**How to edit notifications settings**

You can manage notification settings for all of the courses and organizations you are enrolled in. When an event occurs in the system (such as an assignment is created, a survey is submitted, or a test is overdue, the Notification System informs you of what you need (and want) to know using one or more of available notification methods. **Notifications are set by each individual user, not by the course.**

**Step 1** Log into Blackboard with your UserID and password.

**Step 2** Click the **My Places** link at the top of the page.

**Step 3** On the **My Places** page, select **Edit Notification Settings**.

**Step 4** Select **Edit General Settings**.

**Step 5** On the **General Settings** page, you may elect to receive an email for each notification, or elect to receive a daily digest email that contains information on all of the notifications for that day.

**Individual Emails**: Emails will be sent for each notification. For Early Warning System details, unread Discussion Board messages, unread blog posts, and unread journal entries, however, the digest selection is necessary.
| Daily Digest Email: All notifications will be collected and sent in a daily digest.  
| Set the number of days until a notification is automatically removed.  
| **Due Date Reminders:** Select Yes. This reminder will be emailed to you. Set the number of days before the Due Date to send an email. The email will be sent as a digest email or as individual emails, depending upon the option selected by the user.  
| Select **Submit.**  
| Select either the **individual course** or **bulk edit** for the courses you are teaching.  
| **Edit Individual Course Settings:** Displays the current notification settings for courses in which you are enrolled. Make changes to the notification settings for a specific course can be made.  
| **Bulk Edit Notification Settings:** Select a set of courses to update and change the notification settings for them in one step.  
| **Settings:** Select or Unselect the options for notifications.  
| Click **Submit.**