

Manage your notifications settings

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Overview

The **My Blackboard - Updates** facility allows you to manage and monitor notifications of events in VITAL modules, from module announcements to assignments needing grading to content items being added. From the **Updates** area you get a cross-modular view of all the latest notifications from where an assignment due date has fallen to when students have contributed to Discussion Boards.

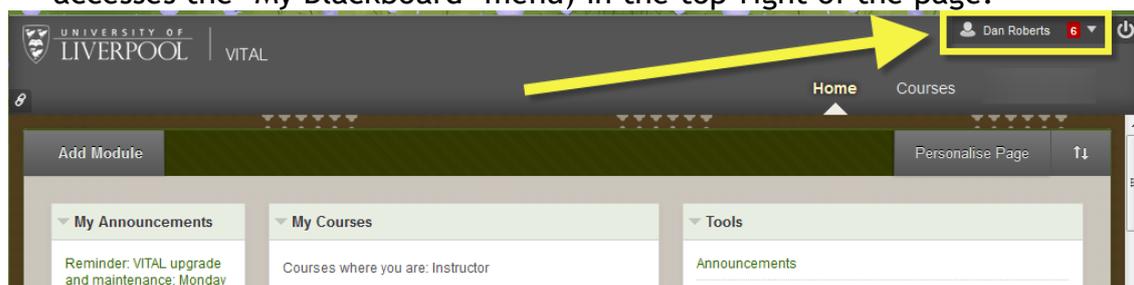
You can set notifications to be sent by email and/or to your mobile device running the Blackboard Instructor mobile app. This includes Announcement notifications.

You can limit the number of automatic announcement emails that the system sends out (especially useful where users are enrolled on a large number of modules). By default VITAL is set to send an email to all enrolled users on a module when an announcement is added to that module. This setting can be changed easily for individuals from the VITAL homepage using the **Edit notifications** facility, so that you only get emails from specific modules, or none at all.

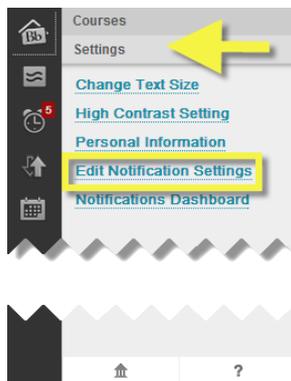
Please note, that module Instructors can override your Announcements setting when they want to send an important Announcement.

Accessing the Edit notifications facility

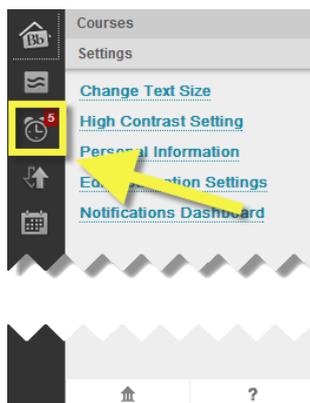
1. On your VITAL homepage, click the button with your name on (this accesses the 'My Blackboard' menu) in the top-right of the page.



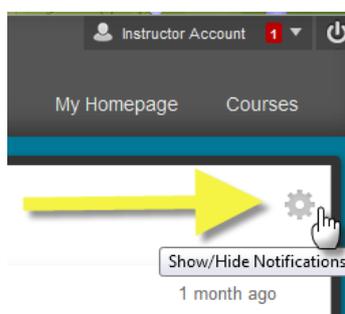
2. If you just quickly want to manage your Announcement emails then on the **My Blackboard** menu that appears, in the main area, if you click the **Settings** section, and then the link **Edit Notification Settings**, as in the screenshot below, you will be taken directly to the management area described in step 7 of this guide which you should now jump to.



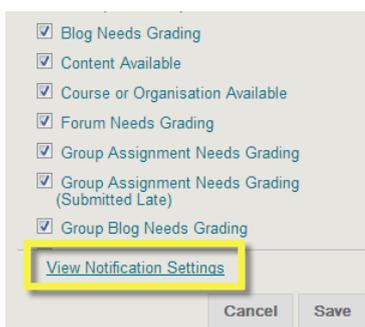
3. Otherwise, if you want to see the **Updates** area and how the module notifications work here, click the **Updates** icon on the menu.



