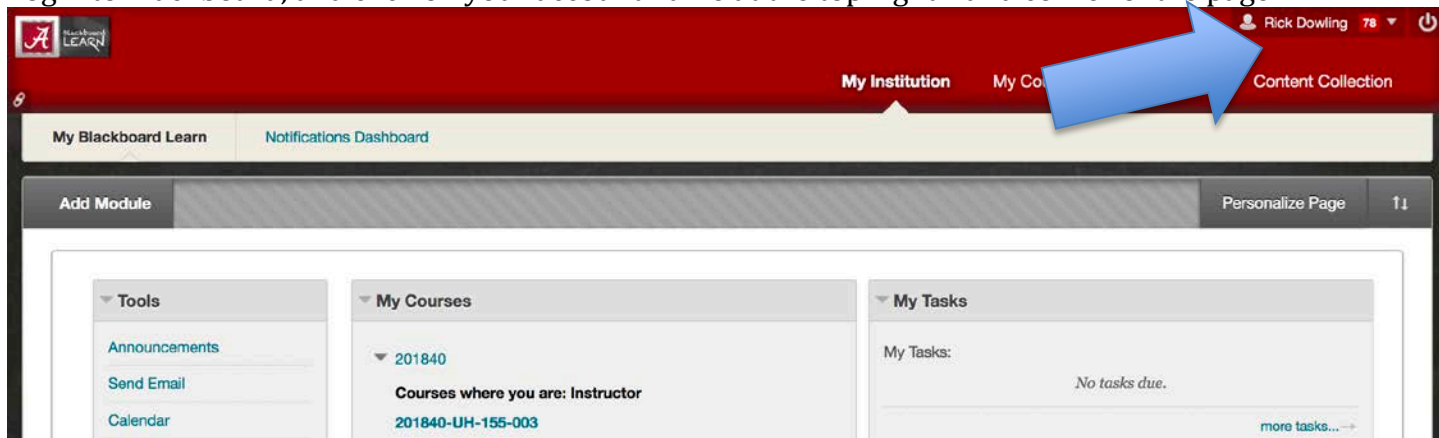


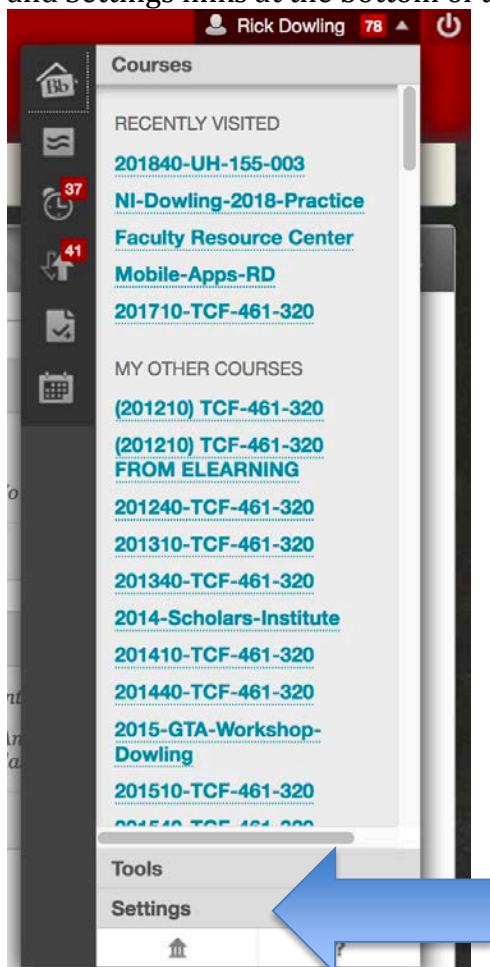
# Blackboard's Notification Settings

Blackboard can be set up to notify you when important activities take place within a Blackboard course. There are multiple channels (including Texts!) through which Blackboard can send your notifications.

