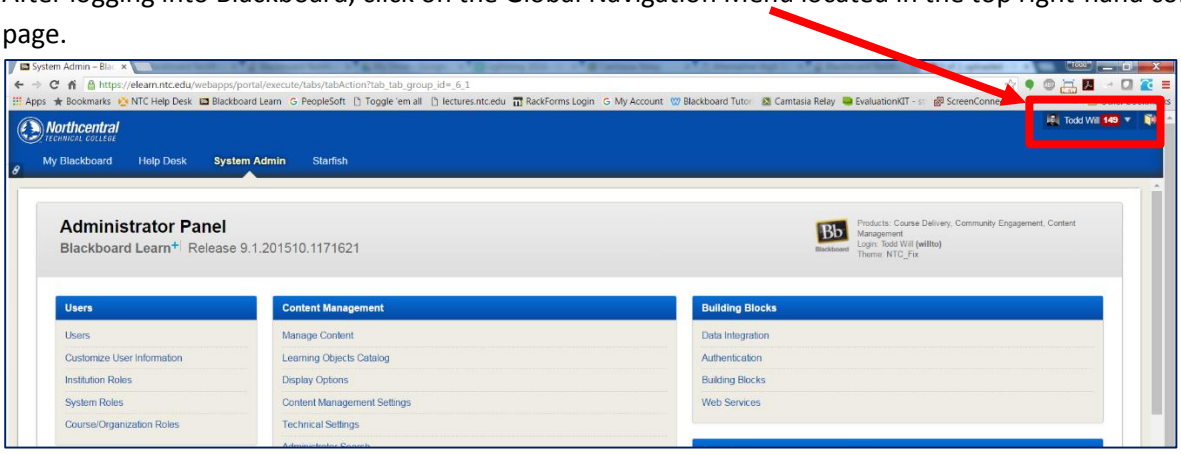
Flexible Learning - Blackboard

Editing Notification Settings (Email Notifications-Needs Grading Status)

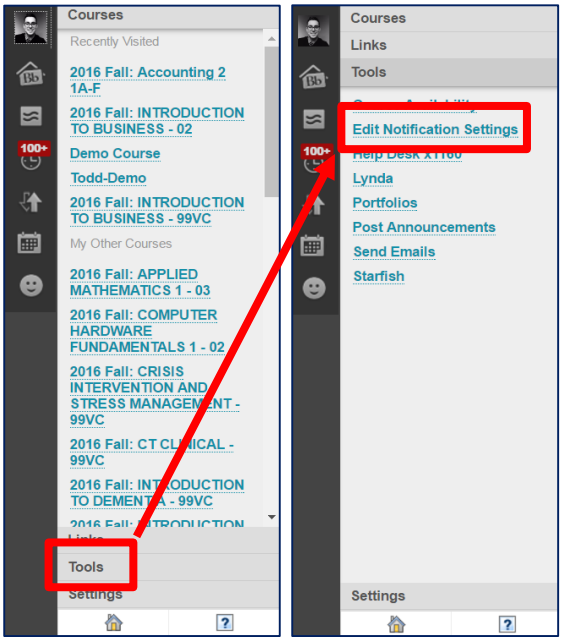
Blackboard allows users to select to receive email notifications for a variety of course updates that occur in Blackboard such as assignment submissions, announcements, due dates and a variety of other course related items.

To edit the notifications currently being received or add additional notifications follow the directions below:

