

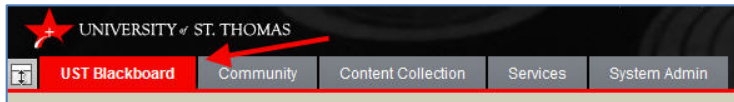
## Blackboard 9 Training – University of St. Thomas

### Dashboard Notification

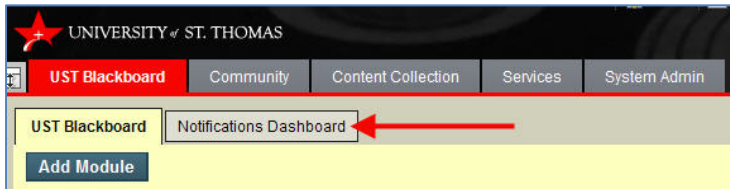
Use the Dashboard Notifications to view tasks to be completed in one central place, assignment to grade, and new discussion board posts to review, monitor at-risk students, and receive course notifications.

### Accessing the Dashboard Notification Feature

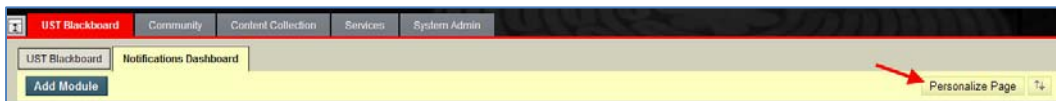
1. Log onto Blackboard and select the **UST Blackboard** tab.



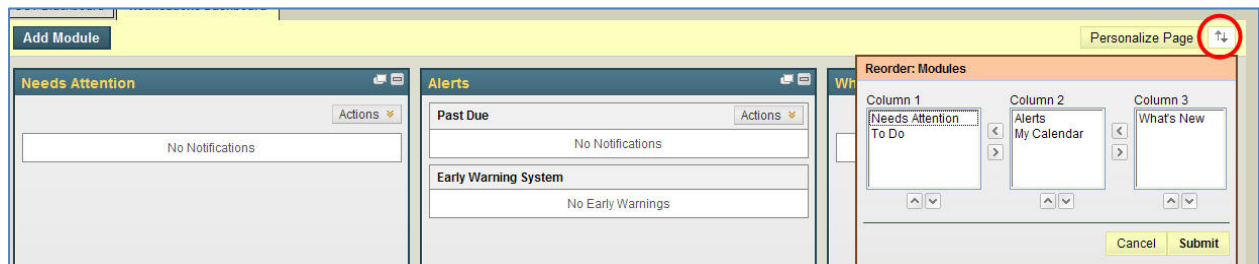
2. Click the **Notifications Dashboard** tab.



3. Customize the page by clicking on the **Personalize Page** button.

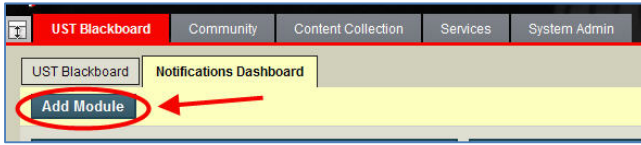


4. Rearrange the modules by clicking on the **Reorder** button.

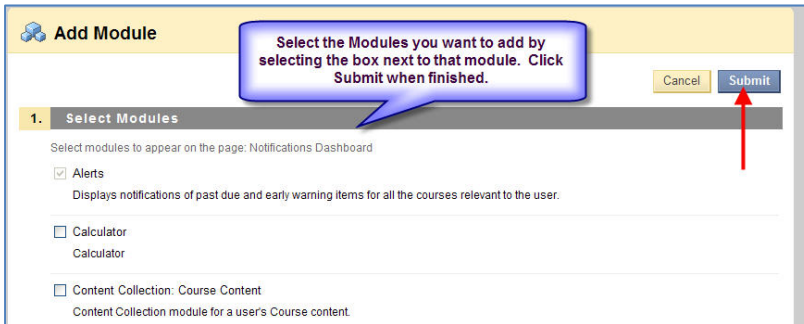


## Adding a Module

1. Click on the Add Module button.



2. Select the **Module** and click **Submit** to complete.



## Recommended Dashboard Notification Modules

- Needs Attention
- Alerts
- To Do
- Calendar
- What's New

