

# How to Edit Notifications Settings in Blackboard

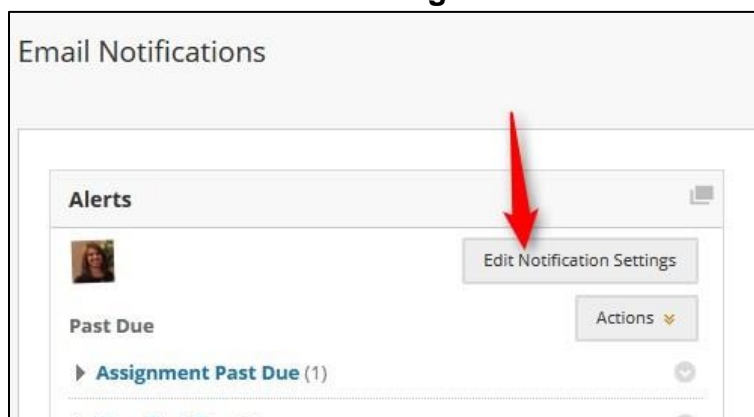
You can edit notifications settings in Blackboard.

## Directions:

1. Go into one of the courses you want to edit Notification Settings.
2. Click the **Email Notifications** link.



3. Click **Edit Notification Settings**.



4. Click **the course name**. Notice that you can set notifications for individual courses, all courses or organizations you belong to.

 indicates settings have been changed from default values

**Edit General Settings**  
Define general notification settings, such as email format and reminder schedule, for courses and organizations.

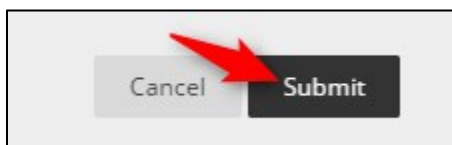
**Edit Individual Course Settings**  
View the current notification settings for courses in which you are enrolled. Make changes to the notification settings for a specific course.

- DEV - PRACTICE AS INSTRUCTOR
- DEV - WEIGHTED PRACTICE AS INSTRUCTOR
- Patti's Playground
- **SPRING 2017 STUDENT SUCCESS SEMINAR (S)** 
- SSC101 Articulate Test Course

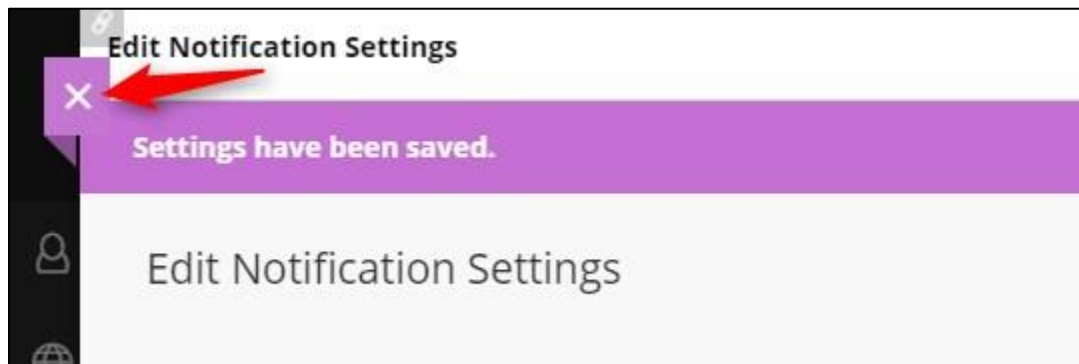
5. Click the **area(s)** that you want to receive an email. **NOTE:** Not all options are available.

SETTINGS			
<input checked="" type="checkbox"/> On/Off	Notification	<input type="checkbox"/> Dashboard	<input type="checkbox"/> Email
<input checked="" type="checkbox"/>	Announcement Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Due	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Needs Grading	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Past Due	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Blog Needs Grading	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Content Item Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Course/Organization Available	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Course Message Received	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Course Quota Soft Limits	<input checked="" type="checkbox"/>	<input type="checkbox"/>

6. Click **Submit**.



7. Click the **“X”** to close the window. You will be take back to the Global courses page.



You will receive an email in your Gmail account.