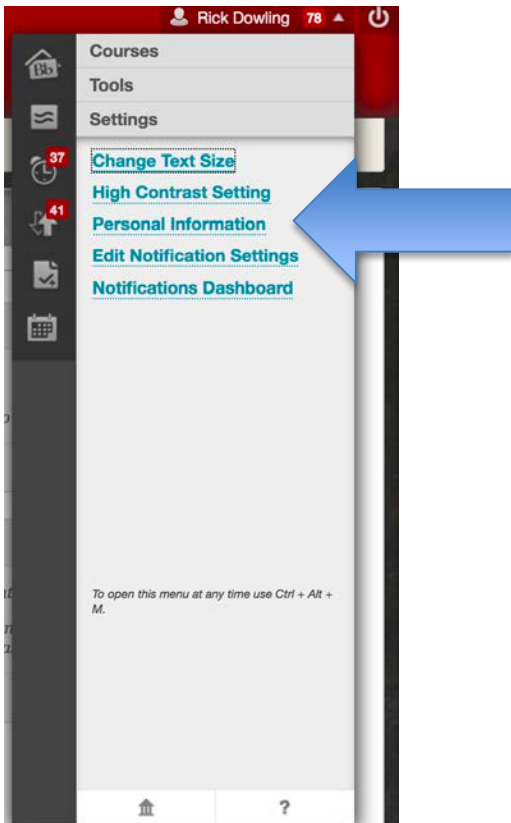
Log into Blackboard, and click on your account name at the top right-hand corner of the page.



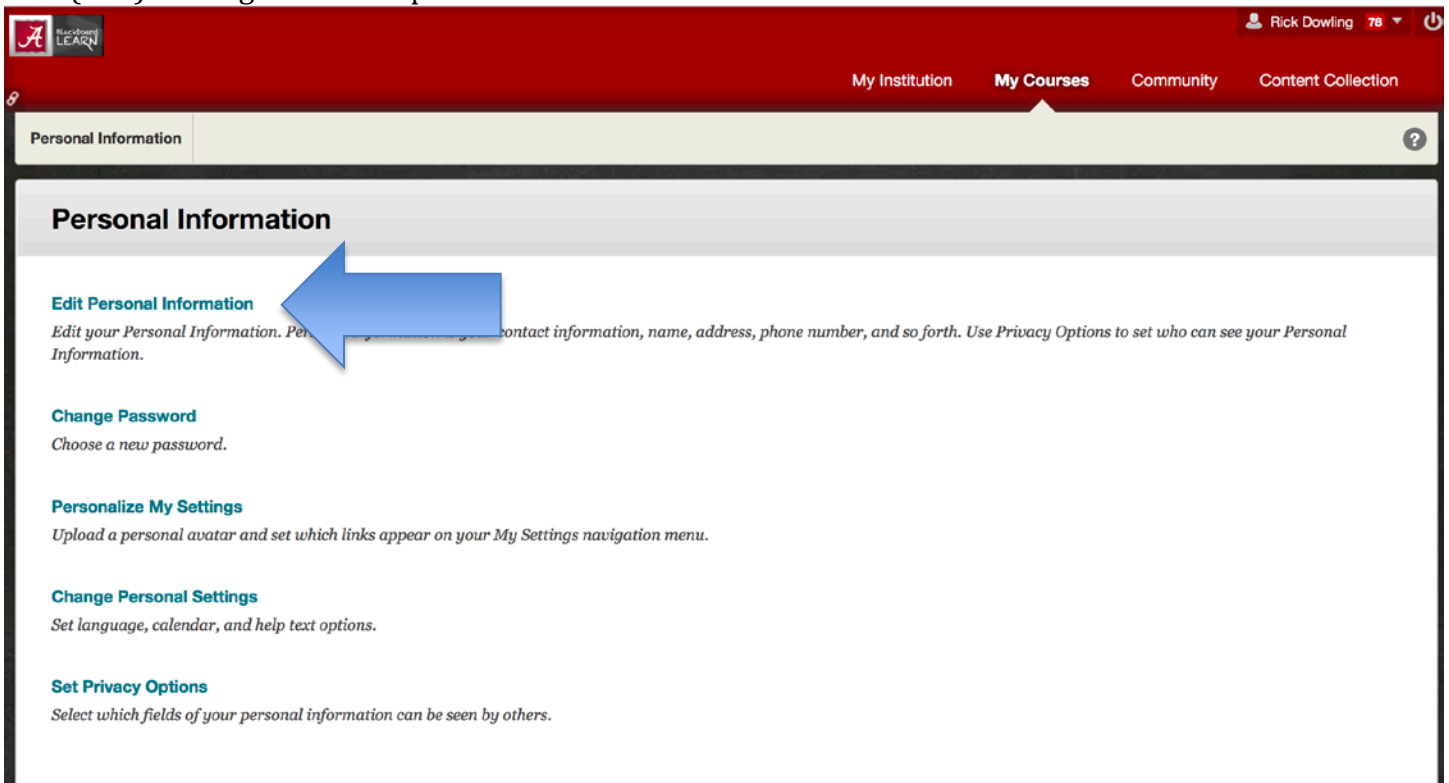
This will open the Global Navigation Center. You will see a list of your Blackboard courses, with the Tools and Settings links at the bottom of the dialog box. Click on Settings.



