Course Notifications

Course notifications are a way to inform teachers and students of what’s important in your classes i.e. due dates, assignment availability and announcements. You can set your classes to automatically send out bulk notifications via email.

1. In the upper right hand side from within Blackboard, click on the drop down arrow next to your name. Select **Edit Notification Settings**.

   ![Edit Notification Settings](image1)

2. Click on **Courses I am taking** or **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

3. Select the course you want to set notifications for by selecting the course then clicking the arrow button.

   ![Select Course](image2)
4. In **Settings**, select the items you want to have set for auto-notifications and what you want to have emailed. Students will automatically receive an email for these items.

*Note: Please be careful in selecting the options. Only check the notifications you would like to receive. Do not select all. If you select all, you will be swamped with the notifications. If you find the number of notifications overwhelming, you can go back and change these settings at any time.*

5. You can further customize how often you receive the notifications. In **Edit Notification Settings**, click on **Edit General Settings**.

6. Under **Email Settings**, select whether you would like to receive your email notifications as **Individual Messages** or **Daily Email Digest**.
   - **Individual Messages**: You will receive an email as each individual notification comes in.
   - **Daily Email Digest**: You will receive only one overall notification a day.
   - **Send Due Date Reminders**: You can also set an email reminder for a specific amount of days before the due date.