

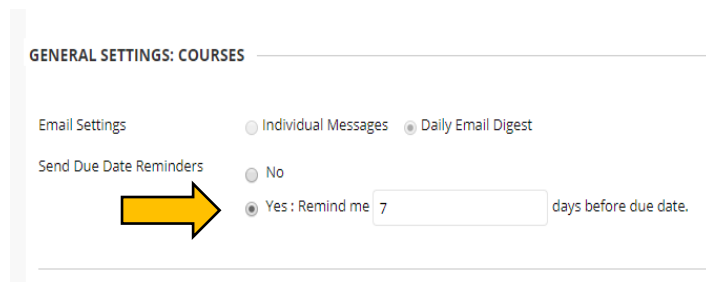
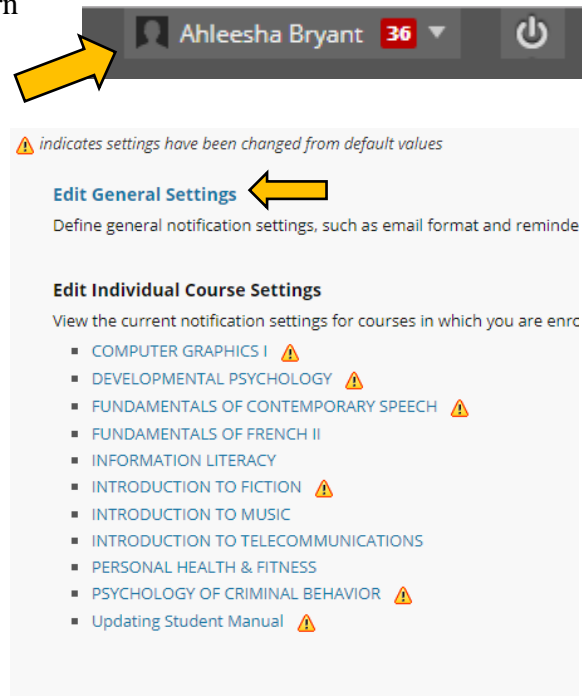


How to Adjust Blackboard Assignment Reminders

Once students have enrolled and started classes, they can set, and adjust, notification reminders for assignments. Students are only allowed to change the time frame for electronic mail reminders. There cannot be individual course notification changes.

How to change the time frame for reminders

1. Log into the University of Maryland –Eastern Shore (UMES) Blackboard portal using your personal UMES login.
2. Navigate to the top-right corner.
3. Open the Global Navigation Menu that has your **full name** displayed. A drop down menu should appear.
4. Navigate to the bottom of the menu and click **Settings**.
5. Select **Edit Notification Settings**. This should lead to a new page.
6. Open the **Edit General Settings** tab.
7. Verify if you would like for Blackboard to **Send Due Date Reminders** by clicking yes or no. If you select yes, adjust the time frame for assignment reminders where it says “*Yes: Remind me ____ days before due date*”.
8. Click **Submit** to save changes.



NOTE: Reminders will only be sent by e-mail.

Warning

Google Chrome was used to create these instructions. If you are using a different browser, the instructions may differ. Please do not use Internet Explorer for Blackboard.