The Blackboard notification system alerts you when events occur in your courses, such as when students submit gradable work, post to a discussion board or send you a course message. Notifications are generated automatically whenever their associated events occurs. They can be set at the global or course level and sent through either the Notifications Dashboard in Blackboard or to a faculty member’s SUNY Broome email address. Faculty also have the capability of emailing a student, group of students or the entire course from within Blackboard to their external SUNY Broome email account. This document will focus on both the email notification and email sending capabilities of Blackboard.

Things to Consider:

Prior to setting up Email Notification within Blackboard or sending a message to an external student email address, it is important to keep the following in mind:

- User accounts in Blackboard list only the SUNY Broome Gmail addresses for students and faculty. While there currently is a campaign to educate students as to the importance of regularly checking their SUNY Broome email, many still do not. It is recommended that the external email capability be used only to reinforce items already present in the course so students do not miss important information. You might also consider letting students know that you send reminders via external email and stress the importance of checking the SUNY Broome address.

- One of the benefits of using a Learning Management System such as Blackboard is that internal course communication such as course messages, discussion postings, student submissions and instructor feedback are archived and stored when the instructor makes a course backup. For this reason, it is recommended that faculty make an effort to keep as much communication within the course and limit communication via external email.

- No notification system is foolproof. While email notifications are a convenient and often more timely method of learning when there is course activity, it doesn’t replace the need to frequently log in and check on participation from within Blackboard. Email delay, improperly set spam filters, and other technology related issues could prevent a notification from reaching its intended destination.

Editing Blackboard Notification Settings:

Before you begin receiving email notifications, you must first define your notification settings within Blackboard.

Accessing the Notification Settings Area:

1. Log in to Blackboard and open the Global Navigation Menu by (1) clicking on your name in the upper right hand corner of the Blackboard page window, (2) selecting the “Settings” option and (3) clicking on “Edit Notification Settings.”
This will bring up the Edit Notifications Settings Page. Below is an image of the Blackboard screen as well as a description of each of the options.

**Edit General Settings**: Allows you to define your general email preferences such as notification frequency and format of the messages that are sent to you.

**Bulk Edit Notification Settings**: Select a course or group of courses (or organizations) to update and change the notification settings for them in one step.

**Edit Individual Course Settings**: Displays the current notification settings for courses in which a user is enrolled. Changes to the notification settings for a specific course can be made. **SUNY Broome Note**: Ignore this area, we will not be using it to change individual course notifications as it frequently generates errors. We will be using the Bulk Edit Notification Settings instead.

**Edit Individual Organization Settings**: Displays the current notification settings for organizations in which a user is enrolled. Changes to the notification settings for a specific organization can be made. **SUNY Broome Note**: Ignore this area, we will not be using it to change individual organization notifications as it frequently generates errors. We will be using the Bulk Edit Notification Settings instead.
**Editing General Settings:**

1. Click on the **Edit General Settings** link in the upper left side of the window. This will bring up a screen where you can select how you would like your notifications sent to your email. The options for email are:

   **Individual:** Email notifications are sent for each notification type that you specify in the next step.

   **Daily Digest:** Notifications are collected and sent in a compiled daily digest. Daily digests are sent via email each night at 11:00 pm.

2. Select your preference for receiving notifications by email and click the Submit button.

**Choosing the courses and items for which you would like to receive email notifications:**

1. From the “Bulk Edit Notification Settings” area, click on the “Courses I am teaching” link.

   This will bring up a screen from which you can select the courses for which you would like to turn on and specify notification settings. If you would like the same options for all of the courses that you are teaching, be sure that the “All” radio button is selected.
2. If you would like change the settings for a single course (or subset of courses):

Click the “Selected” radio button (1), select the course name for which you would like to set notifications (2), and click the right-pointing chevron to move the course name to the “Selected Items” listing (3).

2. Repeat this process for each course in which you would like to specify notification settings. When the “Selected Items” list is complete, scroll down to the “Settings” area of the screen.

In the Notifications Settings area, there are three modes of notification within a course. We will focus on the Email Notification column, but all three are described below.

Notifications Dashboard: The notifications dashboard is available as a sub tab of “My Institution” within Blackboard. It contains four basic modules (Needs Attention, To Do, Alerts and What’s New) that each give information to users based on the courses that they are enrolled in, either as a student or an instructor. From the dashboard, users can navigate to individual items to take action. Notification Dashboard items are turned ON by default.

Email Notifications: Blackboard will send an email notification to a user’s external email address (SUNYBroome Gmail) for each item checked in this column. Email Notification items, by default, are turned OFF.

Mobile Column: This option is not currently available at SUNY Broome.
Setting Email notifications for specific items:

1. In the “Email” column, select the items for which you would like to receive email notification messages and then click the “Submit” button. In the example below, notifications will be sent to the instructor when an assignment, discussion forum or test needs grading, or if a Course Message is received and is unread within Blackboard.

You may receive a message indicating that previous customizations will be overwritten. Click OK.

At this point, your preferences have been set and you will begin receiving email notification messages for the items that you selected. You can now click the “My Institution” tab on the top of the screen to return to the main Blackboard window.