# Blackboard Notifications

The notification system alerts you when events occur in your course(s). System alerts arrive via your Ottawa email account and/or via the Bb Mobile Learn app, and are customizable so that you receive only the alert types you desire.

The default notifications are:

- Course available
- New course announcement
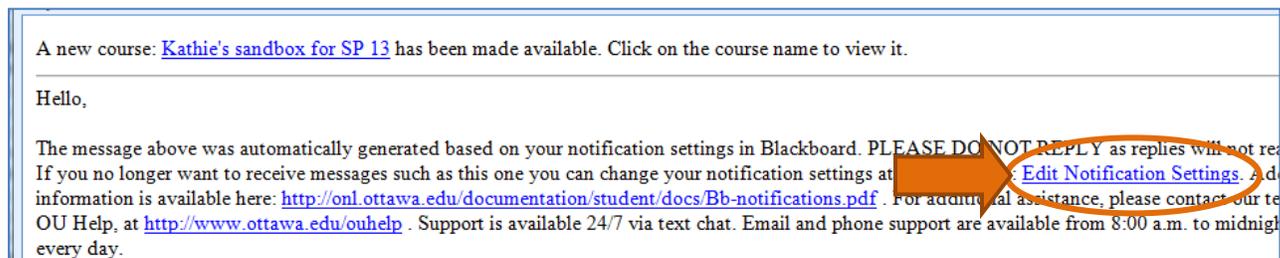- Survey available
- Test available
- Item graded

*For example:*
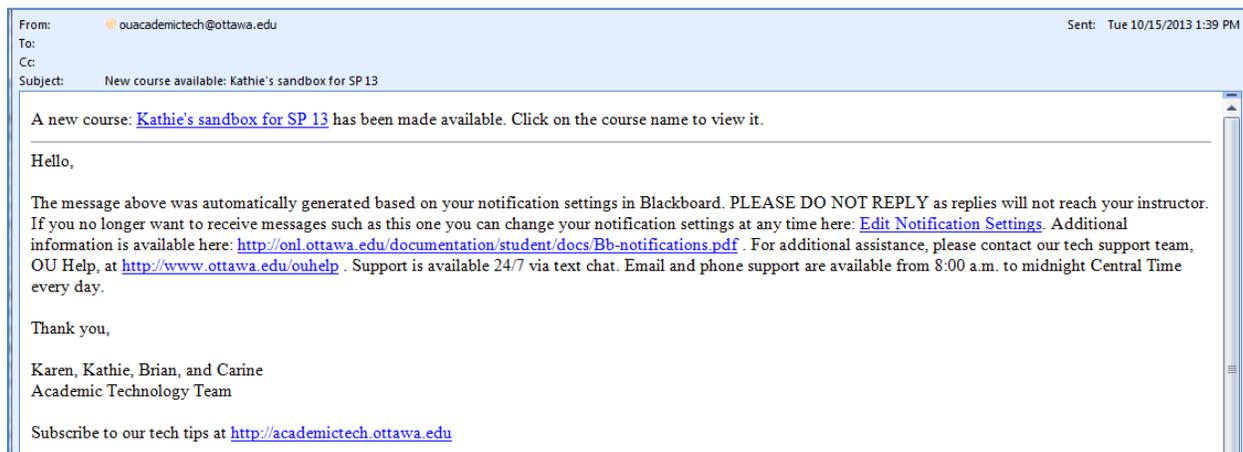


These system defaults can be changed at any time by completing the following steps.

**Option #1: Change Settings via the "Edit Notification Settings" link in your notification email.**

1. Locate the "Edit Notifications Settings" link in your email and click on it.

*Blackboard Notifications*                                                                                                     1
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For technical assistance, contact OU Help (ouhelp@ottawa.edu or 855-268-4357).
For feedback regarding this document, contact OUAcademicTech@ottawa.edu.

2. Log in to Blackboard if prompted (you'll need to log in to Blackboard if you're not already).
3. You have the option of changing notification settings in bulk or by individual course(s).



**Edit Notification Settings**

*Bulk settings provides the option of changing the notification settings for all of your courses at once.*

\* *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.

**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 Course Settings**
View the current notification settings for courses in which you are enrolled. Make changes to the notification settings for a specific course.
- \*Instructor Training: Practice Course
- Buchanan Sandbox Course - No Assignments Menu Link
- Buchanan Sandbox Course - With Assignments Menu Link
- E-Portfolio Sample Course

*Individual course settings allow you to specify preferences for one specific course.*

a. **Bulk Edit:**
   i. Click either "Courses I am teaching" (instructors) or "Courses I am taking" (students).
   ii. Select one or more of your courses and move them to the "Selected Items" column by clicking the right-facing arrow in between the columns.



1. **Select Course**

   ● All
   ○ Selected

   Items to Select
   New Student Orientation
   Writing and Crit Thinking

   Selected Items

   Invert Selection   Select All    Invert Selection   Select All

   iii. Choose which notifications you want turned on and which you want turned off for all selected courses by checking (or unchecking) the corresponding boxes. If you have downloaded Blackboard Mobile Learn on your mobile device you can elect to have notifications sent to you via the app (the "Mobile" column).



