

Alerts and Notifications

Blackboard's **Alerts and Notifications** lets students and instructors know whenever there is activity in a course. This happens in two ways: a posting on an alerts 'dashboard' within a course or by email. Alerts work for both instructors and students. Instructors receive alerts whenever students update or submit an assignment and students get alerts when instructors have posted something new in their course, or when something is due or past-due. Email alerts contain a link directly to the assignment, announcement, etc.

Course participants have the ability to turn Alerts on or off for specific courses and they also have options for how often emails are sent. To change these settings, the student or instructor uses the Edit Notification Settings in the dashboard modules.

Overview

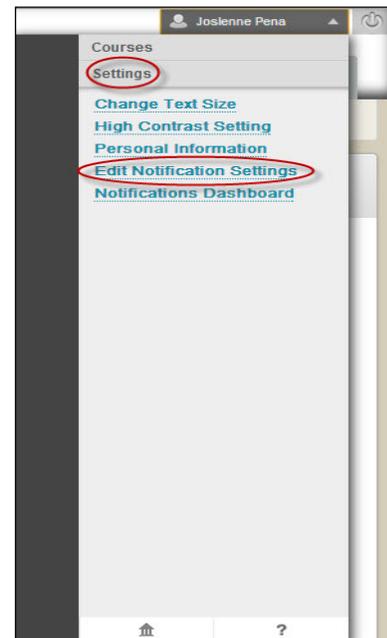
Here are the basic steps for setting up and using the Alerts and Notifications system.

- Activate notifications and alerts in all or select courses.
- Select which notifications you wish to receive.
- Select how you wish to receive them.

Activating and Editing Alerts and Notifications in Courses

To add the courses you wish include in Alerts and Notifications:

1. Click on your name at the top right of the Blackboard window to open the dropdown menu
2. Under **Settings**, click **Edit Notification Settings**.
3. Your main Notifications menu opens. Under Bulk Edit Notification settings, click **Courses I am teaching**.



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.

- Advanced Theories of Underwater Basketweaving
- FCLD-JP-Course
- Intro_To_Web_JPBB9sample
- Practice Course 8

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 Organization Settings
View the current notification settings for organizations in which you are enrolled. Make changes to the notification settings for a specific organization.

Editing Notification Settings

- Select **All** or choose individual courses from the list of courses.

Selecting how you wish to Receive Alerts and Notifications

- On this same Bulk Notifications page, scroll down the page and make sure email is selected for those items you wish to receive alerts or is deselected if you do not wish to receive alerts for items.
- Click **Submit**.
- If you wish, you can edit individual notifications for a single course using the **Edit Individual Course Settings** back on the main **Edit Notification Settings** page.

▼ Intro_To_Web_JPBB9sample 🏠

Announcements

Instructor Information

Course Information

Course Documents

Assignments

Discussion Board

Tools

Alerts and Notifications

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Setting up a Schedule for Alerts and Notifications

Return to the **Edit Notification Settings** page. Under Edit General Settings, edit email settings and Due Date schedule.

General Settings
Customize the notification email format and reminder schedules for courses and organizations in which you are enrolled.

GENERAL SETTINGS: COURSES

Email Settings Individual Messages Daily Email Digest

Send Due Date Reminders No
 Yes - Remind me days before due date.

GENERAL SETTINGS: ORGANIZATIONS

Email Settings Individual Messages Daily Email Digest

Send Due Date Reminders No
 Yes - Remind me days before due date.

