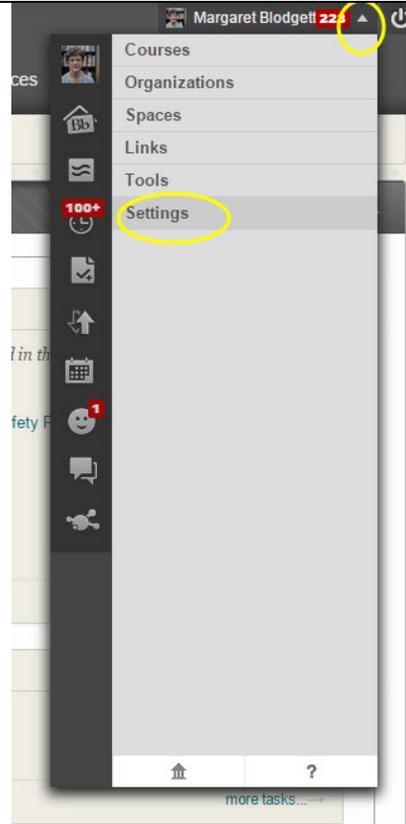
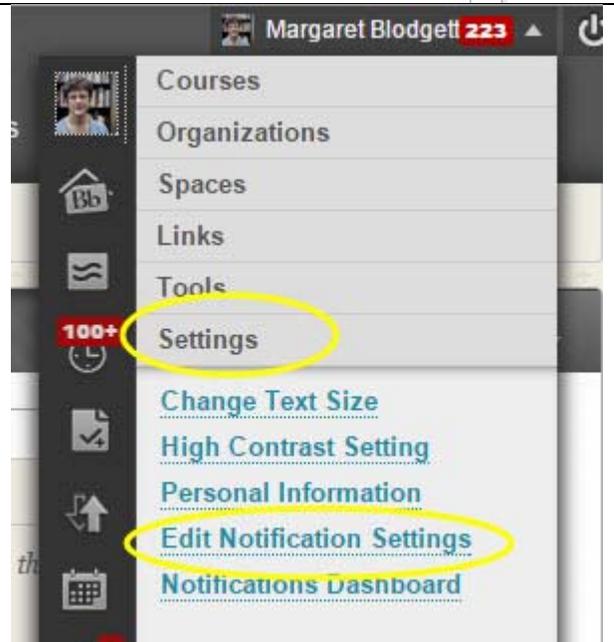


To set up email reminders or other customized notifications for your course modify the “Edit Notifications Settings.”

- Open the Global Navigation Menu found in the upper right corner of your Blackboard screen.
 1. Pull down the options menu with the arrow to the right of your name.
 2. Go to the “Settings” item.



- From the Settings menu choose “Edit Notifications Settings.”



**Concordia University
Office of Continuing and Distance Education
Blackboard Learn Tips
Edit Notifications**

- In the “Edit Notification Settings” Window click on the name of your courses where you want to change the notifications.

Edit Notification Settings

 indicates settings have been changed from default values

Edit General Settings

Define general notification settings, such as email format and reminder schedule, for courses and organizations.

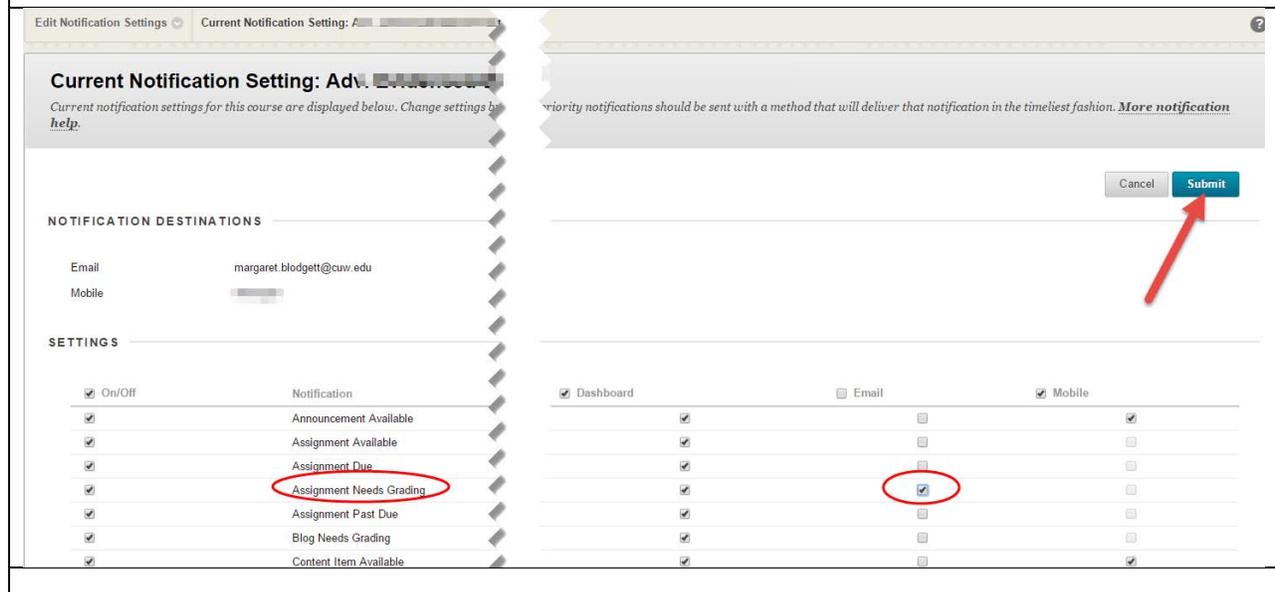
Edit Individual Course Settings

View the current notification settings for courses in which you are enrolled. Make changes to the notification settings for a specific course.

- AL-Blackboard Student Orientation
- Adv. Evidence-Based Practice of 511 DEC 11/079-2015
- Aging and the Social Sciences SW 303 DEC 21814 201530
- Ass...
- BIO 100 C-D TMOT Perspectives in A&P 201540

Adjust the settings to meet your needs, for example:

- Enter a check mark in the box for Email on the line for “ Assignments Need Grading” to get an email when you have student assignment submissions.
- Uncheck the box next to any item for which you do not want any notifications.
- Click on the “Submit” button at the top, right corner of the window to save the new settings.
- Items selected for email notification will send these messages to your Concordia email account.



Current Notification Setting: Adv. Evidence-Based Practice of 511 DEC 11/079-2015

Current notification settings for this course are displayed below. Change settings by [help](#).

priority notifications should be sent with a method that will deliver that notification in the timeliest fashion. [More notification](#)

Cancel Submit

NOTIFICATION DESTINATIONS

Email: margaret.blodgett@cuw.edu
Mobile: [redacted]

SETTINGS

On/OFF	Notification	Dashboard	Email	Mobile
<input checked="" type="checkbox"/>	Announcement Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Due	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Needs Grading	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Past Due	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Blog Needs Grading	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Content Item Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>