



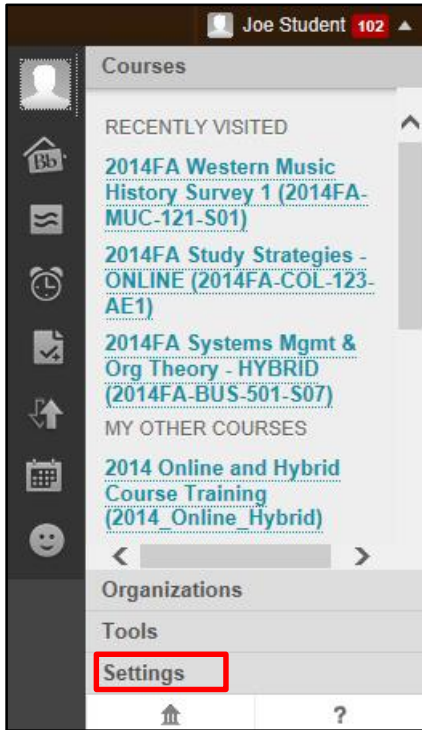
ADDING PERSONAL ALERTS WITH THE BLACKBOARD NOTIFICATION SYSTEM

Assignments are due... Grades have been posted... New course docs are available...

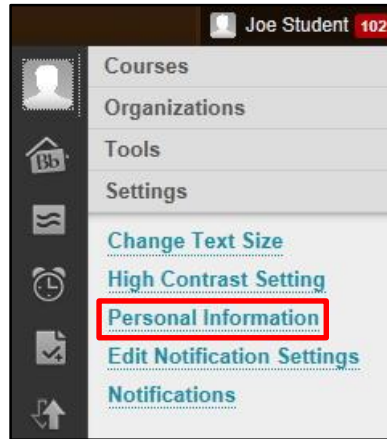
With the Blackboard Notification System, you have the ability to choose the alerts you'd like to receive as well as the method of delivery!

LOGIN TO YOUR [BLACKBOARD](#) ACCOUNT

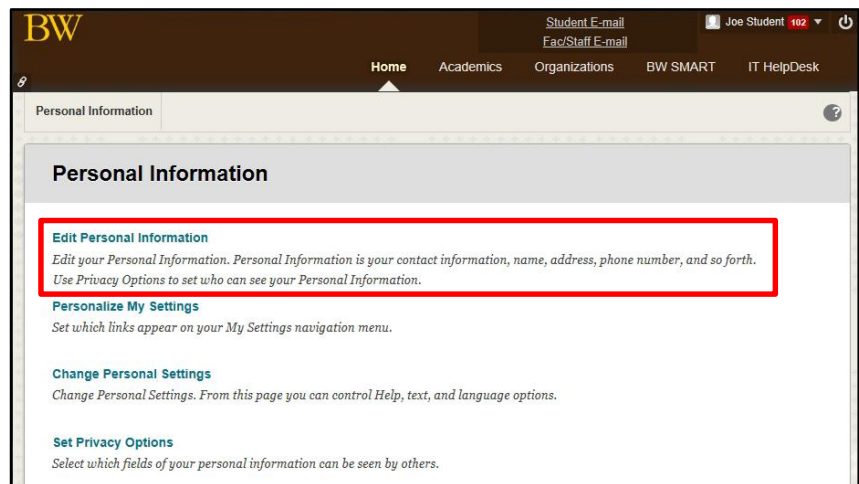
In the upper right, expand the menu under your name and click on "Settings."



Next, click on "Personal Information."



Then choose "Edit Personal Information."



Enter the phone number of the mobile device you wish to direct your alerts to and click “**Submit.**”

Edit Personal Information

* Indicates a required field.

Cancel
Submit

PERSONAL INFORMATION

* First Name: Joe

Middle Name:

* Last Name: Student

Email: pstudent@mail.bw.edu

ACCOUNT INFORMATION

OTHER INFORMATION

Mobile Phone: 2165550000

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel
Submit

Now, go back and repeat the first step by once again choosing the “**Settings**” menu below your name. This time, choose “**Edit Notification Settings**” from the drop-down menu. Here, you can either choose “**Edit Individual Course Settings**” or “**Bulk Edit Notification Settings**” (to set the same preferences to multiple courses).

