



Notifications

Configuring Email Notifications

Issues and Answers

Issue: There is no Dashboard in my course.

Answer: The Dashboard link is normally provided to you when your shell is created. If you cannot find it on your course menu, you can create your own. Just click on the + button at the top of the course menu and then click Create Module Page. Fill in the appropriate fields and click Submit. You will then need to create a module like What's New on your Dashboard using the Add Course Module button.

Tips and Tricks

Tip: Notification settings can also be accessed from a notification email. When you get an email notification, there will be a link in it called Notification Settings. Clicking on this link will also take you to your notification settings page. If you are not already logged in to Blackboard, you will have to do that first.

Notifications may be displayed or sent out in response to changes in many different types of Blackboard items including assignments, announcements, content items, blogs, discussion board posts, early warning system rules, grades, groups, journals, surveys, and tests. Notifications are displayed in the different modules appearing on the Dashboard. In addition, either instructors or students may choose to email (using Waubensee email) some notifications to themselves. Useful notifications for instructors include Assignment Submitted and Test Submitted.

Email notification settings may be accessed from the Dashboard. Click on the Dashboard link on the course menu of any course that you are teaching and then click on any one of the **Edit Notification Settings** buttons appearing in the Alerts, To Do, Needs Attention, or What's New modules on the Dashboard.



Click on **Edit General Settings** to configure options affecting all notifications. In General Settings you can indicate whether you want individual emails per notification or a single digest email containing all of the notifications for the day. Click on Submit when you are done.



Then either click on a specific course under **Edit Individual Course Settings** or **Courses I am teaching** under **Bulk Edit Notification Settings**.



If you click on **Courses I am teaching** you can select **All** to configure settings for all of your courses at once. Otherwise you can select specific courses by using the > button to move courses from **Items to Select** to **Selected Items**.



Finally, under the **Email** column check the checkboxes for the types of notifications you wish to receive and then click Submit.

Notification	<input checked="" type="checkbox"/> Dashboard	<input type="checkbox"/> Email
Announcement Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assignment Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assignment Due	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assignment Past Due	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assignment Submitted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>