3. **Settings**

| On/Off | Notification | Dashboard | Mobile | Email |
|--------|--------------|-----------|--------|-------|
| ☑ | Announcement Available | ☑ | ☑ | ☑ |
| ☑ | Course/Organization Available | ☑ | ☑ | ☑ |
| ☑ | Item Graded | ☑ | ☑ | ☑ |
| ☐ | Survey Available | ☑ | ☐ | ☑ |
| ☑ | Test Available | ☑ | ☑ | ☑ |

   iv. Click Submit.

**b. Edit Individual Course Settings:**

    i. Click the title of a course listed under "Edit Individual Course Settings".

    ii. Choose which notifications you want turned on and which you want turned off for this specific course by checking (or unchecking) the corresponding boxes. If you have downloaded Blackboard Mobile Learn on your mobile device you can elect to have notifications sent to you via the app (the "Mobile" column).



    iii. Click Submit.


## Option #2: Change the Settings from Within Blackboard.

An "Edit Notifications" portlet has been added to your "My Courses" page so that you can quickly and easily change the settings when you're working in Blackboard.

1. Log in to Blackboard.
2. Look for the "Change my notification settings" portlet in the "My Courses" tab and click "Edit Notifications".

3. Follow steps 3a or 3b in Option #1 to change your notification settings either in bulk or individually by course.

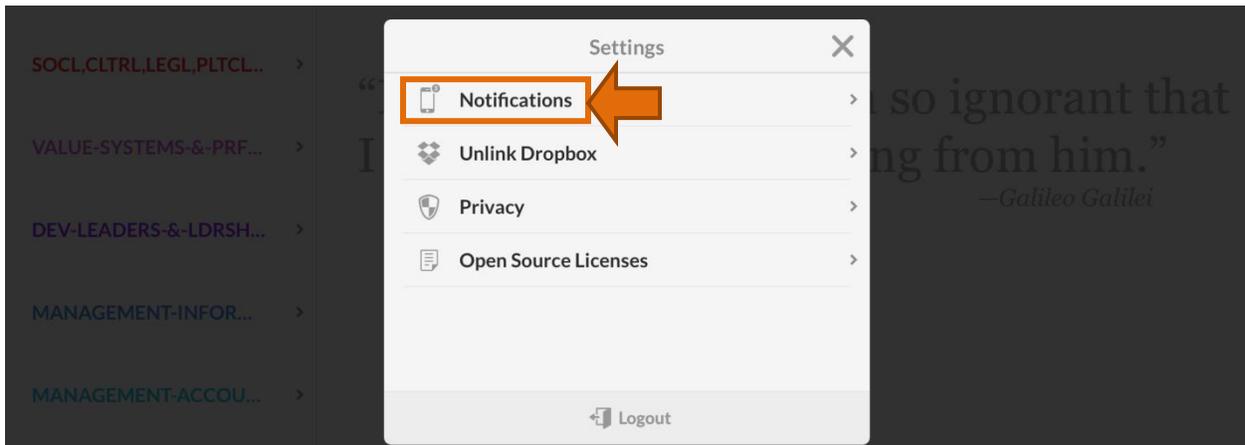**Option #3: Change the Settings From Within the Blackboard Mobile Learn App.**

If you have Blackboard Mobile Learn installed on your mobile device, you can change your notification settings from within the app.

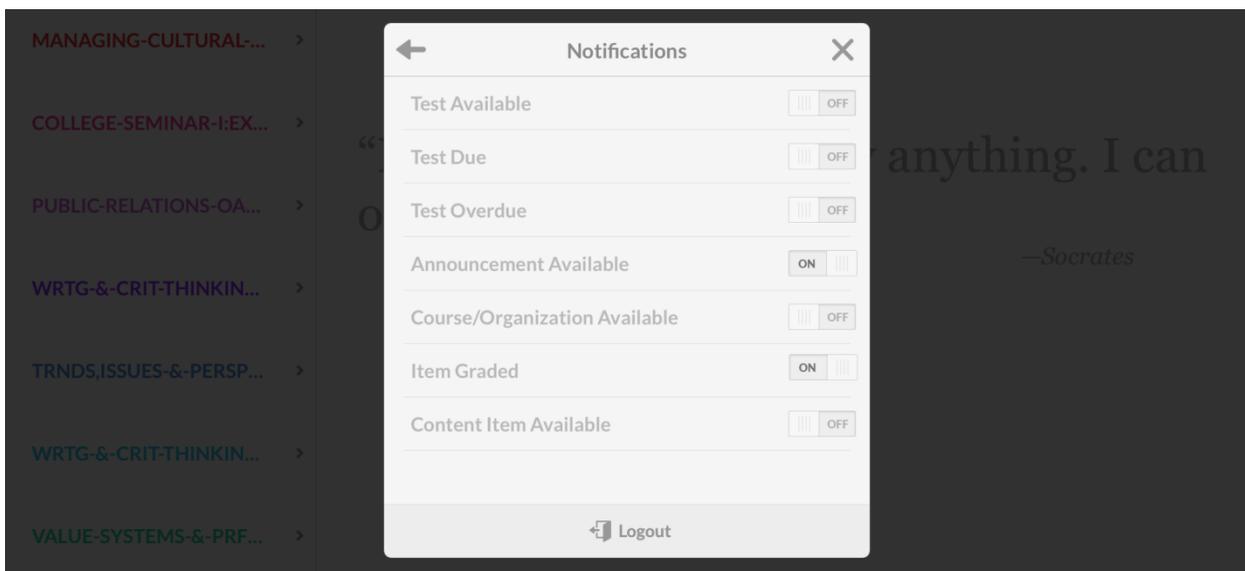After you have logged in to the mobile app:

