Blackboard Notifications (powered by Rave)

A Step-by-Step Guide for Faculty and Students

At a Glance

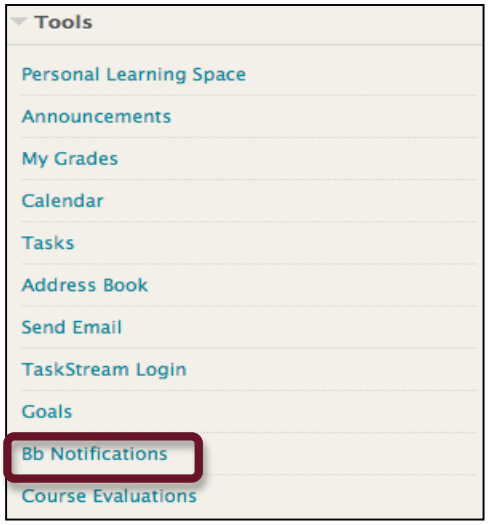
This guide will demonstrate how to enable the delivery of Blackboard notifications through the RaveAlert system.

Open RaveAlert in Blackboard Learn

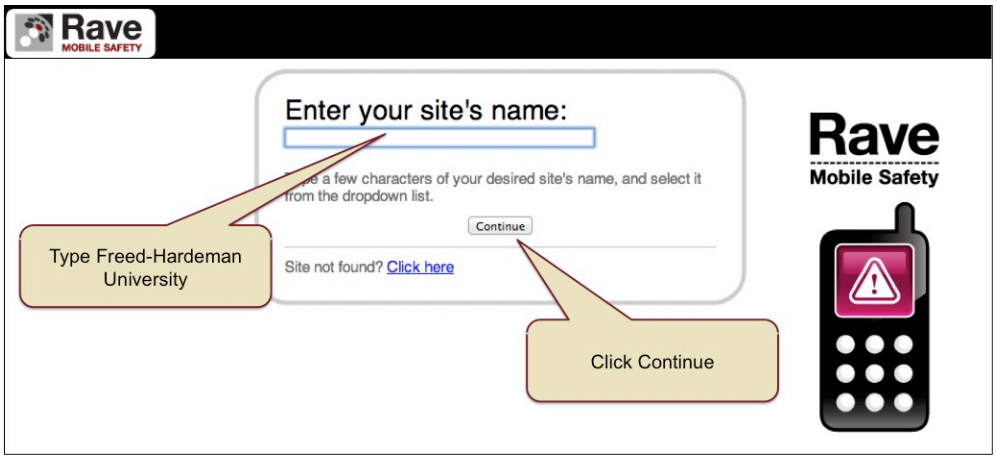
Navigate to the RaveAlert configuration screen in Blackboard Learn.

Step 1: Open Blackboard Learn in your web browser (http://blackboard.fhu.edu) and sign in using your FHU username and password. Your home page will then be displayed.