This will reveal the following choices:



Under the Personal Information link, users can choose to add their mobile number so they can receive SMS (text) messages. This is optional.



Click Edit Personal Information. The Edit Personal Information dialog box appears.

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My Institution My Courses Community Content Collection

Personal Information Edit Personal Information

### Edit Personal Information

\* Indicates a required field.

#### PERSONAL INFORMATION

To update your information, go to myBama > Student or Faculty tab > Banner Self-Service box: Personal Information.

myBama

Title	
* First Name	Rick
Middle Name	
* Last Name	Dowling
Suffix	
Other Name	Rick
Bama or Crimson Email	rdowling@ua.edu

#### ACCOUNT INFORMATION

* Username	rdowling
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#### OTHER INFORMATION

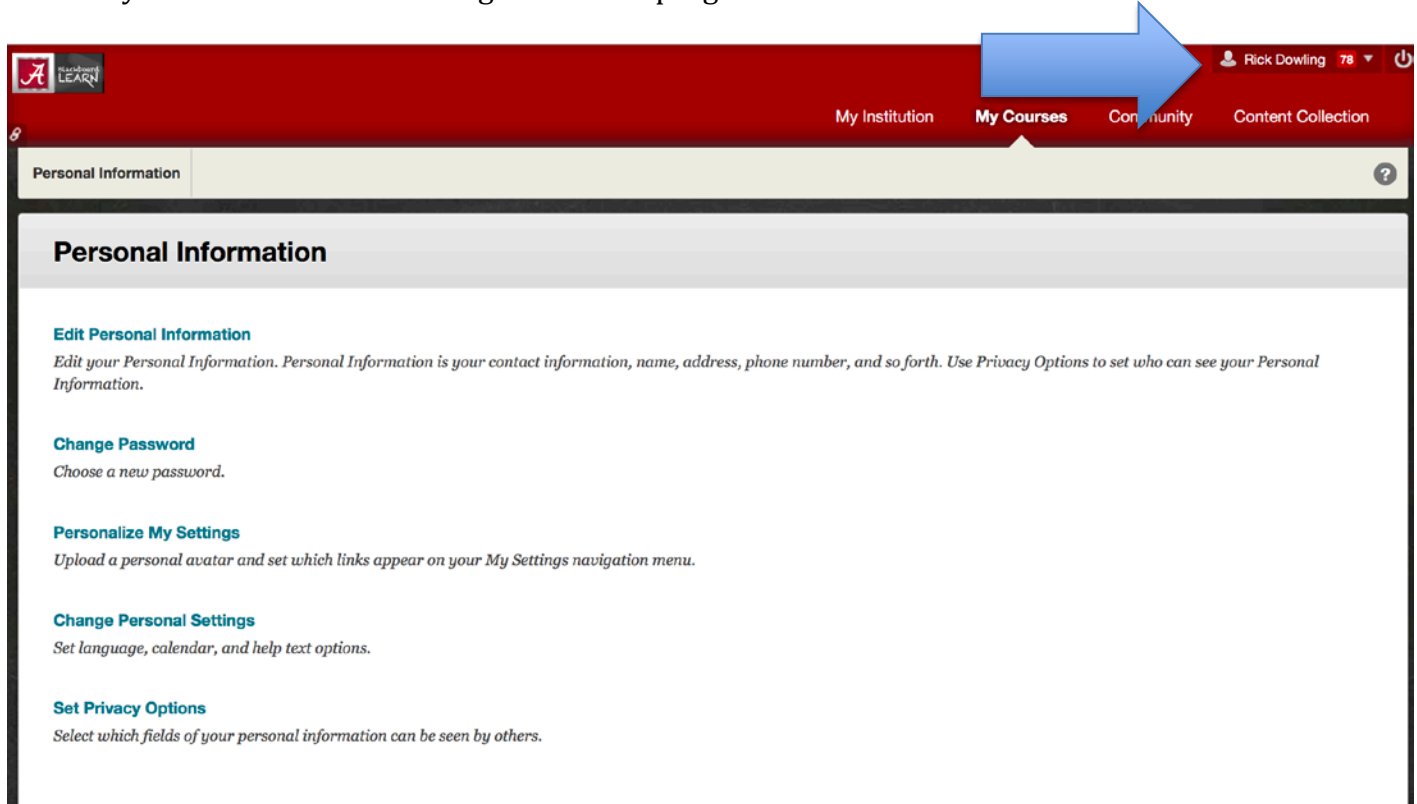
Mobile Phone	<input type="text"/>
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Click **Submit** to proceed.

