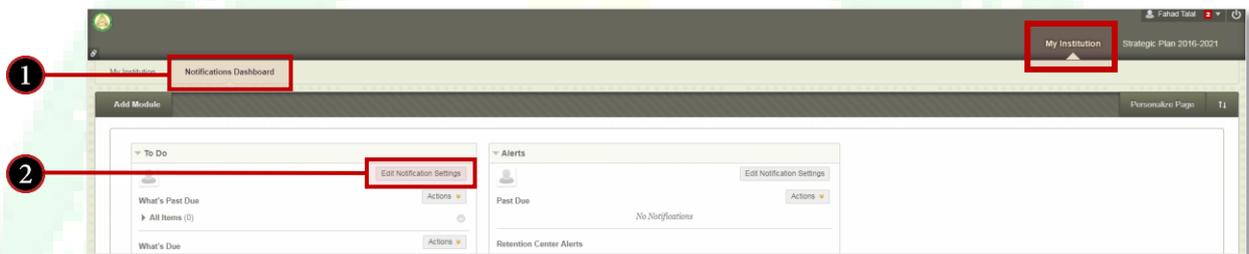# Notifications

How to Edit your Notification Settings:

You can select which notification types you receive and the methods used to deliver them to you.

There are 2 ways to reach the **Edit Notification Settings** page:

A. **From My Institution Tab:**

1. Click on the Notifications Dashboard tab.
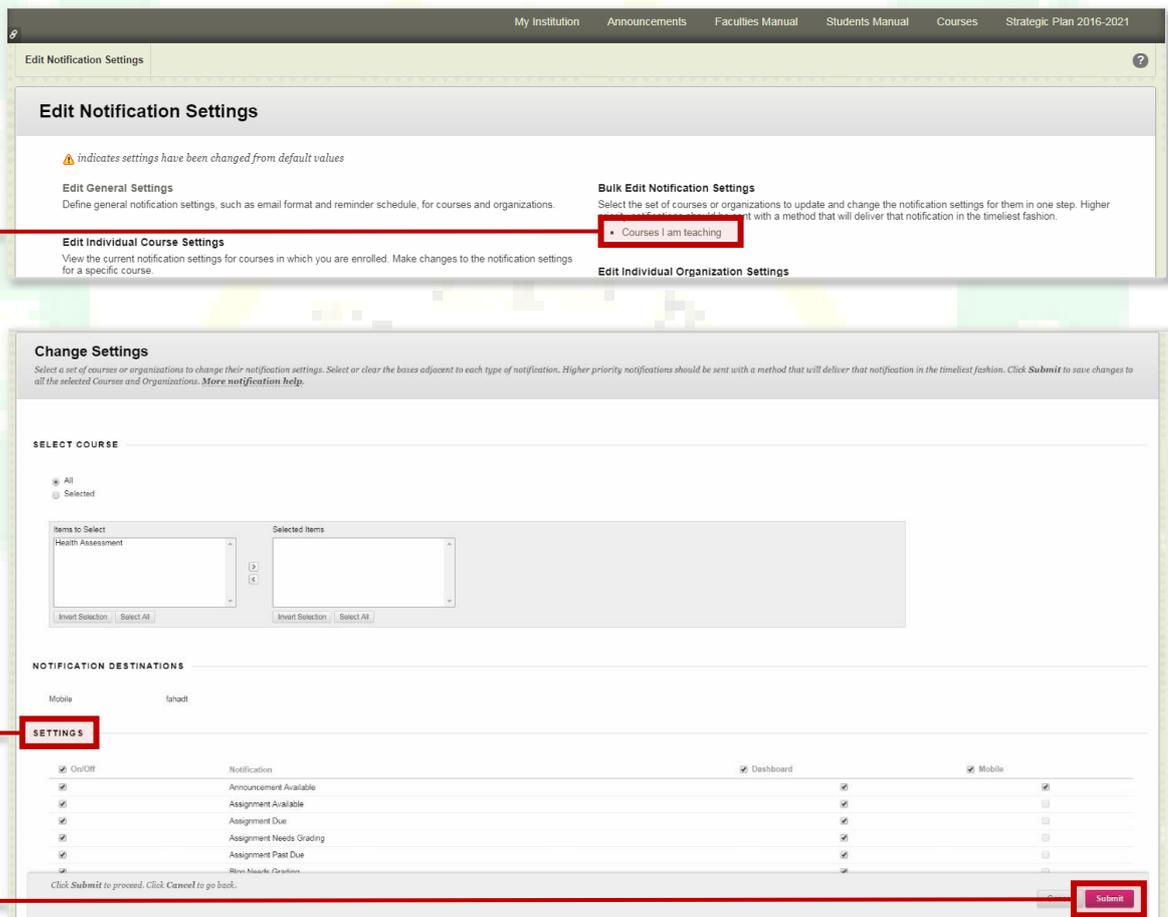2. Select **Edit Notification Settings** button.