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.

- 2013SU Continuous Improvement Plan - ONLINE ⚠
- 2014 Online and Hybrid Course Training ⚠
- 2014FA LAS 200 Combined
- 2014FA Study Strategies - ONLINE
- 2014FA Systems Mgmt & Org Theory - HYBRID
- 2014FA Western Music History Survey 1
- 2014SP Remediation Across Curriculum - ONLINE ⚠
- 2014SU Continuous Improvement Plan - ONLINE ⚠
- 2014SU Prin of Sociology - ONLINE ⚠

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 taking
- Organizations I am leading
- Organizations I am participating in

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.

- 2012 Hybrid MBA Student Lounge ⚠
- Adult & Continuing Education Students ⚠
- Amy Sutterluety Advising ⚠
- Bee Well ⚠
- Best of BW Video Contest ⚠

If you choose the **“Edit Individual Course Settings”** and click on one of the courses you are taking, this grid will be displayed. The **“NOTIFICATION”** column is a list of the alerts you can choose to receive. In the first column, all items are checked by default as being **“ON”** and all items are checked as being delivered to the **“DASHBOARD”** (your Blackboard home page). Other available options include sending alerts to **“EMAIL”** (sent to your BW email account), **“MOBILE”** (delivered to the Blackboard Mobile app), **“SMS”** (a text message sent to your phone) and **“TEXT-TO-VOICE”** (your phone will receive a call from “BW-Info” and play a recorded message.). Select the options you desire and click **“Submit.”**

NOTE: The **“Announcement Available”** notification is also default checked to send you an email.

Current Notification Setting: 2014FA LAS 200 Combined

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.](#)

Cancel **Submit**

NOTIFICATION DESTINATIONS

Email: pstudent@mail.bw.edu
 Mobile: pstudent
 SMS messages: 2163962929, Delivery Window (7:00 AM - 9:00 PM)
 Text-to-voice messages: 2163962929, Delivery Window (7:00 AM - 9:00 PM)

SETTINGS

<input checked="" type="checkbox"/> On/Off	Notification	<input checked="" type="checkbox"/> Dashboard	<input type="checkbox"/> Email	<input checked="" type="checkbox"/> Mobile	<input type="checkbox"/> SMS	<input type="checkbox"/> Text-to-voice
<input checked="" type="checkbox"/>	Announcement Available	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Course/Organization Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>

When you opt for the **“Bulk Edit Notification Settings,”** you will see this screen: Here you have to option to schedule the same notification settings for some or all of your courses.

SELECT COURSE

All
 Selected

Items to Select	Selected Items
<div style="border: 1px solid gray; padding: 2px; min-height: 100px;"> 2013SU Continuous Improvement Plan - ONLINE 2014 Online and Hybrid Course Training 2014FA LAS 200 Combined 2014FA Study Strategies - ONLINE 2014FA Systems Mgmt & Org Theory - HYBRID 2014FA Western Music History Survey 1 2014SP Remediation Across Curriculum - ONLIN 2014SU Continuous Improvement Plan - ONI INF </div>	<div style="border: 1px solid gray; height: 80px; width: 100%;"></div>
<input type="button" value="Invert Selection"/> <input type="button" value="Select All"/>	<input type="button" value="Invert Selection"/> <input type="button" value="Select All"/>

NOTIFICATION DESTINATIONS

Email	pstudent@mail.bw.edu
Mobile	pstudent
SMS messages	2163962929, Delivery Window (7:00 AM - 9:00 PM)
Text-to-voice messages	2163962929, Delivery Window (7:00 AM - 9:00 PM)

Simply check the options you desire. These notifications will be applied to ALL of the courses you selected above.

<input checked="" type="checkbox"/> On/Off	Notification	<input checked="" type="checkbox"/> Dashboard	<input type="checkbox"/> Email	<input checked="" type="checkbox"/> Mobile	<input type="checkbox"/> SMS	<input type="checkbox"/> Text-to-voice
<input checked="" type="checkbox"/>	Announcement Available	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Course/Organization Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>	Item Graded	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
<input checked="" type="checkbox"/>	Survey Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Survey Due	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>