1. Locate "Settings" in the main menu and select it to open.
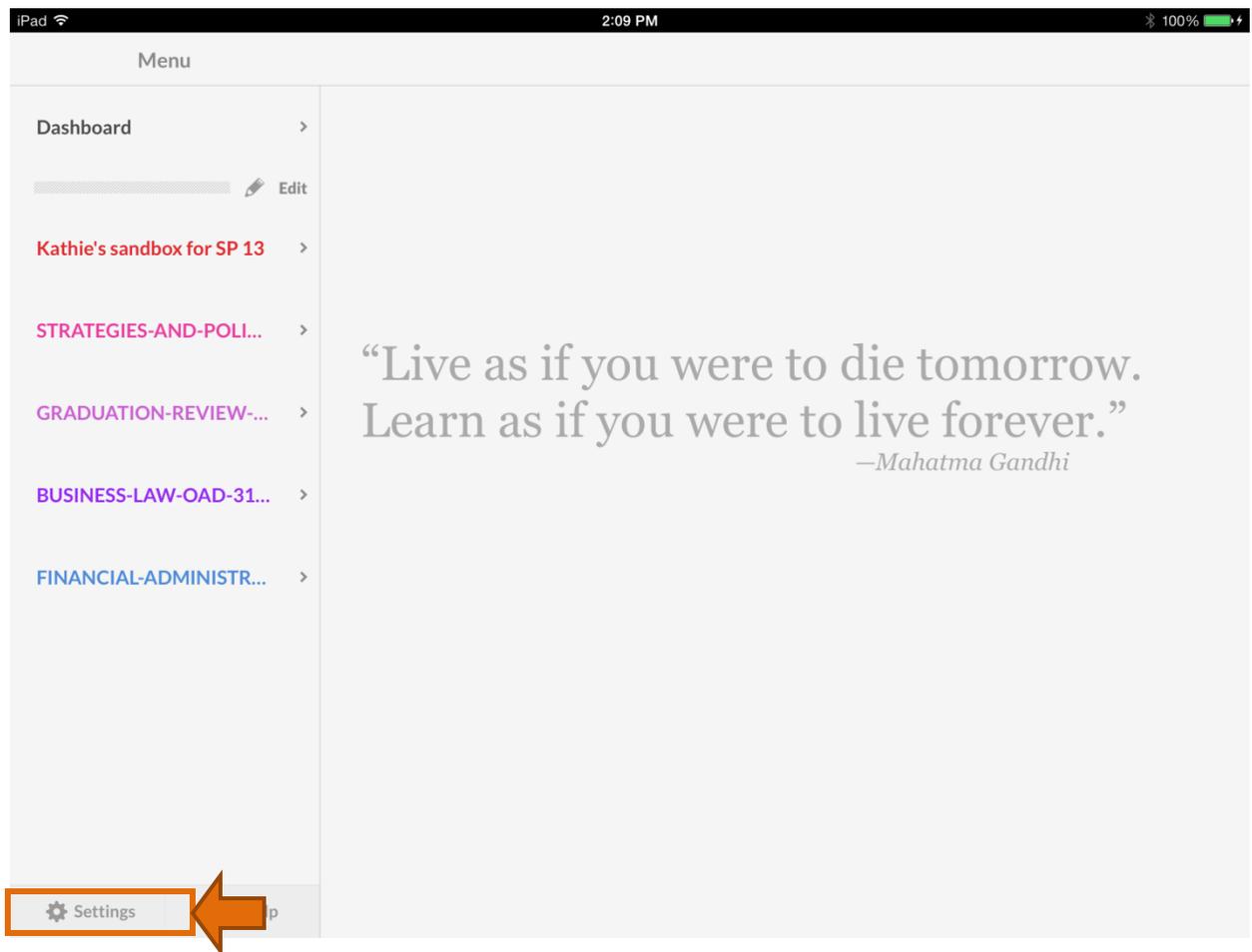
2. Select the "Notifications" option.



3. The list of available notifications appears. Edit the notifications settings by selecting either "On" or "Off" for each one.



Please note that these items shown in the image above are not actually available via push notifications to your mobile device:

- Content Item Available
- Test Due
- Test Overdue

==Setting any of these to "on" will not result in your receiving notifications for these items.==

Here is an example of how notifications appear in the Blackboard Mobile Learn app (pictured on an iPad):