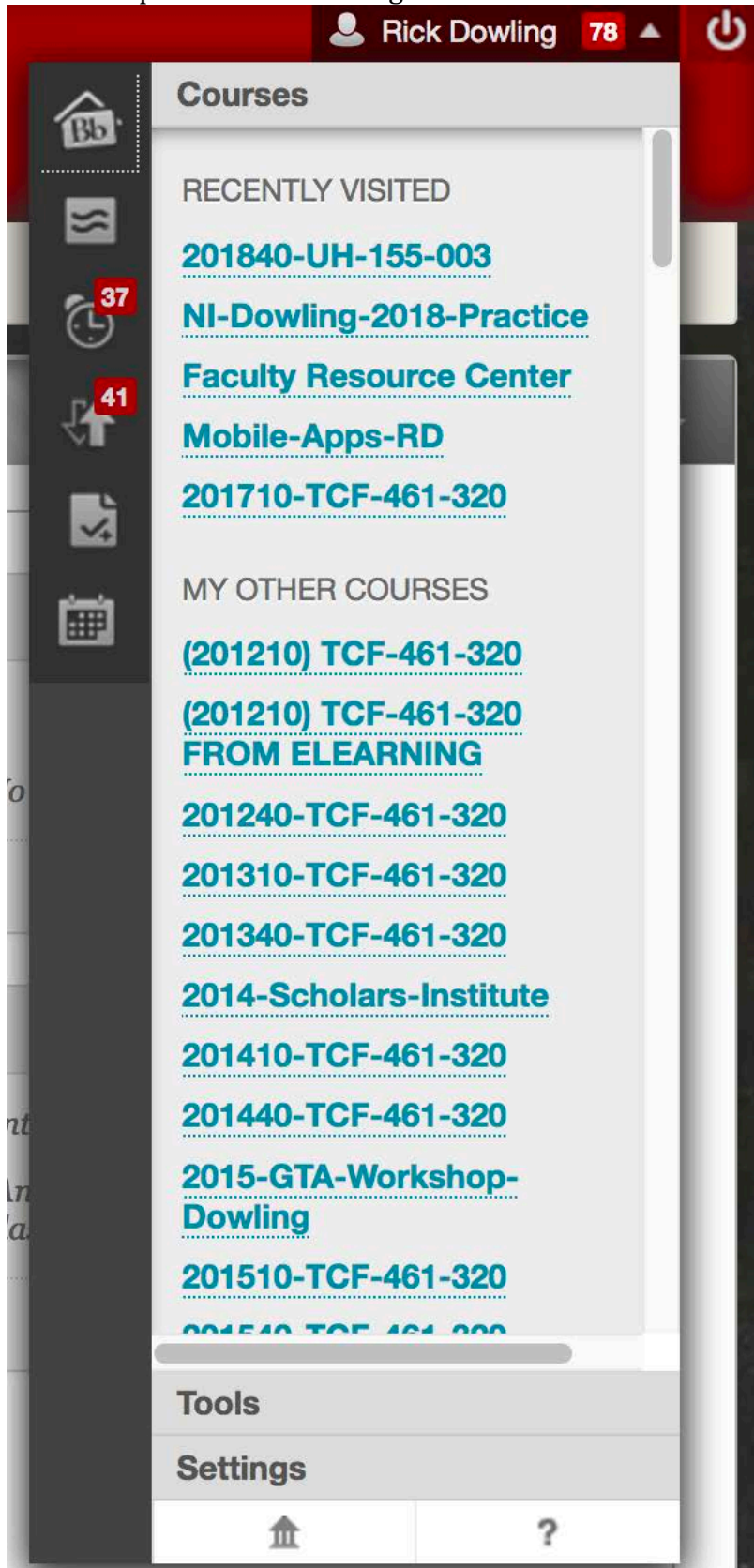
Cancel Submit

Under Other Information, users can add their mobile phone number. This is the only personal information that can be edited on this page. Click Submit after you have entered your mobile number, including Area Code, with no dashes. Click Submit.

Click on your account name once again at the top right-hand corner of the Blackboard window.



This will open the Global Navigation Center window.



Click on Settings, then Edit Notification Settings. This will open the Edit Notification Settings dialog page.

**Edit Notification Settings**

indicates settings have been changed from default values

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

**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.

- [\(201210\) TCF-461-320](#)
- [\(201210\) TCF-461-320 FROM ELEARNING](#)
- [201240-TCF-461-320](#)
- [201310-TCF-461-320](#)
- [201340-TCF-461-320](#)
- [2014-Scholars-Institute](#)
- [201410-TCF-461-320](#)
- [201440-TCF-461-320](#)
- [2015-GTA-Workshop-Dowling](#)
- [201510-TCF-461-320](#)
- [201540-TCF-461-320](#)

**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 teaching](#)
- [Courses I am taking](#)

**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.

On this page, you can edit individual course notification settings, or you can Bulk Edit Notification Settings if you'd like to adjust the settings for all the courses you are teaching or taking. For this example, we will edit the individual course settings for a course. Click on one of the Edit Individual Course Settings links. This will open the Current Notification Settings for the course.

**Current Notification Setting: NI-Dowling-2018-Practice**

Current notification settings for this course are displayed below. Change settings by selecting or clearing boxes adjacent to each type of notification. Higher priority notifications should be sent with a method that will deliver that notification in the timeliest fashion. [More notification help.](#)

**NOTIFICATION DESTINATIONS**

Email: rdowling@ua.edu  
 Mobile: rdowling  
 SMS messages: 205[redacted], Anytime  
