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.
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.
Click on Settings, then Edit Notification Settings. This will open the Edit Notification Settings dialog page.
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.
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 and 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
or visit our website at http://frc.ua.edu.

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