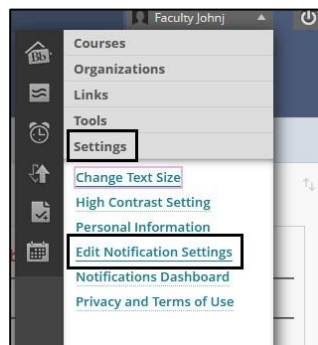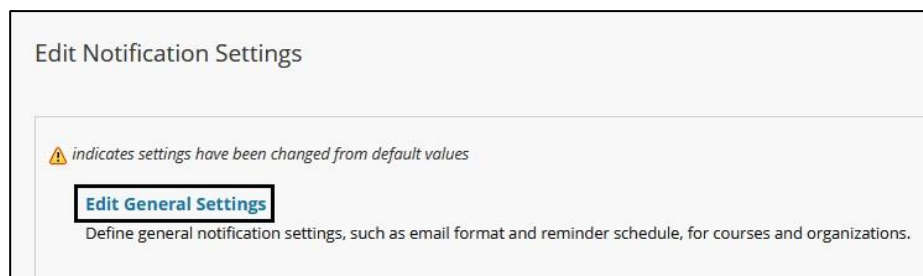# Edit Notification Settings

In Blackboard you can edit your specific notification settings. These notifications can be Bulk edited or course specific depending on what selections you choose.

1. In Blackboard, **select your name in the upper right corner**. From the drop-down menu select **Settings >** select **Edit Notification Settings.**

2. On the Edit Notification page, click on **Edit General settings** link to receive either individual notifications or a single Daily Notification email.

3. Edit notifications by selecting **Bulk Edit Notification Settings** for all courses you are taking/teaching, or you can select **Edit Individual Course Settings** by clicking on the **course name in blue**.

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
- Organizations I am leading
- Organizations I am participating in

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.

- 2014 Fall Term (1) Problems in Police Administration CRJ 756 01[67528] (John Jay College)
- 2015 Fall Term (8W1) Capital and Operational Budgeting and Fiscal Management PAD 744 899[88504] (John Jay College)
- 2015 Fall Term (8W2) Capital and Operational Budgeting and Fiscal Management PAD 744 999[88505] (John Jay College)

4. On the Settings page check off or deselect any notifications you would like to be alerted about. **Press Submit** to save any changes.

SETTINGS

☑ On/Off	Notification	☑ Dashboard	☑ Email	☑ Mobile
☑	Announcement Available	☑	☑	☑
☑	Assignment Available	☑	☑	☐
☑	Assignment Due	☑	☑	☐
☑	Assignment Needs Grading	☑	☑	☐
☑	Assignment Past Due	☑	☑	☐
☑	Blog Needs Grading	☑	☑	☐
☑	Content Item Available	☑	☑	☑
☑	Course/Organization Available	☑	☑	☑
☑	Course Message Received	☑	☑	☑
☑	Course Quota Soft Limits	☑	☑	☐
☑	Discussion Board Forum Needs Grading	☑	☑	☐

Note: Editing Notifications are specific to the user's own account. Turning off notifications for your account will not turn them off for students.

For more information and assistance, please email DOES Blackboard Support at
blackboard@jjay.cuny.edu