 Text-to-voice messages: 205[redacted], Anytime

**SETTINGS**

<input checked="" type="checkbox"/> On/Off	Notification	<input checked="" type="checkbox"/> Dashboard	<input type="checkbox"/> Email	<input type="checkbox"/> Mobile	<input type="checkbox"/> SMS	<input type="checkbox"/> Text-to-voice
<input checked="" type="checkbox"/>	Announcement Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Needs Grading	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Blog Needs Grading	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Content Item Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Course/Organization Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Course Message Received	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Course Quota Soft Limits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Discussion Board Forum Needs Grading	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Discussion Board Thread Needs Grading	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Item Due	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Journal Needs Grading	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Under Settings, course activities are listed, and you can select how you would like Blackboard to notify you about these activities. Your choices are to turn the notification on or off, and select the method you'd like to receive the notification. In the above image, all notifications are selected, and Dashboard is selected by default. For Course Message Received, both Email and SMS have been selected. This means that Blackboard will send the user both an email and an SMS (text) message when a Course Message is received. Continue scrolling through the list of course activities and selecting your preferred notification settings. The Mobile selection are for notifications via the use of the Blackboard app. The Text-to-Voice selection will send a computer-generated voice message to your mobile number.

For more information, contact the Faculty Resource Center at 205.348.3532  
 or [frc@ua.edu](mailto:frc@ua.edu)  
 or visit our website at <http://frc.ua.edu>.

Last updated 24 Sep 2018