B. **From the Global Navigation Menu:**

1. Click on the Updates icon (The alarm clock icon), to view and edit notification settings.
2. Click on the Show/Hide Notifications button in the upper right hand corner of the screen.
3. Click on the View Notifications Settings link.
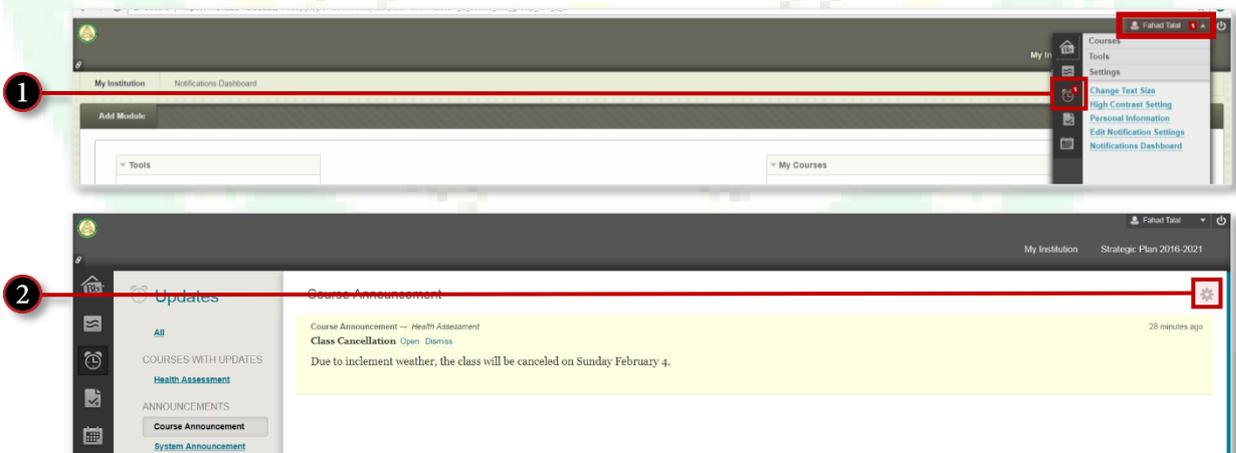
Once you've reached the Edit Notification Settings page:

1. Select the link for **Courses I am taking** under **Bulk Edit Notification Settings** to change notification settings for all courses at once.
2. Under **Settings**, select how your notifications are delivered by selecting the check box at the top of a column or by selecting check boxes for individual tools or features. <u>Remove the check mark</u> for any notification that you do not wish to receive.
   - **On/Off:** Check the checkboxes in this column to turn notifications for each item on or off.
   - **Notification:** A list of events that generate notifications will appear in this column.
   - **Dashboard:** Use the checkboxes to enable or disable notifications within the Blackboard Interface.
   - **Mobile:** Use the checkboxes to enable or disable alerts for individual notifications within the Blackboard Student or Instructor app.
3. After making your notification selections, click **Submit.**