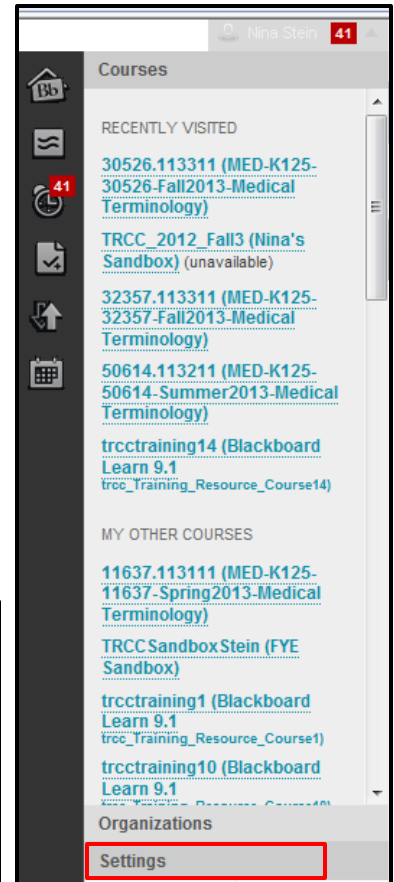


How to Edit Notification Settings

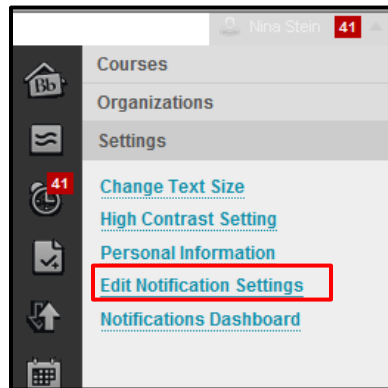
1. Log-in to Blackboard Learn and click the drop-down arrow to the right of your name in the top right corner of the screen. **NOTE:** You should not go into your specific course.



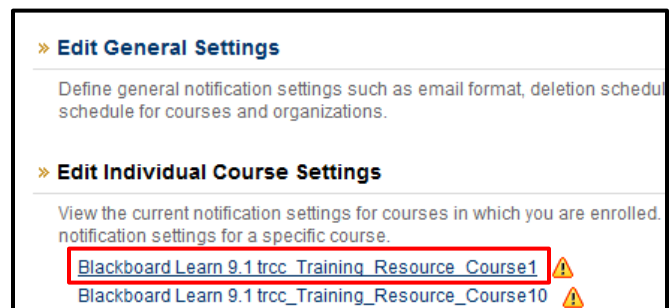
2. Click on **Settings** found at the bottom of the list. **HINT:** If your list is too long, click on the **Courses** text to minimize that section. Then **Settings** is easier to find.



3. Click on **Edit Notification Settings**.



4. Under **Edit Individual Course Settings**, click the course link where you want to edit the notification settings.

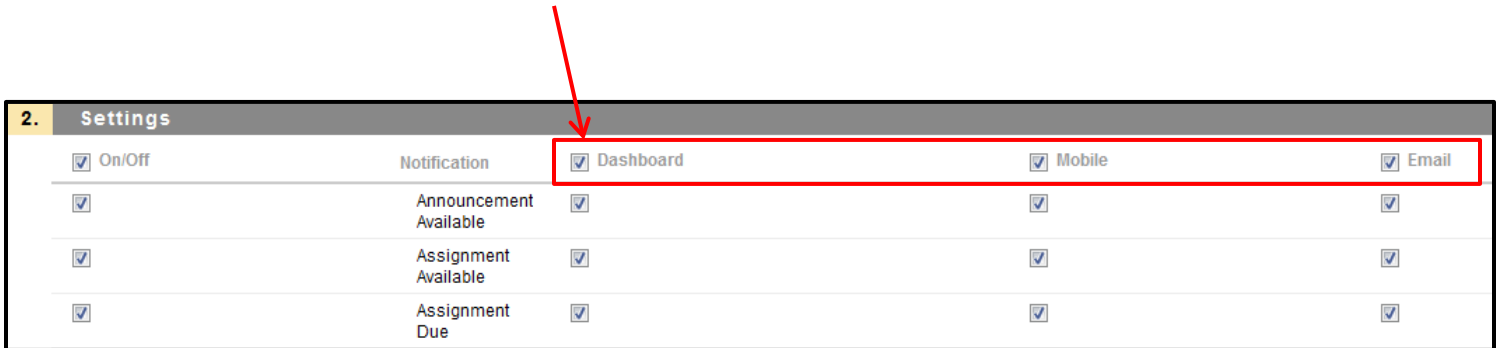


How to Edit Notification Settings

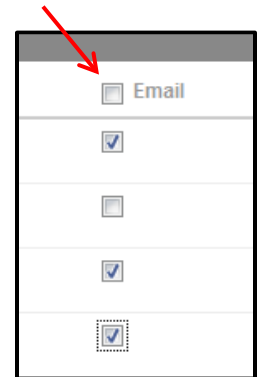
5. In Section #1 **Notification Destinations**, you will see the location(s) where you will receive notifications. **Yours should show your TRCC e-mail address.**



6. In Section #2 **Settings**, you will see the 3 locations where you can receive notification settings. You can deselect the notification from an entire column, such as **Dashboard**, by clicking on the checkbox on the top, or you can select individual items to uncheck.



a. For example, if you only want to receive email notifications for certain items, uncheck the box at the top to clear the entire column then only check the items where you do want to receive email notifications.



7. Click **Submit** when you are finished making these changes.

8. A green notice appears letting you know that these changes have been successfully made.

