Notifications Dashboard
For Faculty

What a Notifications Dashboard Is
The Notifications Dashboard has modules that automatically update throughout the semester. Examples of modules that may be present in this area include Calendar, Announcements, What’s New, To Do, Tasks and more.

On the My Blackboard Tab
Both students and faculty members may add or remove modules on the My Blackboard tab of the Blackboard interface. These are the default modules visible on the My Blackboard tab when you first login.

- **Tools** – displays links to various tools in Blackboard such as mail, grades and directory.
- **Browser Test** – checker to determine if your browser is optimized for Blackboard.
- **Announcements** (permanent) – displays announcements from all courses.
- **My Calendar** – displays calendar entries from last 7 days of all courses.
- **My Organizations** – should display “Blackboard Support Organization” for all enrolled.
- **My Tasks** – displays all tasks from all courses in which you are enrolled.
- **My Courses** (permanent) – displays a list of all the courses in which you participate.
- **Mobile Learning Update** (permanent) – Blackboard ads.

Within a Specific Course
Within a specific course, only the instructor can add modules. Students cannot move or remove any of the modules you have selected to display.

Common Course Modules
When you first enter an empty course, the dashboard has the following default modules:

- **My Announcements** – displays the last 7 days’ announcements, including institutional announcements. Its title will be displayed as a link allowing students to click to view the announcement.
- **What’s New** – displays a list of new items added, such as added files, links, blogs, assignments, etc.
- **To Do** – displays due dates for tasks and assignments, offering a broad-spectrum view of deadlines over the course of the whole semester.
- **My Messages** – displays number of unread messages available as a link.
Adding a Notifications Dashboard Page to Your Course

If you don’t already have a notifications area as default or you deleted it, you may add one to your course by following these steps:

1. Enter the course, and make sure edit mode is turned **ON**.

2. At the left, click the **blue plus** and select **Create Module Page**.
3. Type in “Notifications” or “Notifications Dashboard” and place a checkmark beside Available to Users.
4. Then click Submit.

5. Click the new Notifications button at the bottom of your left-hand course menu. It will be empty.
Adding and Removing Modules

The recommended modules to add to a notifications area are the default ones listed at the beginning of this document: announcements, to do, what’s new, and messages. To add modules, follow these steps:

1. In the notifications area you created, click the blue **Add Course Module** button.

2. A large list of modules will be displayed. You may add several at once by clicking the corresponding module’s **+Add** button. Once you have added it, the button will change to say **–Remove** in case you wish to remove it later.
3. To find the remaining modules on page two, click the arrow next to Page at the bottom of the page.

4. Once you have added the desired modules, scroll down and click OK.

5. The Notifications Dashboard will now have the modules you selected displayed. If they are out of order, simply click the blue bar of the module you wish to move, hold the mouse button down, and drag the box to your desired location. A dotted square will appear as a landing spot for you to place the module.