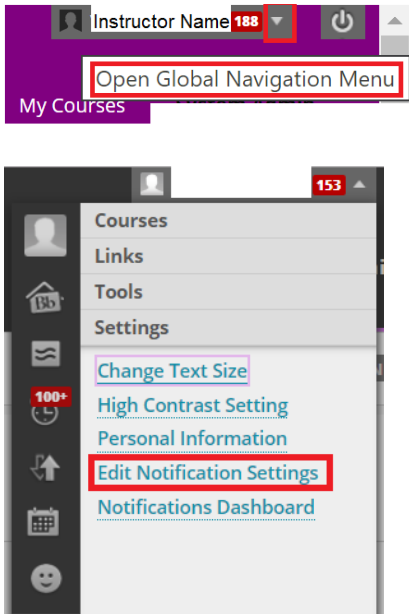
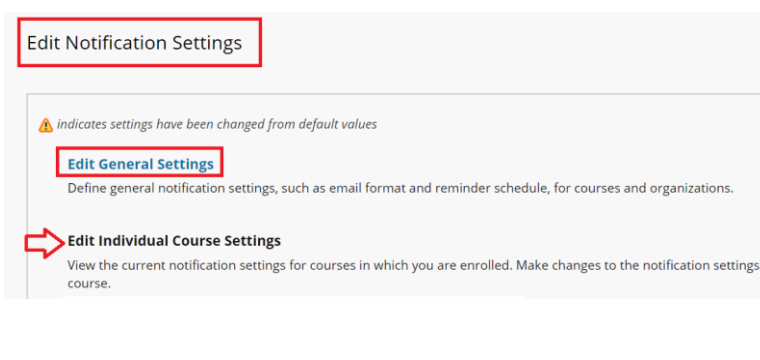
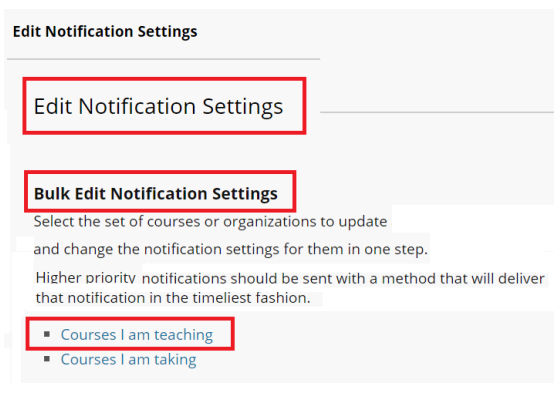


## How to Receive Course Messages and other notifications from Blackboard

<p>From the Global Navigation Menu next to your name in the page header - select Settings and then select Edit Notifications Settings.</p>	
<p><b>Notification Settings:</b></p> <ul style="list-style-type: none"><li>• Select to define general notification settings, such as email format and reminder schedule and courses.</li></ul> <p><b>Edit Individual Course Settings:</b></p> <ul style="list-style-type: none"><li>• Change the notification settings for a single course.</li></ul>	
<p><b>Bulk Edit Notification Settings:</b></p> <ul style="list-style-type: none"><li>• Change the notification settings for all courses at once. You can select which notifications you want to receive and the delivery method.</li></ul>	

Select courses of notifications:

- Choose All or Selected.

Under Items to Select:

- Select All or Individual

Use the arrow to move to selected items.

The screenshot shows a user interface for selecting notification courses. At the top, there are two radio buttons: 'All' (selected) and 'Selected'. Below this is a section titled 'Items to Select' containing a list of course IDs: '12345.202110 ENG' and '37891.202110 BIO'. A red box highlights the right arrow button next to the list. Below the list are two buttons: 'Invert Selection' and 'Select All' (highlighted with a red box). Below this is a section titled 'Selected Items' containing the same two course IDs. A red box highlights the left arrow button next to the list. Below the list are two buttons: 'Invert Selection' and 'Select All'.

Notification Destinations:

- By default, the email format is the Jefferson State email account.

The screenshot shows a form titled 'NOTIFICATION DESTINATIONS'. It has two rows of input fields. The first row is labeled 'Email' and has a text input field followed by '@jeffersonstate.edu'. The second row is labeled 'Mobile' and has a text input field followed by '@jeffersonstate.edu'. A red box highlights the title 'NOTIFICATION DESTINATIONS'.

Settings:

Select the check boxes on the top for all settings for each item.

**Clear** the check boxes if you do not want to receive email notifications about the activities in the list.

Example:  
Select "Course Message Received" and Email check box.

