Notification Settings

If you’d like to change what notifications 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 TU NetID 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**

![Katharina Norman](image)

**Courses**
**Links**
**Tools**
**Settings**
- **Change Text Size**
- **High Contrast Setting**
- **Personal Information**
- **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 Edit Notification Settings**, select either **Courses I am teaching** if you are an instructor or **Courses I am taking** if you are a student.
8. You can choose to change **All** of your course’s settings, or just the **Selected** courses.
9. To select courses, click the **Selected** bubble under **Select Course**.
10. Then choose the courses you’d like to change the notification settings for.
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 to receive and how you’d like to receive them.
14. At the bottom of the page, click **Submit**.