Managing Alerts in Blackboard:
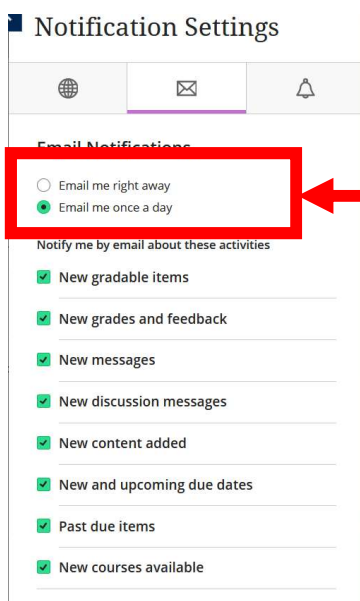
1. Sign into blackboard: https://blackboard.wvup.edu
2. On the main menu, click on your name.
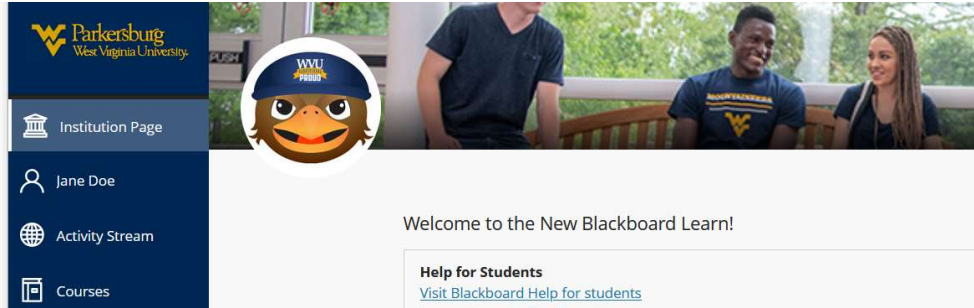
3. On the right side, click on **Email Notifications**
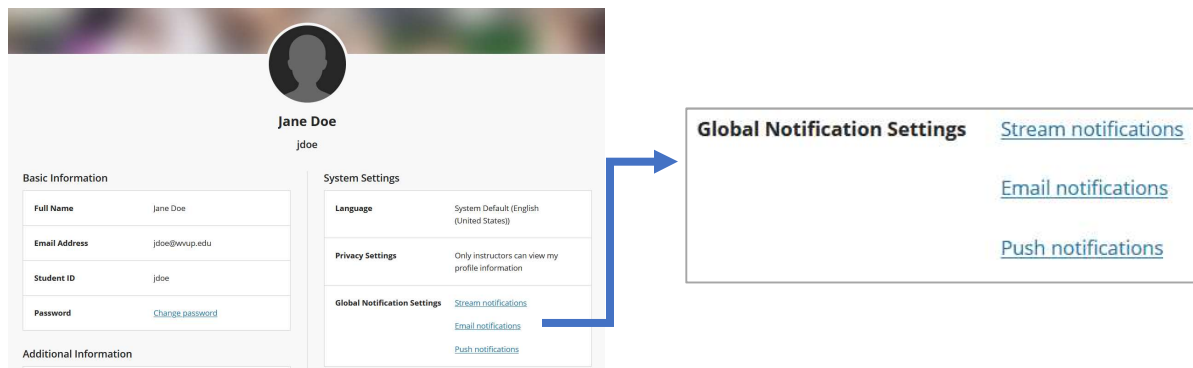
4. From this menu, you can decide what alerts you get and how frequent you will be receiving those alerts.

Email me once a day: you will get a report of all the changes (if any) that occurred for the specific day. (36 actions = 1 email with 36 entries on it)

Email me right away: you will get an alert every time a student makes a change based on what alerts you have set up. (36 actions = 36 individual emails)