Editing Your Notification Settings

eLearning, modified: August 2014
QG 0005s

You can change the Notification Settings of your MyAberdeen account to tailor what type of information you receive notification of, and how and where you receive this notification. This Quick Guide will take you through the process of editing your Notification Settings. You will be able to decide how you want to receive notifications, through your Dashboard, Email or Mobile.

Note: If you want to receive Mobile notifications you need to download the BlackBoard Mobile App onto your phone, it is advisable to also download iAberdeen.

The Notifications Dashboard

- Log in to your MyAberdeen account at: http://www.abdn.ac.uk/myaberdeen
- On your homepage click the Notifications Dashboard sub-tab, located next to the Home sub-tab, at the top left of the page – this opens the Notifications Dashboard where you will find a further collection of modules such as What’s New and To Do

Note: For further details on using the What’s New and To Do modules, please refer to the Introducing the Course Environment Quick Guide.

Editing Your Notification Settings

Within both the What’s New and To Do modules you will find an Edit Notification Settings button. Here you can change the means by which you are notified about an array of changes that may occur within your course or at institutional level

- Click the Edit Notification Settings button to open the Edit Notifications page – here you will be presented with 4 links: Edit General Settings, Bulk Edit Notification Settings, Edit Individual Course Settings and Edit Individual Organisation Settings
- Click Edit General Settings to open the General Settings page
  - In general Settings: Courses, elect to receive a daily email ‘digest’ containing news of anything new that has been added in your courses over the course of a day or of which you have selected to be notified (see below), or individual messages to be sent with every notification (i.e. when anything new has been uploaded to your course or your tutor has made an announcement)
  - Select how long notifications will be displayed for before being automatically removed
  - Choose whether to set reminder times i.e. 7 days before an assignment is due
  - Follow the same process for Organisations
  - Click Submit to apply any changes you have made
- Bulk Edit Notification Settings: this tool allows you to change and update the notifications settings for multiple courses/organisations on which you are enrolled at the same time
  - Click the Courses I am taking link under the Bulk Edit Notification Settings description, to open the Change Settings page
    - If you do not want to apply changes to All your courses, tick the Selected check-box
    - To select a course, highlight it in the Items to Select list and use the arrows to move it into the Selected Items box
    - In Section 3 there is a list of notifications, such as Assignment Available, Assessment Due, Unread Discussion Board Messages etc. Each has a check-box for Dashboard and Email and Mobile
    - Tick the check box(es) of each notification to identify the means by which you will be notified.
    - Click Submit to apply any changes you have made
    - The same process can be followed for Organisations

Note: Each notification also has an on/off check-box down the left hand side; by un-ticking the box you can turn off the notification. Although you are strongly advised not to, it is possible to turn off all notifications; however, your tutor/lecturer has the ability to override this option with certain notifications which they feel are too important to go un-received.

- Click the Courses I am taking link under the Bulk Edit Notification Settings description, to open the Change Settings page
  - If you do not want to apply changes to All your courses, tick the Selected check-box
  - To select a course, highlight it in the Items to Select list and use the arrows to move it into the Selected Items box
  - In Section 3 there is a list of notifications, such as Assignment Available, Assessment Due, Unread Discussion Board Messages etc. Each has a check-box for Dashboard and Email and Mobile
  - Tick the check box(es) of each notification to identify the means by which you will be notified.
  - Click Submit to apply any changes you have made
  - The same process can be followed for Organisations

Note: Each notification also has an on/off check-box down the left hand side; by un-ticking the box you can turn off the notification. Although you are strongly advised not to, it is possible to turn off all notifications; however, your tutor/lecturer has the ability to override this option with certain notifications which they feel are too important to go un-received.

- Edit Individual Course Settings: as above, but here you can set the notification settings for courses individually
- Edit Individual Organisation Settings: as above, for individual Organisations