Interacting with the Instructor Notifications Dashboard

The Notifications Tab is a new feature in Blackboard 9.1. Aimed at increasing communications and workflow efficiency within Blackboard, the Notifications Tab is divided into Student Notifications and Instructor Notifications. The data presented within Notifications are aggregated from all courses and organizations for which an Instructor is teaching or a Student is participating.

Instructor Notifications includes a **Needs Attention** and **Alerts** module.

- **Needs Attention**
  - Provides instructors with a visual indicator of student activity such as assignment submissions and discussion board postings.
  - Allows instructors to go immediately to a submission for grading simply by clicking on the Action Link button (chevron sign) next to the student’s name and selecting Grade from the resulting menu.

- **Alerts**
  - Provides instructors with a visual indicator of assignments that are past due
  - Affords the instructor the opportunity to quickly email the students regarding the assignment’s late status by clicking on the Action Link button (chevron sign) next to the student’s name and selecting Email from the resulting menu.

While the default modules cannot be removed, it is necessary for Instructors and Students to **Edit Notification Settings** that determine how the user receives information from Blackboard.
To Edit the General Settings:

1. Click the **Notifications Tab**.
2. If not already selected, click the **Instructor Dashboard** tab.
3. Within either of the modules on the page, click **Edit Notification Settings**.
4. Click on **Edit General Settings**.
   **Note:** These settings determine email format and message settings.
5. In **Option 1 General Settings: Courses**, review and modify the figure in the days old field as appropriate.
   **For example,** the 10 week schedule at Dartmouth College likely only requires a course notification setting of 90 days maximum.
6. In **Option 2 General Settings: Organizations**, review and modify the figure in the days old field as appropriate.
7. Click **[Submit]** to finalize the General Settings.

To Bulk Edit the Notification Settings:

1. Click the **Notifications Tab**.
2. Within either of the modules on the page, click **Edit Notification Settings**.
3. Click on **Bulk Edit Notification Settings**.
   **Note:** This allows the user to change the users personal notification settings en mass for all the courses taught or organizations lead.
4. Click **Courses I am teaching**.
   **Note:** The same instructions apply to Organizations I am leading.
5. In **Option 1 Select Course**, select one of the following options
   - **All** – applies the settings to all courses *(default)*
   - **Selected** – requires the user to select individual course from the Items to Select column and move them to the Selected Items column.
6. In **Option 2 Notification Destinations**, review the email address.
7. In **Option 3 Settings**,
   a. Using the check boxes select the Items for which Notifications should be On/Off.
      **Note:** All items are ON by default. It is recommended that they remain ON to ensure that course related notifications and communications are received.
b. Using the check boxes, select the items for which Notifications should be send via **Email**.
   **Note:** These options are unchecked or OFF by default. It is recommended that all items be selected to receive communications via Email to ensure that course related notifications and communications are received.

c. Using the check boxes, select the items for which Notifications should be available via Mobile access.
   **Note:** Dartmouth College does not currently offer the full functioning Mobile access to Blackboard, as such these items are all OFF by default.

8. Click **[Submit]** to finalize the Bulk Settings.

**Note:** Students will also have the ability to edit their notification settings. When using certain tools within a course, an Instructor can select the option to override student notification settings. This is particularly true in the Announcement Tool.