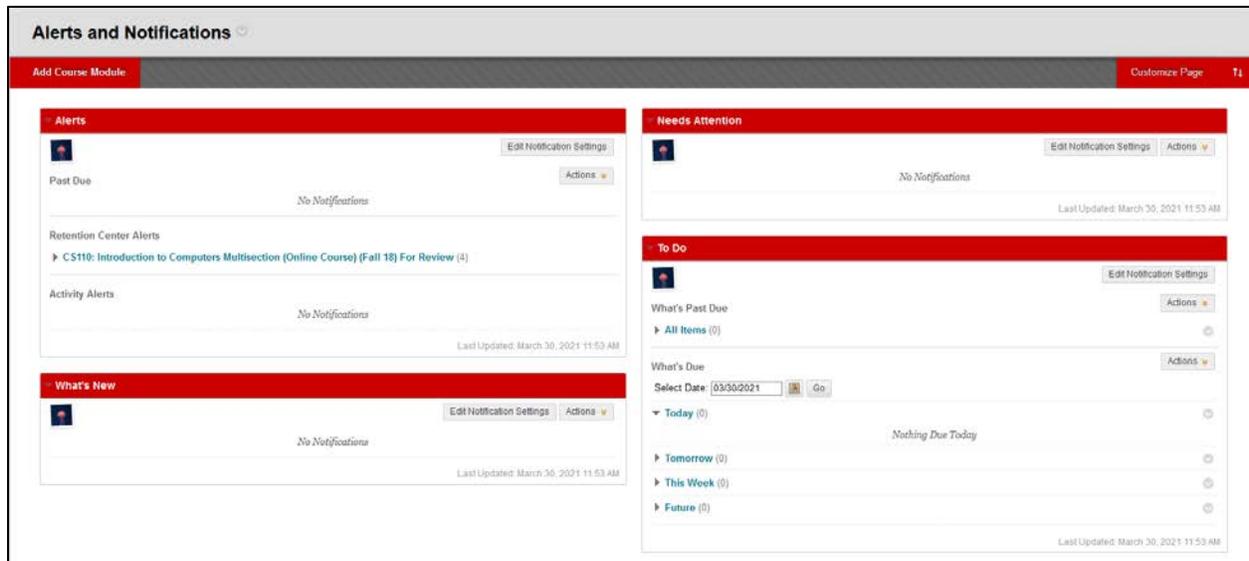
Click Submit to proceed.

Setting Due Date Reminders

Accessing the Alerts and Notifications Dashboard

There are two Dashboards – one on My Blackboard and one in each course - but only the course dashboard works with the alerts and notifications. To access the course level, click on the **Alerts and Notifications** button in the course menu. The other dashboard, which is on the **My Blackboard Home Page**, can be accessed through the tab **Notifications Dashboard**.

By default, the course dashboard includes four alerts modules, but more can be added using the Add Course Module button. These include Tasks, Calendar, Announcements, and Report Card.



Course level Dashboard

- **Alerts:** Shows past due and Early Warning notifications for all courses. The instructor view shows users in each course that have past due items and/or who have generated Early Warning messages (different than the Banner early warnings). Links are provided to email students with overdue work or an Early Warning message. The student view shows any assignments, tests, or other items that are past due, as well as any early warning messages sent by the instructor.

NOTE: Blackboard's Early Warning System is course tool that allows instructors to use data triggers such as grade averages, due dates, or last course access and send out warnings to students. Instructions for using Early Warning are in the Blackboard Guide and on the FCLD website.

- **Needs Attention:** Shows items in a course that require some type of activity. Clicking on a listed button reveals detailed information, as well as links to assignments, tests, and surveys that have been submitted by students.
- **To Do:** Displays the status (Past Due/Due) of relevant course work and tasks. The student view shows any course items that are past due, as well as future due dates. Links to relevant course items are provided – although a log-in screen keeps these links secure. The instructor

view shows details on overdue work. The due dates are provided when the instructor first adds the assignment, item, etc.

- **What's New:** Displays a list of new items in all relevant courses and organizations. By clicking on a listed item, instructors can see anything posted thus far in the course, for example assignments that have been submitted, tests that have been submitted, and discussion board posts. The student view shows new discussion board posts, new grades posted, and new content that is available.

Getting Help with Technology at the University of Hartford

Faculty Center for Learning Development (FCLD)

FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty and Staff needing support with Blackboard or other instructional technologies, should contact FCLD.

Phone: (860) 768-4661 **Email:** fclld@hartford.edu

Website: <http://www.hartford.edu/fclld>

Student Blackboard Support

The following is student support for Blackboard only. All other support technical support issues need to be addressed to the Office of Technology Services (below).

Phone: (860) 768-4636 **Email:** bbsupport@hartford.edu

FAQ/Submit a Ticket: <http://www.hartford.edu/studentbbsupport>

Information Technology Services (ITS) Help Desk

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).

Phone: (860) 768-4357 **Email:** helpdesk@hartford.edu

Website: <http://hartford.edu/ots>

Media Technology Services (MTS)

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

Phone: (860) 768-4357 **Website:** <http://www.hartford.edu/mts>