Notification Settings

If you’d like to change what notifications you send as an instructor, or receive as a student, you can customize your preferences in Blackboard. You can change your preferences per course, or for all courses.

1. Navigate to https://blackboard.towson.edu/.
2. Log in with your Towson University Net ID and password.
3. In the top right, click on the drop down arrow next to your name.
4. Select Settings at the bottom of the menu.
5. Then choose Edit Notification Settings.

![Image of Blackboard notification settings menu]

Figure 1

6. From here, you can choose to Edit Individual Course Settings, or Bulk Edit Notification Settings. We suggest choosing Bulk Edit Notification Settings.
7. Under Bulk Notification Settings, select:
   a. Courses I am teaching if you’re an instructor.
   b. Courses I am taking if you’re a student.
8. You can choose to change All of your course’s settings, or just ones Selected.
9. To select courses, click the Selected bubble under Select Course.
10. Then, choose the courses you’d like to change the notification settings of.
11. Move them from Items to Select to Selected Items by using the right arrow between the boxes.
12. Scroll down to Settings.
13. Select the Notifications you’d like either you or your students to receive and how you’d like them to be received.
14. At the bottom of the page, click Submit.

Professors see also: https://www.towson.edu/technology/training/blackboard/documents/professor-notification-tool.pdf