

# Personalising your Blackboard Notifications

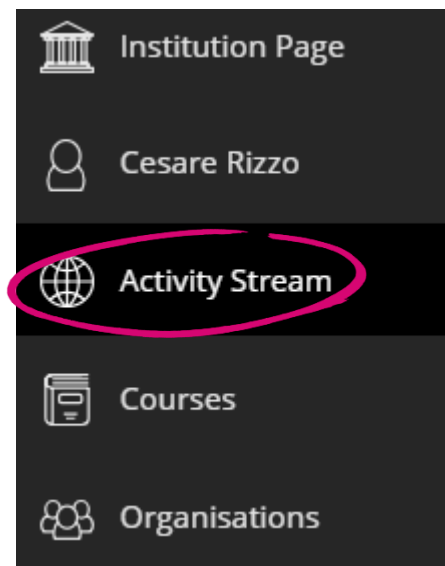
This guide is designed to inform you of why you should consider customising your Blackboard notifications. We strongly recommend that you consider using the Blackboard mobile site (<https://elp.northumbria.ac.uk>), as this will be the most efficient way of keeping up to date with any developments on your Programmes of study.

**Please note: Chrome is the recommended browser for using Blackboard**

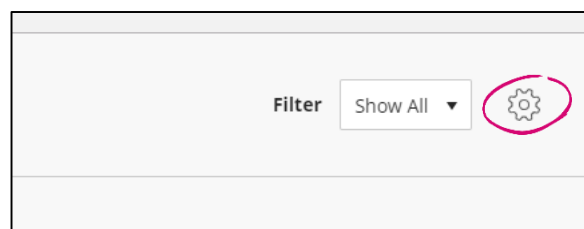
**IE (Internet explorer) is not supported**

## Personalising your Blackboard Notifications

- 1 Ensure that you are on the **Activity Stream**, this is the third option on the right navigation panel.



- 2 Click on the settings icon in the top right corner



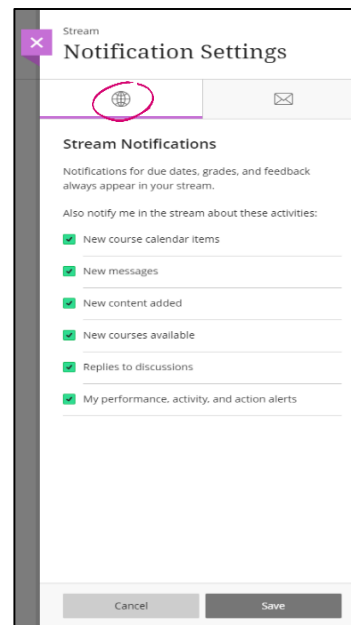
## Stream Notifications

- 3** The first list of options is the **Stream Notifications**, this is indicated at the top by the Globe symbol.

This gives you the option of customising what you will see in the Activity Stream.

Simply check or uncheck any of the options in the list.

Click on the **Save** button to implement any changes.



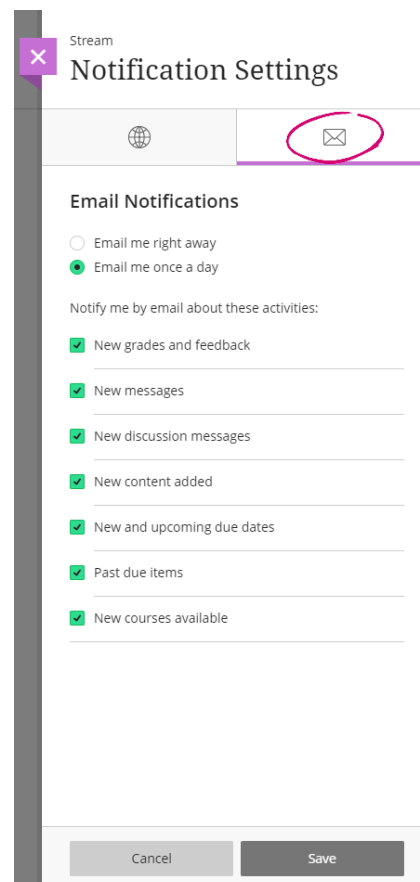
## Email Notifications

- 4** The next list of options are the **Email Notification** options, this is indicated at the top by the Email symbol.

This gives you the option of customising what notifications you will receive via your student email account.

Firstly, you can choose the frequency of the emails you will receive. The **right away** option will send you an immediate email every time a change occurs, and the **once a day** option will send you an email at the end of every day with a digest of activity that has taken place during that day.

Simply check or uncheck any of the options in the list.



Click on the **Save** button to implement any changes.

## **Which options should I choose?**

It is advised that you do not change any of the Activity Stream options, this is so the Activity Stream will hold all information as a digest and provides you with links to the information you are looking for.

The email settings could be tweaked to your personal preference. It is advised that you keep the 'New Grades and Feedback' and the 'New and upcoming due dates' options checked as this would notify of the most important information such as Assignment due dates, one off events and any feedback and grades received for assignment you have already submitted.

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