

## Notification Settings

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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**.

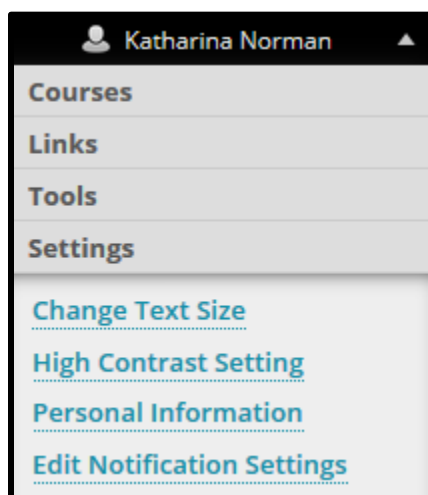


Figure 1

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>