

Blackboard can be set up to send you an email notification when certain activities occur within your Blackboard courses. You can customize the activities for which you would like to receive notifications. For each activity you set, you will receive an email notification to your SUNY Broome Gmail account. The email is meant to only notify you that something is available for you in your course that requires your attention. You must still log in to your course in order to take action on the item. Common Blackboard activity for which to consider setting email notifications:

- Course Messages
- Announcements
- Content Available
- Assignments Due
- Test Due

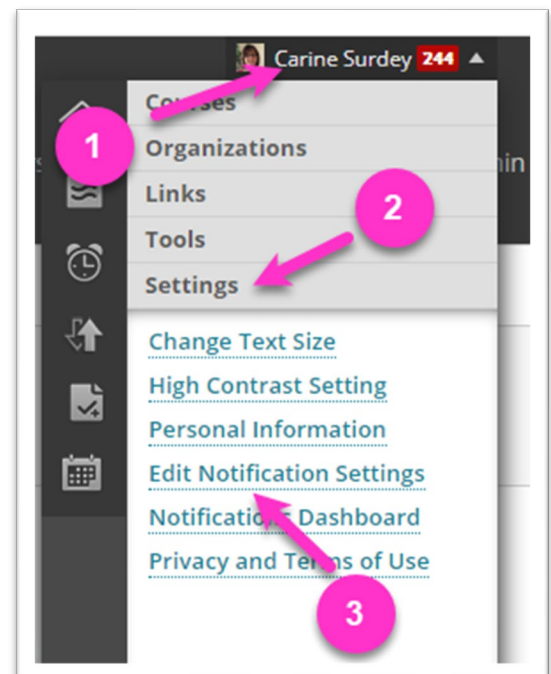
Remember, notifications will be sent to your SUNY Broome email address. **Be sure to check your SUNY Broome email frequently to see notifications.**

Also note that no notification system is foolproof! While email notifications are a convenient and often more timely method of learning when there is course activity, **they don't replace the need to frequently log in and check on your courses from within Blackboard.** Email delay, spam filters, and other technology related issues could prevent a notification from reaching your inbox.

ACCESSING THE NOTIFICATION SETTINGS AREA:


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

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. These instructions will show you how to set notifications for all courses in which you are enrolled. To do this, click on the link to “**Courses I am taking**” under the **Bulk Edit Notification Settings** area. See below:

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.

- 202030-ECO 110 YW3-Microeconomics (WE)
- 202030-ENG 220 Y04-Communicating Abt Ideas Values
- 202030-SPA 101 B01-Beginning Spanish I
- 202030-PHS 117 Y03-Exploring Everyday Phenomena
- Information Management Essentials Toolkit

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** 

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.

Since you will be setting the notifications for all courses that you are taking, you can keep the “**Select Course**” option to “**All**” and ignore the area of the screen allowing you to select individual courses.

Change Settings

Select a set of courses or organizations to change their notification settings. Select or clear the boxes adjacent to the items that will deliver that notification in the timeliest fashion. Click **Submit** to save changes. [notification help](#).

SELECT COURSE

All 
 Selected

Items to Select	Selected Items
202030-ECO 110 YW3-Microeconomics (WE) 202030-ENG 220 Y04-Communicating Abt Ideas 202030-SPA 101 B01-Beginning Spanish I 202030-PHS 117 Y03-Exploring Everyday Phen Information Management Essentials Toolkit	

NOTIFICATION DESTINATIONS

Email: [redacted]@acad.sunybroome.edu
Mobile: [redacted]

SETTING EMAIL NOTIFICATIONS FOR SPECIFIC ITEMS:

Scroll down to the **Settings** area of the screen. 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 student when a new Announcement or Course Message are available or if a Test is due.

<input checked="" type="checkbox"/> On/Off	Notification	<input checked="" type="checkbox"/> Dashboard	<input type="checkbox"/> Email	<input type="checkbox"/> Mobile
<input checked="" type="checkbox"/>	Announcement Available	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Available	<input checked="" 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 checked="" type="checkbox"/>	Assignment Needs Grading	<input checked="" 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 checked="" type="checkbox"/>	Blog Needs Grading	<input checked="" 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 checked="" type="checkbox"/>	Course/Organization Available	<input checked="" 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"/>	Discussion Board Forum Needs Grading	<input checked="" 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 checked="" type="checkbox"/>	Survey Overdue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Test Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Test Due	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Test Overdue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click **Submit** to proceed.

Cancel Submit

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!

broome.open.suny.edu says

Submitting the page will overwrite all the previous customizations in the selected courses with current setting values. Do you want to proceed?

OK Cancel

ONLINE@SUNYBROOME

Please visit the Student Resources area of the Online@SUNYBroome website for additional information pertaining to online, blended, remote, and web-supplemented courses that use the Blackboard Learning Management System at SUNY Broome. (<http://www3.sunybroome.edu/online/students/>)

