

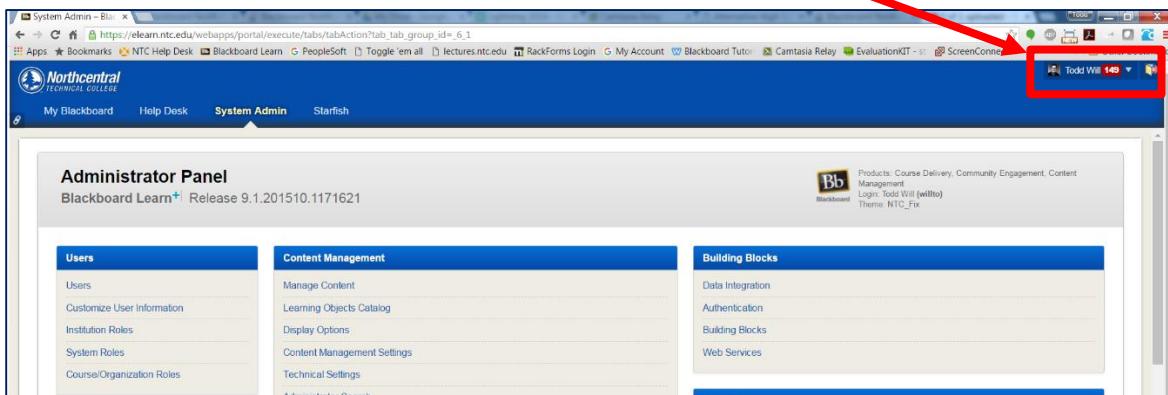
Flexible Learning - Blackboard

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:

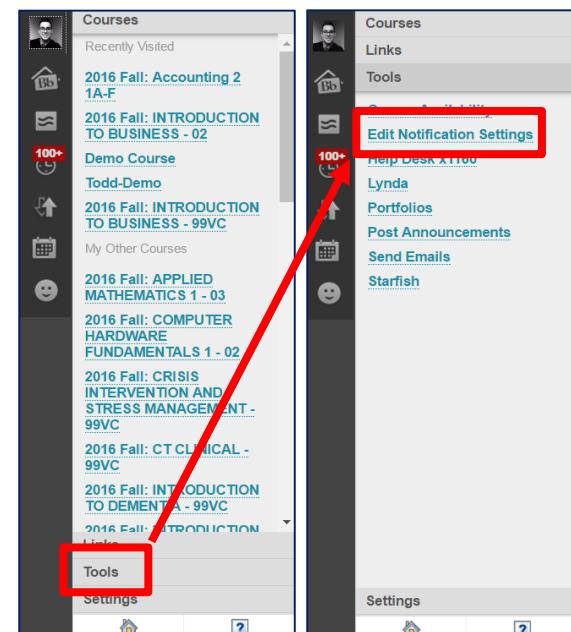
1. After logging into Blackboard, click on the Global Navigation Menu located in the top right-hand corner of the page.



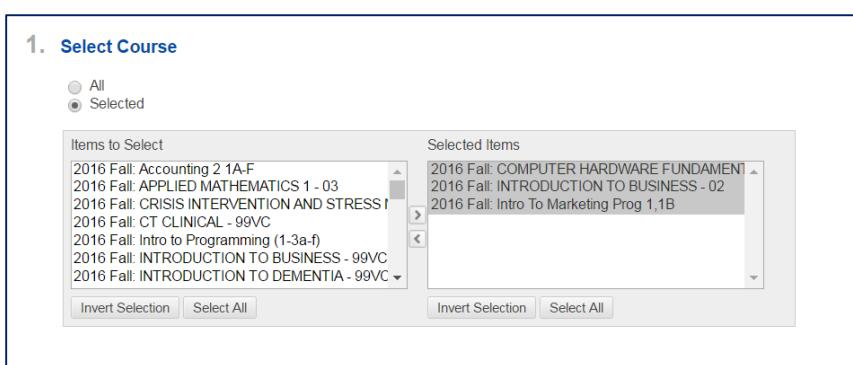
A screenshot of the Blackboard Administrator Panel. The top navigation bar shows the Northcentral Technical College logo, the title 'System Admin - Blackboard Learn', and the URL 'https://elearn.ntc.edu/webapps/portal/execute/tabs/tabs/group_id=6_1'. The user 'Todd Will' is logged in, with a red box highlighting the user profile icon in the top right corner. The main content area is the 'Administrator Panel' for Blackboard Learn Release 9.1.201510.1171621. It includes sections for 'Users', 'Content Management', and 'Building Blocks'.

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.*



A screenshot of the Blackboard Courses page. The left sidebar shows 'Recently Visited' courses: '2016 Fall: ACCOUNTING 2 1A-F', '2016 Fall: INTRODUCTION TO BUSINESS - 02', 'Demo Course', and 'Todd-Demo'. The right sidebar shows 'Edit Notification Settings' and other links: 'Help Desk X1100', 'Lynda', 'Portfolios', 'Post Announcements', 'Send Emails', and 'Starfish'. The bottom right corner of the main content area has a red box around the 'Tools' link.



A screenshot of the 'Select Course' dialog box. It shows a list of courses in 'Items to Select' and a list of selected courses in 'Selected Items'. At the bottom right of the dialog box, there is a red box around the 'Tools' link.

4. 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.*

5. 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					
On/Off	Notification	Dashboard	Email	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 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"/>	