How to use the Professor Notification Tool

Professor Notification Tools can be used to send a notification to a specific student, or group of students, by email, SMS (text), or phone.

1. Navigate to blackboard.towson.edu
2. Enter the course with the students you want to send a notification to
3. In the left-hand menu, under Course Tools, select Professor Notification Tool
4. To choose a recipient, select the user on the list on the left. To select more than one user at the time, hold the CTRL key, then click the arrow
5. Click the arrow in the center of the two boxes to choose that user (it will move the name to the right)

6. Type a Subject for your notification
7. Choose to send the notification via Email, SMS, or Phone by checking the box to the left of that option.
   
   Please Note: You may choose all 3 options, but be sure to type your message in all the boxes you choose

8. Type your message
9. Submit

Please Note: In order for students to receive SMS (text) or Phone notifications, they must enter their phone number in their settings. They must at least add a phone number to their account, it is not necessary to turn on text notifications, but they may do so. Direct students to this link for help: https://www.towson.edu/technology/training/blackboard/documents/student-cell-phone-text-alerts.pdf