Professor Notification Tool

Notify Students

To send a message to students in a particular course about upcoming assignments, tests, or any other event, you can now use the Professor Notification Tool located in the Course Tools menu of your Blackboard course.

Note: In order for students to receive text messages sent using the Professor Notification Tool, your students must have added their mobile phone numbers under My Places at the top of the Blackboard window and received the confirmation text message. It could take several minutes for students’ numbers to synch with the Bb Connect server.

Access the Professor Notification Tool

1. Log into Blackboard (http://learnonline.nku.edu).
2. Navigate to the desired course.
3. Click on Course Tools menu.
4. Select Professor Notification Tool.

- The Professor Notification Tool is now open for the selected course. (shown below)
Send Notifications to Users in the Course

1. Select the users who should receive this message.
   - Select the user name(s) in the selection box on the left. If you need to select all users, click the **Select All** button to highlight all users.
   - Click the arrow pointing to the right located between the two selection boxes.
   - Selected user names should now appear in the box on the right.
     - All user name(s) located in the box on the right will receive the message as long as the selected delivery types are available for that user (shown below in the red circle)
   - To remove a user’s name from the list, click the name and then click the arrow pointing to the left located between the two selection boxes. That name will move back to the box on the left.

2. Enter the subject of your message in the box provided.

3. Select the appropriate delivery types and input your message content.
   - Click the checkbox for each desired method of delivery
   - The text box will activate and you may type your message for each delivery type.
     - **Note:** A header has been inserted into each delivery type to help identify the sender of the message.

4. Once all users have been selected, message subject defined, the delivery types selected, and message content added, click the **Submit** button and your message will be delivered immediately. (Please be respectful of the time of day that you send the message.)