

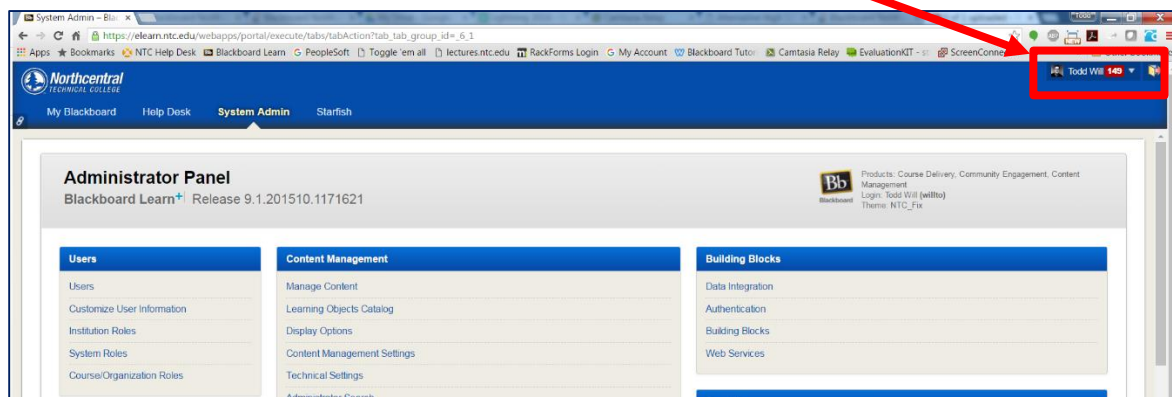
# Flexible Learning - Blackboard

## Editing Notification Settings (Email Notifications-Needs Grading Status)

Blackboard allows users to select to receive email notifications for a variety of course updates that occur in Blackboard such as assignment submissions, announcements, due dates and a variety of other course related items.

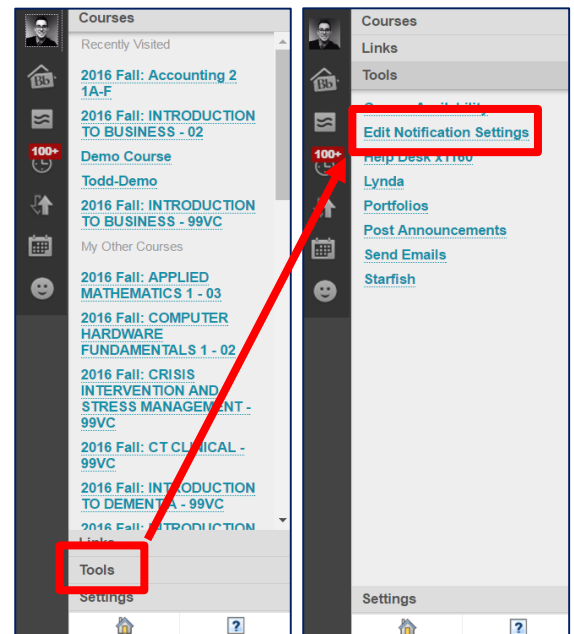
To edit the notifications currently being received or add additional notifications follow the directions below:

1. After logging into Blackboard, click on the Global Navigation Menu located in the top right-hand corner of the page.



2. On the menu that displays click on **Tools**, then **Edit Notification Settings**.
3. On the **Change Settings** screen select the course(s) that you would like to edit the notifications for and click the arrow to move it to the Selected Items area.

*\*To select multiple courses, hold the Ctrl key on the keyboard and click the desired courses.*



### 1. Select Course

- ☐ All  
☒ Selected

Items to Select	Selected Items
2016 Fall: Accounting 2 1A-F	2016 Fall: COMPUTER HARDWARE FUNDAMENTALS 1 - 02
2016 Fall: APPLIED MATHEMATICS 1 - 03	2016 Fall: INTRODUCTION TO BUSINESS - 02
2016 Fall: CRISIS INTERVENTION AND STRESS MANAGEMENT - 99VC	2016 Fall: Intro To Marketing Prog 1,1B
2016 Fall: CT CLINICAL - 99VC	
2016 Fall: Intro to Programming (1-3a-f)	
2016 Fall: INTRODUCTION TO BUSINESS - 99VC	
2016 Fall: INTRODUCTION TO DEMENTIA - 99VC	

- Select the notifications you would like to receive by clicking on the checkbox for either your **Blackboard Dashboard** or **Email** for each Notification type.

*\*Mobile Notifications are not currently available.*

- Instructors can select to receive emails when student assignments, tests, discussion boards and other items that are in **Needs Grading** status by checking the email box for the desired items.

3. Settings				
<input checked="" type="checkbox"/> On/Off	Notification	<input checked="" type="checkbox"/> Dashboard	<input type="checkbox"/> Email	<input checked="" type="checkbox"/> Mobile
<input checked="" type="checkbox"/>	Announcement Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Course/Organization Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Course Quota Soft Limits	<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 checked="" type="checkbox"/>	Discussion Board Thread Needs Grading	<input checked="" 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 checked="" type="checkbox"/>	Item Graded	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Journal Needs Grading	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Needs Reconciliation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Retention Center Rule Details	<input checked="" 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 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"/>	Survey Submitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Test Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Test Due	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Test Needs Grading	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Test Overdue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Unread Blog Posts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Unread Discussion Board Messages	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Unread Journal Entries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wiki Needs Grading	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>