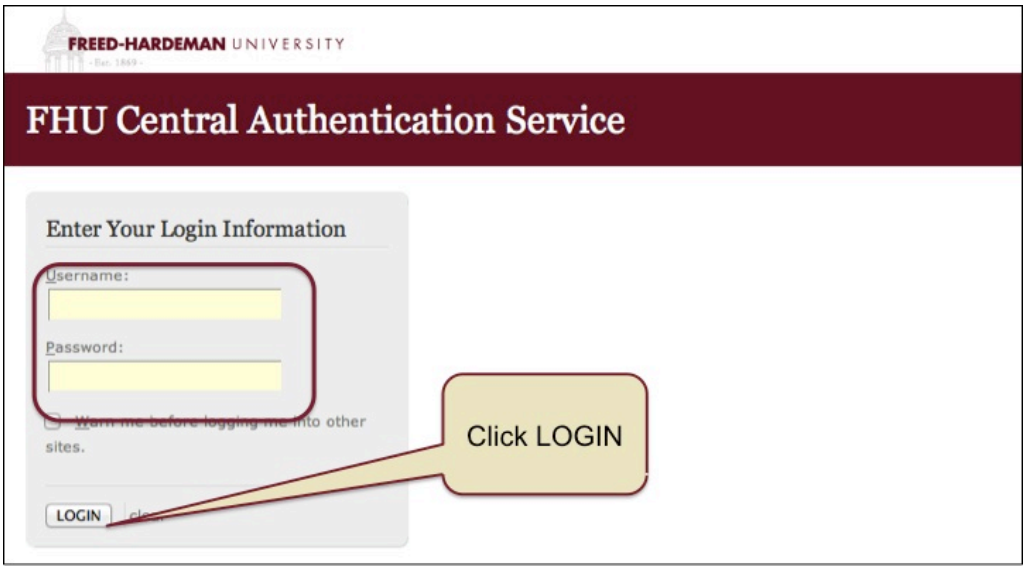
Step 2: On the home page, click *Bb Notifications* in the *Tools* module.



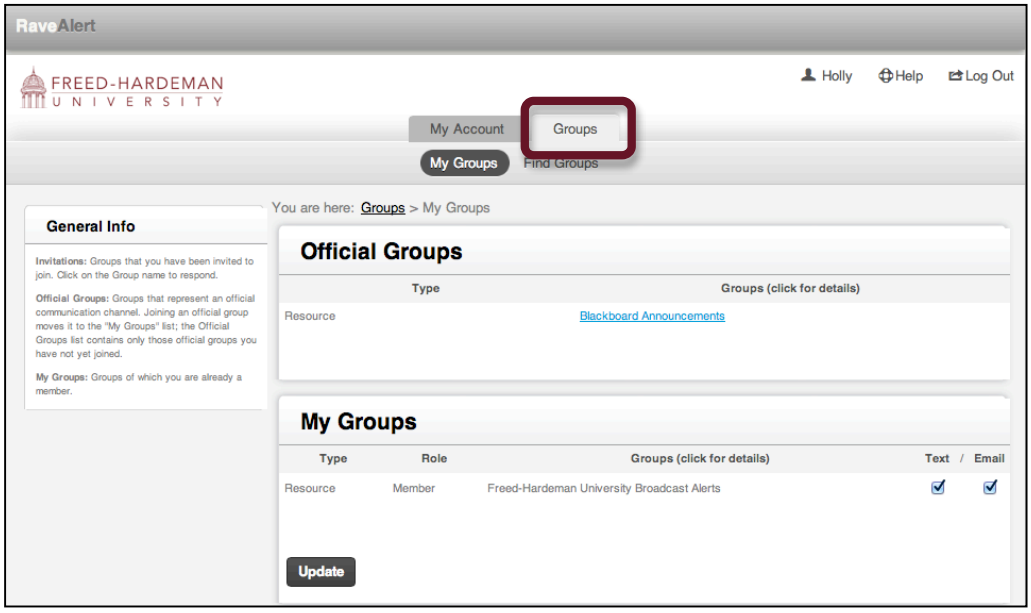
Step 3: The first time you access RaveAlert, you will be prompted for a site name. On the Rave Mobile Safety page, type *Freed-Hardeman University* in the search box and press *Continue*.



