Course Text Notifications

Course text notifications are a way to inform teachers and students of what’s important in your classes i.e. due dates, assignment availability and announcements. You can set your classes to automatically send out bulk notifications via text. At the end of these instructions, there is a list of frequently asked questions.

*Note: Charges from your text messaging provider may apply.*

1. Log into Blackboard.
2. Click on the drop down arrow next to your name in the upper right hand side from within Blackboard to access Global Navigation. Then click on **Settings**.

3. Select **Personal Information**.

4. Click **Edit Personal Information**.

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**Personal Information**

*Edit Personal Information. Personal Information is your contact information. name, address, phone number, and so forth.*

*Personalize My Settings*  
*Set which links appear on your My Settings navigation menu.
5. Under **Other Information**, enter your **Mobile Phone** (cell phone) number including the area code (i.e. 999-999-9999).

![Other Information](image1)

6. Click **Submit**.

7. Click on the drop down arrow next to your name in the upper right hand side from within Blackboard to access Global Navigation. Then click on the **Edit Notification Settings**.

![Edit Notification Settings](image2)

8. Click on **Courses I am taking** or **Courses I am teaching**.

![Bulk Edit Notification Settings](image3)

9. Select the course you want to set notifications for by selecting the course on the left and then clicking the arrow button.

![Select Courses](image4)
10. In settings, check the item(s) you want to have set for mobile texts notifications under SMS or Text-to-voice such as Course Messages Received or Announcement Available.

*Note: Please be careful in selecting the options. Only check the notifications you would like to receive. Do not select all. If you select all, you will be swamped with the notifications. If you find the number of notifications overwhelming, you can go back and change these settings at any time.*

1. SMS sends only a text message with the notification information to your cell phone if provided.
2. Text-to-voice will provide a voice message with the notification information to your cell phone if provided.

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**Frequently Asked Questions**

**What happens if I provide a phone number to receive text messages?**

We will input your text-enabled phone number into the system for the Blackboard Connect service to send the notifications your chose via text message to your mobile phone.

**From what number will these text messages originate?**

All confirmation text messages and subsequent alerts will come from 23177 or 63079. Please save this number and program it as (Location Name) so you can quickly recognize this number as the official source of our messages.

**How do I make changes to the text messages I receive?**

Follow the steps in this guide and change the options.

**If I change mobile phone providers but keep the same number, do I need to change anything?**

No. Once your phone number has been entered in the system, it stays registered within the system.

**Who do I contact if I have other questions or need assistance?**

If you have questions or need assistance, contact our Help Desk at 1-888-489-5463 option 4.