
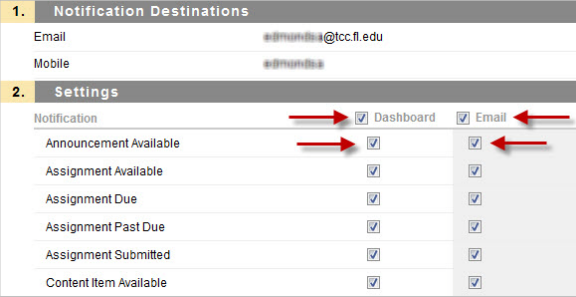




How to edit notifications settings

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	<p>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.</p> <p>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.</p>	

<p>Daily Digest Email: All notifications will be collected and sent in a daily digest.</p> <p>Set the number of days until a notification is automatically removed.</p> <p>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.</p>																						
<p>Select Submit.</p>																						
<p>Select either the individual course or bulk edit for the courses you are teaching.</p> <p>Edit Individual Course Settings: Displays the current notification settings for courses in which you are enrolled in. Changes to the notification settings for a specific course can be made.</p> <p>Bulk Edit Notification Settings: Select a set of courses to update and change the notification settings for them in one step.</p>	<div data-bbox="646 863 1411 1010"> <p>Edit Individual Course Settings</p> <p>View the current notification settings for courses in which you are enrolled. Make changes to the notification settings for a specific course.</p> <p>Blackboard 9 Pilot BUG COMPUTER LITERACY - 089724 ←</p> </div> <div data-bbox="646 1050 1411 1188"> <p>Bulk Edit Notification Settings</p> <p>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.</p> <p>Courses I am teaching ←</p> </div>																					
<p>Settings: Select or Unselect the options for notifications.</p>	 <p>The screenshot shows two sections: '1. Notification Destinations' with fields for Email (edmonds@tcc.f.edu) and Mobile (edmonds); and '2. Settings' with a table of notification types and their destinations.</p> <table border="1"> <thead> <tr> <th>Notification</th> <th>Dashboard</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td>Announcement Available</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Assignment Available</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Assignment Due</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Assignment Past Due</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Assignment Submitted</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Content Item Available</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Notification	Dashboard	Email	Announcement Available	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Assignment Available	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Assignment Due	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Assignment Past Due	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Assignment Submitted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Content Item Available	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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<p>Click Submit.</p>	