# Sending Reminders

Blackboard allows instructors to send automated reminders to students who have not attempted a graded item in Blackboard. This guide will demonstrate how to send reminders to students from the Grade Center

## Sending a Reminder, Part 1

[](https://utlv.screenstepslive.com/s/faculty/m/BlackboardLearn/l/780291/show_image?image_id=2183185)

To send a reminder to students:

1. In the **Full Grade Cente**r, Click on the contextual menu button for the assignment you wish to send a reminder for.
2. Select **Send Reminder** from the menu that appears.

## Sending a Reminder, Part 2



A dialog box will appear asking you to confirm sending a reminder to students. You will be able to see the number of students who have not submitted. Click OK to confirm sending a reminder.