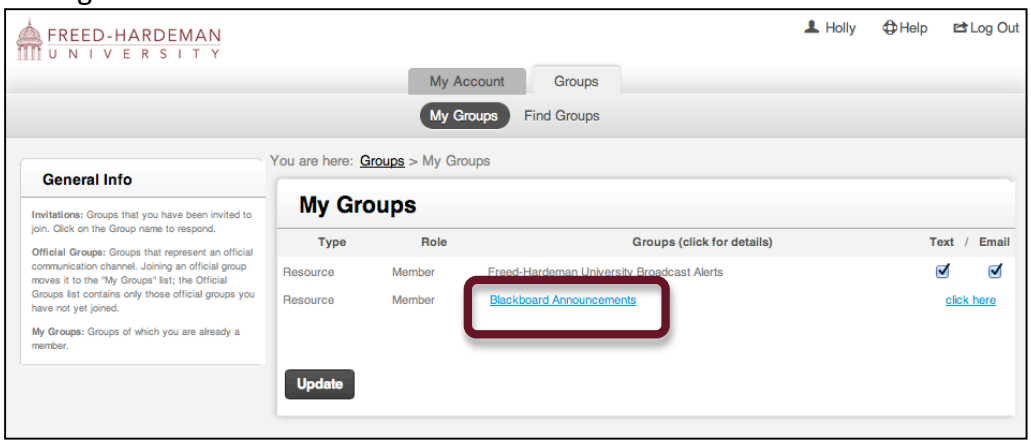
Step 4: Type your FHU username and password and press *<Enter>* or click the *Login* button to log into the system.



Step 5: Click on the *Groups* tab if not already displayed.



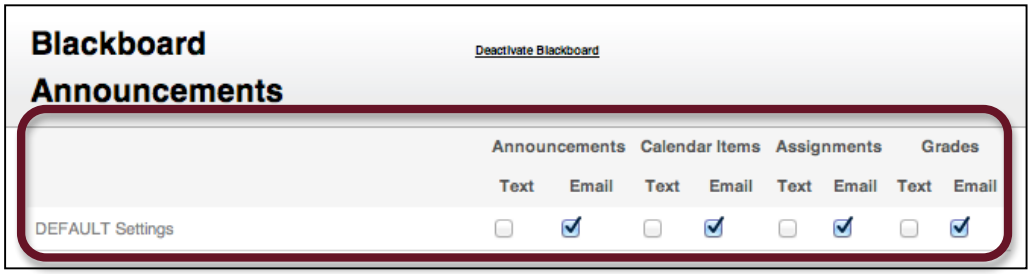
Step 6: Under *My Groups*, click the *Blackboard Announcements* link to view notification settings.



Customize Your Settings for Blackboard Notifications

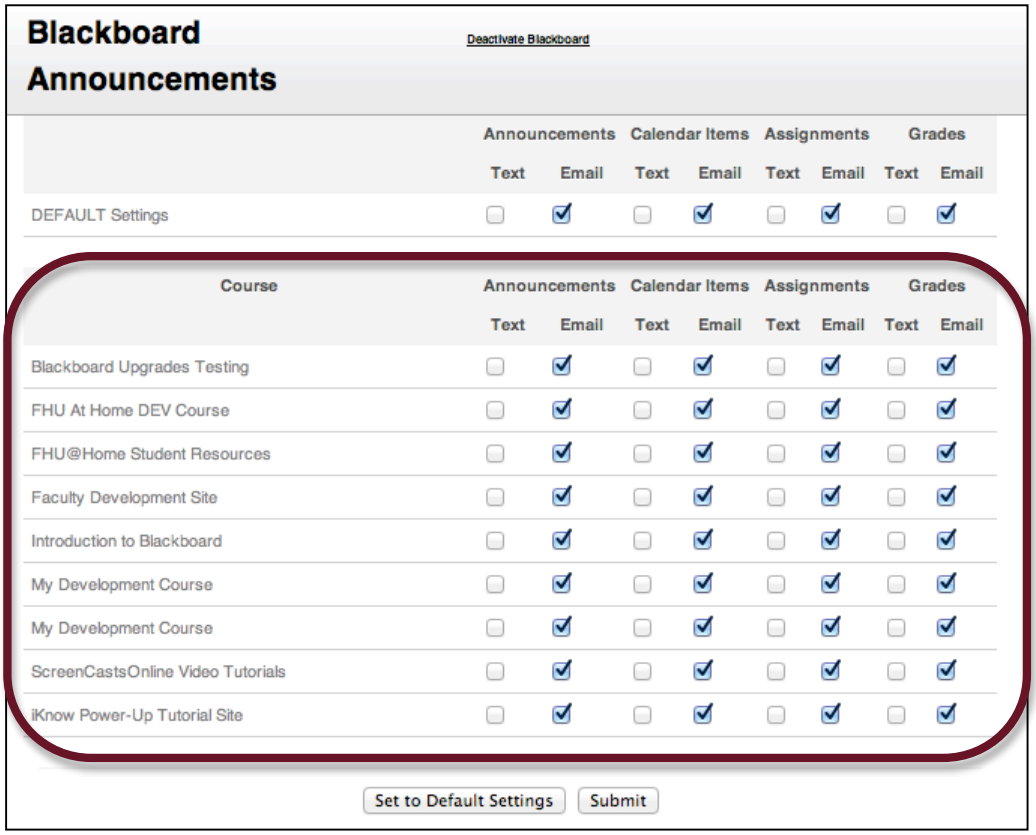
RaveAlert will allow you to customize the type of Blackboard notifications that you wish to monitor as well as their delivery method. Notification types include Announcements, Calendar Items, Assignments, and Grades. For each type, you may specify that you wish to receive a text message and/or an Email message when a notification is generated. The following steps will guide you through the customization process:

Step 1: Specify the DEFAULT settings for Blackboard notifications. These settings will propagate to any new course in which you are enrolled. For each notification type, place a checkmark under the delivery method. You may specify Text, Email, or Text and Email for each of the categories listed or leave blank to disable notification delivery.

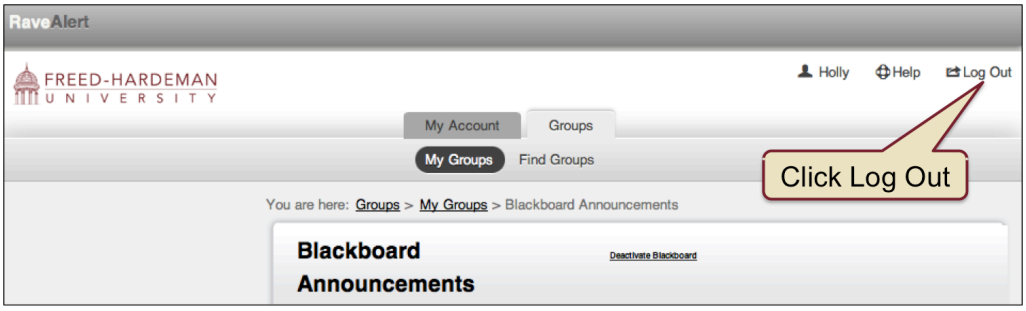


Step 2: Specify customized notification settings for each individual course in which you are enrolled. Courses are listed on the left-hand side of the screen and notification types on the right. As in Step 1, you can select which type of notifications to receive and their associated delivery method. Again, you may select Text, Email, or Text and Email for each of the categories listed or leave blank to disable notification delivery.

Click the *Submit* button when you are finished customizing this screen.



Step 3: After clicking *Submit*, a message will be displayed indicating that your settings were successfully saved. Click the *Log Out* link at the top of the window to exit from RaveAlert. Close the RaveAlert tab to return to your Blackboard Learn home page.



Additional Assistance for Faculty

See the *Blackboard Learn Basics* guide as well as other resources on the faculty tutorial site at http://www.fhu.edu/tutorials/faculty. Faculty may also receive assistance by contacting the HelpDesk at http://helpdesk.fhu.edu or by phone at 731-989-6111.

Additional Assistance for Students

See the *Blackboard Learn for Students* guide as well as other resources on the student tutorial site at http://www.fhu.edu/tutorials/student. Students may also receive assistance by contacting the HelpDesk at http://helpdesk.fhu.edu or by phone at 731-989-6111. Please note the instructor is the first point of contact for assistance with course related issues.