1. After logging into Blackboard, click on the Global Navigation Menu located in the top right-hand corner of the page.

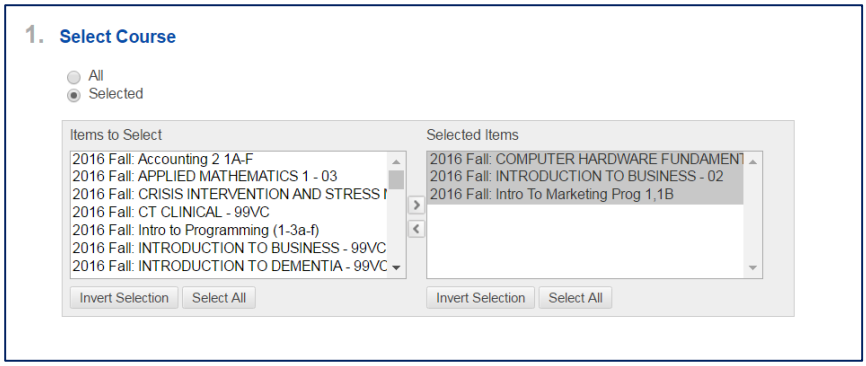


2. On the menu that displays click on **Tools,** then **Edit Notification Settings.**

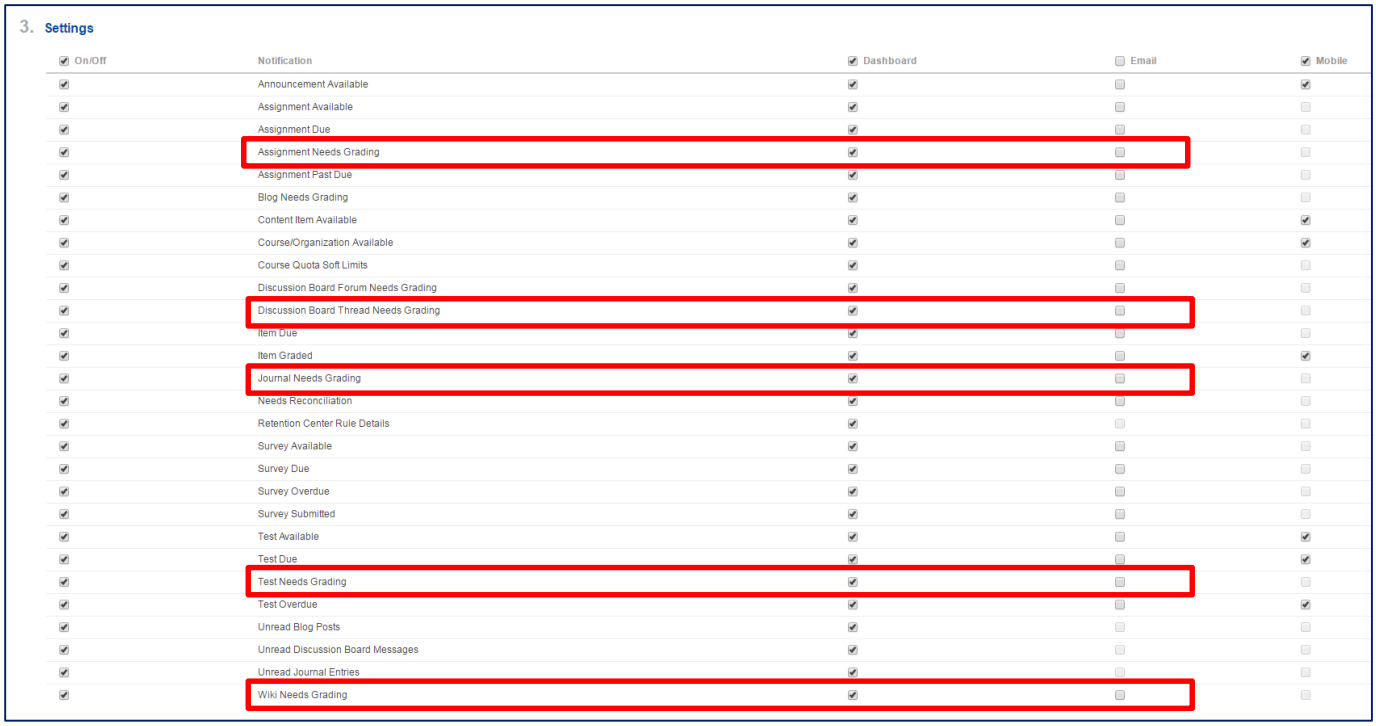


3. On the **Change Settings** screen select the course(s) that you would like to edit the notifications for and click the arrow to move it to the Selected Items area.

   **To select multiple courses, hold the Ctrl key on the keyboard and click the desired courses.*



4. Select the notifications you would like to receive by clicking on the checkbox for either your **Blackboard Dashboard** or **Email** for each Notification type.

   **Mobile Notifications are not currently available.*

5. Instructors can select to receive emails when student assignments, tests, discussion boards and other items that are in **Needs Grading** status by checking the email box for the desired items.