A quick and easy way to remind students about deadlines

When a deadline is approaching, you can see in the Grade Center which of your students have completed your activity – an activity could be an assignment, a test, etc.
Those students who have handed in/completed the activity will have a yellow exclamation mark right where the column of the activity meets the student's name.

It is a good idea to send a reminder to those students who have yet not completed the activity you have prepared. Either to help them or to make sure you do not need to arrange alternative activities for those who miss your deadline. Often they have not completed the activity because they forgot or because they have misunderstood what is expected of them.

In the Grade Center, there is an easy way to send reminders to those students. The only requirement is that your activity has been created in Blackboard. It could be a paper/assignment, test, survey, post in a discussion forum, etc.

How to:

1. Go to the course you want to send a reminder from
2. Click on *Grade Centre* and then on *Full Grade Centre*

3. Find the column for your activity and click on the grey function arrow
4. Select *Send Reminder*

Now Blackboard will send out an automatically generated email to those students who have yet not completed the activity. Unfortunately, you cannot compose the wording of the email yourself.

Happy Blackboarding and have a nice weekend.

Kind regards,
ST Learning Lab