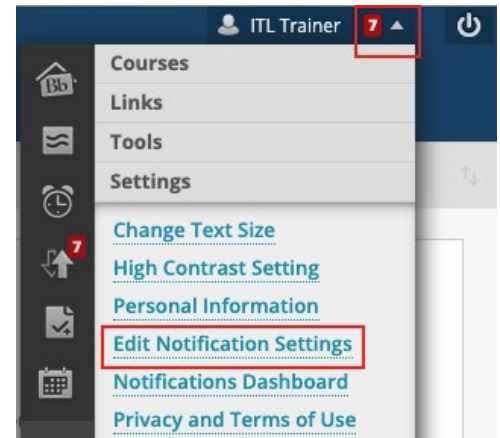


Modify Blackboard Email Notifications

Manage the email notification settings for all your courses. You can select which notification types you want to receive as well as the methods used to deliver them.

1. Log in to Blackboard and click on the **Global Navigation Menu** next to your name.
2. Select **Settings** and then click **Edit Notification Settings**.
3. Under *Bulk Edit Notification Settings*, click **Courses I am teaching**.



Bulk Edit Notification Settings

Select the set of courses or organizations to update and change the notification settings for them in one step. Higher priority notifications should be sent with a method that will deliver that notification in the timeliest fashion.

- **Courses I am teaching**
- Courses I am taking

4. Select **All** to modify notification settings for all your courses or **Selected** to choose specific courses.

- All
 Selected

A screenshot of the 'Items to Select' dialog box. It has two columns: 'Items to Select' and 'Selected Items'. The 'Items to Select' column contains links like 'Click Here to See a Sample Course' and 'Training Course 00'. There are 'Invert Selection' and 'Select All' buttons for both columns.

5. Select the email notification types you want to receive or check the box next to **Email** to select all notifications in the list. Click **Submit** to save your changes.

<input checked="" type="checkbox"/> On/Off	Notification	<input checked="" type="checkbox"/> Dashboard	<input type="checkbox"/> Email	<input type="checkbox"/> Mobile
<input checked="" type="checkbox"/>	Announcement Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Due	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Needs Grading	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Past Due	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Click **Submit** to proceed.

Cancel **Submit**