The screenshot shows a form titled 'SETTINGS'. It has a row of five checkboxes: 'On/Off' (checked), 'Notification' (checked), 'Dashboard' (checked), 'Email' (checked), and 'Mobile' (checked). A red box highlights the 'On/Off' checkbox. Below this is another section titled 'SETTINGS' with a row of five checkboxes: 'On/Off' (unchecked), 'Notification' (checked), 'Dashboard' (unchecked), 'Email' (checked), and 'Course Message Received' (checked). A red box highlights the 'Course Message Received' checkbox.

<p>List of Notifications</p>	<table border="1"> <thead> <tr> <th colspan="2">Notification</th> <th colspan="2">Notification</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>Announcement Available</td><td><input type="checkbox"/></td><td>SCORM Content Item Available</td></tr> <tr><td><input type="checkbox"/></td><td>Assignment Available</td><td><input type="checkbox"/></td><td>SCORM Content Item Due</td></tr> <tr><td><input type="checkbox"/></td><td>Assignment Due</td><td><input type="checkbox"/></td><td>SCORM Content Item Needs Grading</td></tr> <tr><td><input type="checkbox"/></td><td>Assignment Needs Grading</td><td><input type="checkbox"/></td><td>SCORM Content Item Past Due</td></tr> <tr><td><input type="checkbox"/></td><td>Assignment Past Due</td><td><input type="checkbox"/></td><td>Survey Available</td></tr> <tr><td><input type="checkbox"/></td><td>Blog Needs Grading</td><td><input type="checkbox"/></td><td>Survey Due</td></tr> <tr><td><input type="checkbox"/></td><td>Content Item Available</td><td><input type="checkbox"/></td><td>Survey Overdue</td></tr> <tr><td><input type="checkbox"/></td><td>Course/Organization Available</td><td><input type="checkbox"/></td><td>Survey Submitted</td></tr> <tr><td><input type="checkbox"/></td><td>Course Message Received</td><td><input type="checkbox"/></td><td>Test Available</td></tr> <tr><td><input type="checkbox"/></td><td>Course Quota Soft Limits</td><td><input type="checkbox"/></td><td>Test Due</td></tr> <tr><td><input type="checkbox"/></td><td>Discussion Board Forum Needs Grading</td><td><input type="checkbox"/></td><td>Test Needs Grading</td></tr> <tr><td><input type="checkbox"/></td><td>Discussion Board Thread Needs Grading</td><td><input type="checkbox"/></td><td>Test Overdue</td></tr> <tr><td><input type="checkbox"/></td><td>Item Due</td><td><input type="checkbox"/></td><td>Unread Blog Posts</td></tr> <tr><td><input type="checkbox"/></td><td>Journal Needs Grading</td><td><input type="checkbox"/></td><td>Unread Discussion Board Messages</td></tr> <tr><td><input type="checkbox"/></td><td>Needs Reconciliation</td><td><input type="checkbox"/></td><td>Unread Journal Entries</td></tr> </tbody> </table>	Notification		Notification		<input type="checkbox"/>	Announcement Available	<input type="checkbox"/>	SCORM Content Item Available	<input type="checkbox"/>	Assignment Available	<input type="checkbox"/>	SCORM Content Item Due	<input type="checkbox"/>	Assignment Due	<input type="checkbox"/>	SCORM Content Item Needs Grading	<input type="checkbox"/>	Assignment Needs Grading	<input type="checkbox"/>	SCORM Content Item Past Due	<input type="checkbox"/>	Assignment Past Due	<input type="checkbox"/>	Survey Available	<input type="checkbox"/>	Blog Needs Grading	<input type="checkbox"/>	Survey Due	<input type="checkbox"/>	Content Item Available	<input type="checkbox"/>	Survey Overdue	<input type="checkbox"/>	Course/Organization Available	<input type="checkbox"/>	Survey Submitted	<input type="checkbox"/>	Course Message Received	<input type="checkbox"/>	Test Available	<input type="checkbox"/>	Course Quota Soft Limits	<input type="checkbox"/>	Test Due	<input type="checkbox"/>	Discussion Board Forum Needs Grading	<input type="checkbox"/>	Test Needs Grading	<input type="checkbox"/>	Discussion Board Thread Needs Grading	<input type="checkbox"/>	Test Overdue	<input type="checkbox"/>	Item Due	<input type="checkbox"/>	Unread Blog Posts	<input type="checkbox"/>	Journal Needs Grading	<input type="checkbox"/>	Unread Discussion Board Messages	<input type="checkbox"/>	Needs Reconciliation	<input type="checkbox"/>	Unread Journal Entries
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<p>IMPORTANT: Make sure to select "Submit" to save all changes and/or updates.</p>	