OVERVIEW:
It is nice to get emails when assessments need grading or when there are unread posts.

HOW TO SET UP ALERTS IN BLACKBOARD:

1. Click on the Global Navigation.

2. Click on the Updates icon that looks like a stopwatch.

3. On the Updates page, click on the Gear icon at the far right.
4. You will see a list of items for which notifications are available. Select the ones you want (you will need to scroll to see them all) by checking them. Click on View Notification Settings to see and edit the courses you receive notifications from.
5. Click on Courses I am Teaching.

6. Select the courses you would like it to apply to (or select all) and move them to the Selected Items area.

7. Scroll down to SETTINGS, go through the list and select the method of notification you prefer for each one. Suggested: Email everything that says “Needs Grading”. You can also select the box at the top that will email everything.
8. Submit when you’re done. You can change them at any time by following the steps above.