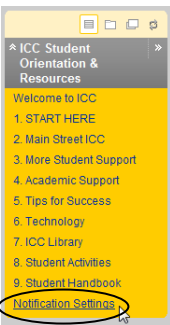




Notifications, Alerts, Messaging Blackboard for ICC Students

August 2011

Blackboard has the ability to send notifications to you when a change is made on a course site. In addition, you can see alerts posted as you enter a course site that let you know there are new discussion board posts to read or that an assignment is due.



Notifications are available to every Blackboard user by default through the **ICC Student Orientation & Resources** course site.

Alerts can be made available to you in a course by your instructors. Pages that display these alerts are called **Modules Pages** in Blackboard. As a student in the course you can decide how to display the alerts.

Editing Notification Settings

Select the **ICC Student Orientation & Resources** course site from the list of courses you are enrolled in.

Once you enter the course site you will see an option on the menu named **Notifications Settings**. Click on the menu option and the Notification Settings page will be displayed.

You can set the notification options to meet their personal needs by clicking on the **Edit Notification Settings** link beneath any of the module names. Each of the links will take you to the same list of options so you only need to set them once. There are three options for editing settings -- Edit General Settings, Edit Individual Course Settings, and Edit Bulk Notification Settings.

★ Indicates a required field.

General Settings

Allows customization of the email format, deletion and reminder schedules for courses and organizations in which you are enrolled. At ICC it is only necessary to modify the course settings.

Individual Course Settings

Allows you to view the current notification settings for courses in which you are enrolled. Click on the link on the name of the course to open the checklist to make the changes. Check each of the items you wish to get notifications for -- the dashboard column will display notices on the module page and the email column will be used to send emails for the items selected. Remember, items will only be displayed in the dashboard of a course if the instructor provides you a module page for viewing them. Email notifications will be sent to the email address that is on file in Blackboard. The same email address will be used for all courses.

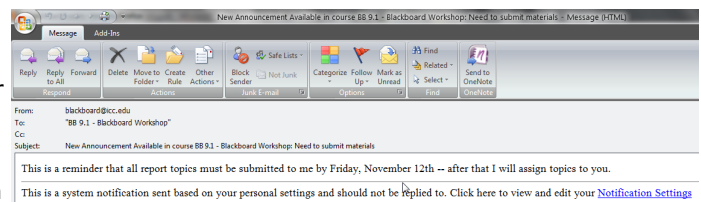
While mobile notifications are listed as settings that can be modified, **they are not available to us at the this time**. When you are satisfied with your settings, click **Submit** to save them.

Bulk Edit Notifications Settings

Allows you to edit notification settings for all courses at one time. You can use this option to change the notifications and display options for all of your courses at one time. This option provides the same settings as are displayed in the individual course settings.

Email Content

Emails sent from Blackboard come from blackboard@icc.edu - make sure emails from this address are accepted by your email account or they will be treated as junk mail or spam. The content of the item posted is included in the email along with a link to allow you to change your notification settings if you choose not to receive them any more. You will be taken to the Blackboard login screen and then to the **Edit Notifications Settings** page.



NOTE: The messages are sent from an email address which is not monitored, so do not respond to the messages by clicking Reply. Send email messages directly to your instructor if you have any questions about the content of the message.

Alerts

If your instructor provides access to alerts in the course site you will either see them displayed on the first page as you enter the course or you will a menu button on the left side of the screen to use to view them.

Customizing

Blackboard currently offers seven different modules for students and instructors. Your instructor will select specific modules for all students in the course. You can not remove modules the instructor selects, but you can add additional modules if you want to. Click on **Add Course Module** to select the options for your course.



- **Alerts** - displays notifications of past due and early warning items for all the courses relevant to the student.
- **My Announcements** - displays course announcements relevant to the student.
- **My Calendar** -- displays course calendar events for the student.
- **My Tasks** - displays tasks for the student.
- **Needs Attention** - displays items in all the courses in which the student is enrolled that require attention.
- **To Do** - displays the status (Past Due/Due) of relevant course work and tasks.
- **What's New** - displays a list of new items in all relevant courses.

Check the box next to the options you want to have available and click **Submit**. The modules you selected will be added to the page.

Using Alerts

As items are added to the course and alerts are posted you will see them in the appropriate display window.