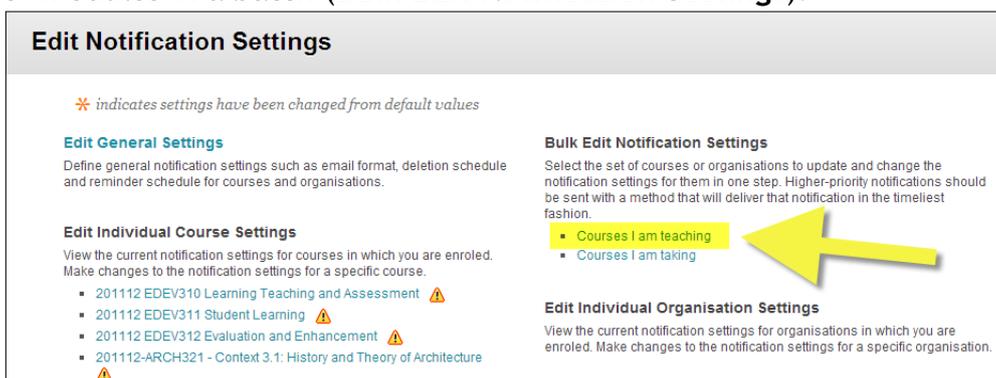
4. You can see the list of module notifications by module on the page that appears. To access your notifications settings for this page, and for email and for mobile notifications, click on the cog wheel icon on this page.



5. On the pop-up menu that appears you can choose what notifications you would like to appear on the Updates page. Most events are set as **on**.



6. To change your **email** and **mobile** notifications, at the bottom of the pop-up menu is a **View Notifications Settings** link - click this. Clicking on this takes you to a management area where these settings can be made in a batch across all your modules or for specific modules.
7. The next page seen offers either changing the notification settings for just one module (**Edit Individual Course Settings**) or to do this for a set of modules in a batch (**Bulk Edit Notification Settings**).

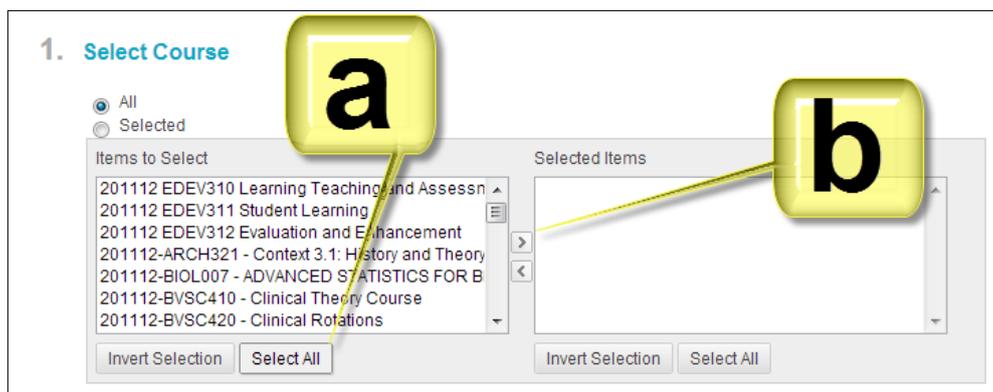


The method for turning notifications on and off is the same for both routes but there is an extra step for batch notifications.

Batch edit notification settings

(To edit what email and alert notifications from a set of modules.)

8. In the **Bulk Edit Notification Settings**, click the option 'Courses I am teaching'. (If you are a student on modules also and you want to control the emails you get you will have to repeat the steps below for these but by clicking on 'Courses I am taking'.)
9. On the **Change Settings** page, **Section 1** lets you either:
 - a. simply select all modules on which you are enrolled at this level by clicking the **Select All** button then the **Move to selected** arrow button (a then b on the diagram below), or,
 - b. hold the CTRL button on your keyboard and then select with the mouse the modules for which you want to edit the notification settings so that they are highlighted, then click the 'Move to selected' arrow button (b on the diagram below).



10. Once you have the modules you want to edit the settings for showing in the **Selected Items** box, then below this box in **Section 3 Settings**, you add and remove alerts using the check boxes. For example, to turn off email announcements from all of the selected modules, uncheck the Email box for the setting Announcement Available (as in the screenshot below) so that the tick no longer shows. Click Submit.



11. From this **Change Settings** page you can also specify alerts to receive for certain events in a module or a batch of modules. Read the full list below to see what might be useful to you (note - some of these alerts depend on whether you are a student or are teaching on a module). Also on this page is a **Mobile** column where you can define what alerts you get via the Blackboard Instructor app.

Example module events generating an alert

Announcement Available	Journal Needs Grading
Assignment Available	Survey Available
Assignment Due	Survey Due
Assignment Past Due	Survey Overdue
Assignment Submitted	Survey Submitted
Blog Needs Grading	Test Available
Content Item Available	Test Due
Discussion Board Forum Needs Grading	Test Submitted
Discussion Board Thread Needs Grading	Unread Blog Posts
Early-Warning-System Rule Details	Unread Discussion Board Messages
Item Due	Unread Journal Entries
Wiki Needs Grading	