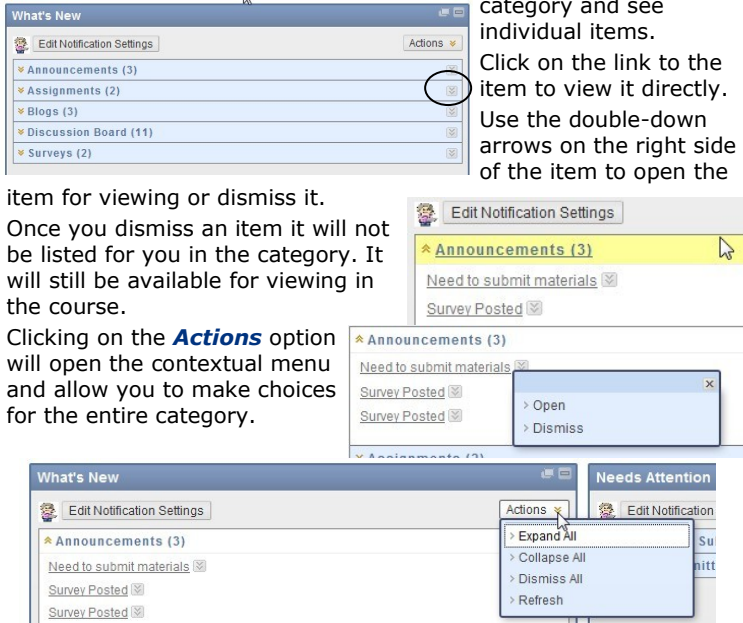
Use the double-down arrow to the left of the category to expand the category and see individual items.

Click on the link to the item to view it directly. Use the double-down arrows on the right side of the item to open the

item for viewing or dismiss it.

Once you dismiss an item it will not be listed for you in the category. It will still be available for viewing in the course.

Clicking on the **Actions** option will open the contextual menu and allow you to make choices for the entire category.



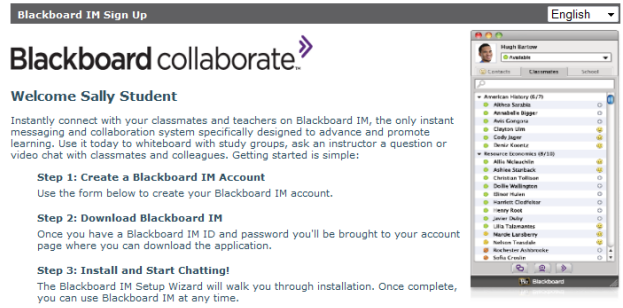
Blackboard IM

Blackboard has released a new product, **Blackboard IM**. It is an instant messaging application that can be linked to your Blackboard account. It was previously marketed as Wimba Pronto and some of the labeling still uses the old name. When you have it loaded your classmates and your instructors will be able to see that you are online. They can send you a quick message or invite you to talk with them over the computer.

Getting Started

Click on the **Tools Page** and select **Wimba Pronto**.

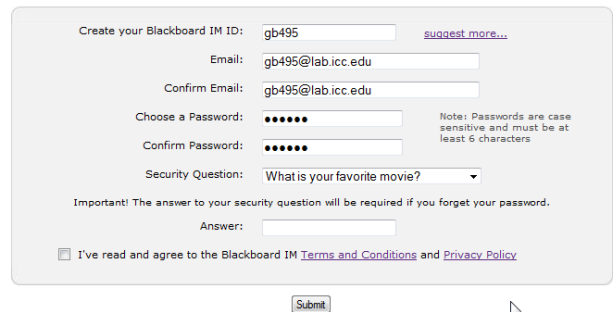
You will be directed to a page to sign up for your account.



your userID in Blackboard is not being used in Blackboard IM already you will be able to use it as your login. If it is not available, another option will be given to you – the password must be at least six characters long. You will be prompted to input information to set up the account. All of the fields on the form are required.

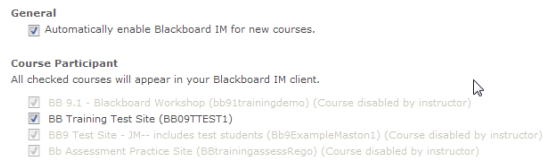
Create a Blackboard IM account

Your Blackboard IM ID will be used for log in and will display to other users. All fields are required.



As a student you will see the a list of your courses. If your instructor do not plan to use Blackboard IM the course name will be grayed out. Blackboard IM will load the students and instructors from the courses you have checked into your list.

Course Settings: Illinois Central College



Blackboard IM is available on all ICC computers. It is a free download that you can load onto your home computers as well. Once you have the software loaded on your computer start Blackboard IM and login with your account information. It will look at your Blackboard account and you will see others in your classes listed on your contact list. When people are online and available you can send them an instant message. Your teachers may suggest using Blackboard IM as a way to contact them during office hours.

Contact the Help Desk
helpdesk@icc.edu
 (309)694-5457