



Blackboard Profile

My Blackboard profile allows you to share a photo and information about yourself with your classmates. The profile tool is optional –you are not required to set up a profile in order to complete any of your courses.

Creating your Blackboard Profile

You can access your Blackboard profile through the Global Navigation menu. To open this menu, select the area where your name appears in the upper right corner of Blackboard. A drop down menu will appear.



For users accessing Blackboard with a screen reader or similar service, this icon title is “Open Global Navigation Menu”.

Now select the Edit My Blackboard Profile tool, which appears by default as a generic avatar icon in the upper left corner of the menu.*

*Once you have set up a profile, this icon will change to a thumbnail of the photo you have selected and the title will change to “View Profile”.

The first time you access your profile, you will first be prompted to accept the Blackboard Social End User Terms of Service. Please read these terms and click “Agree” to proceed.



Primary Email Address

Your Blackboard profile uses your email address to connect your Blackboard institution accounts and your Blackboard Services to a single profile. If you have used one of these services before, use the same email address here.

For new profiles, we recommend using an email address that you will always have access to when you change schools or jobs. You can change this email address at any time by editing your Blackboard profile.

My Primary Email Address

When you submit your Blackboard profile with this email address, we will send you a verification email.

You will then be prompted to enter an email address. Please enter your usa.edu email address and click “Submit” to proceed.



Adding a Photo and Personal Information

The screenshot shows the 'Edit My Blackboard Profile' interface. It includes a 'Picture' section with a 'Change Picture' button (1), a required field for 'How do you want your name displayed in your profile?' (2), a text area for 'What are you studying?' (3), and a 'Contact Information' section with a 'Primary Email' field (4). A 'Privacy Options' section (5) is on the right, with radio buttons for 'All Blackboard Users (recommended)', 'My Institution (recommended)', 'Private', and 'Hidden'. A 'Preview My Profile Card' button is visible on the left side of the form.

Note that the below numbered items refer respectively to the image above. If you cannot view the image, or if you are having difficulty accessing the tools, please call the Student Support team for more assistance.

1. To add a photo, or to change your photo, click the “Change Picture” button. This photo will be seen by your classmates and instructors. We recommend using a high quality photo of yourself in a professional setting.
2. “How do you want your name displayed in your profile?” is a required field. Please enter your preferred full name. You may also choose to add any applicable titles or suffixes in this area, such as “Dr.” or “Ph.D”. Keep in mind this field is how your name appears in the profile only; it does not change how your name appears in other places in Blackboard or on your academic records. To change how your name appears in any of these locations, you will need to submit an official name change request through the university.
3. Optionally, you may also choose to enter your field of study and any other information you’d like to share with your classmates and instructors such as location, interests, or hobbies.
4. Optionally, you may also choose to share an alternate email address, personal website, or other contact information. As a reminder, this is an academic profile, so please be sure to only share information you wish to be available to your classmates and instructors. You are not required to enter any additional information in this field other than your official usa.edu email address.
5. Please proceed to the next section of this document to learn about configuring Privacy Options.



Privacy Options

Anyone in your courses can view your profile card within the course (unless your status is Hidden). These privacy settings control who can search and browse for you on the People page.

[Learn more about profile privacy settings.](#)

- All Blackboard Users (recommended)**
Anyone with a Blackboard profile can find and message me. This includes Blackboard users at other schools.
 Require others to request permission to follow me.
- My Institution (recommended)**
Anyone from my institution can find and message me.
 Require others to request permission to follow me.
- Private**
Everyone must request permission to follow me.
Anyone in my courses, organizations, and spaces can find and message me.
- Hidden**
No one can view, message, or follow me.
I cannot view, message, or follow others.
I choose not to participate in social learning spaces.

There are multiple privacy settings you can choose for your Blackboard Profile. These are:

All Blackboard Users: This setting states that it is recommended by Blackboard, Inc. However, University of St. Augustine does not recommend you choose this setting. This setting will make your profile public to all Blackboard users, including users from schools other than USA.

My Institution: This setting will make your profile visible to any user at University of St. Augustine or any other affiliated schools.

Private: This setting will make your profile visible only to classmates and instructors in courses you are currently enrolled in. No other USA users will be able to search for or view your profile. If you are unsure of which setting you should choose, USA recommends you select this setting.

Hidden: If you select this setting, only you will be able to view your profile. If you choose this setting, you will also not be able to view the profiles of other users.

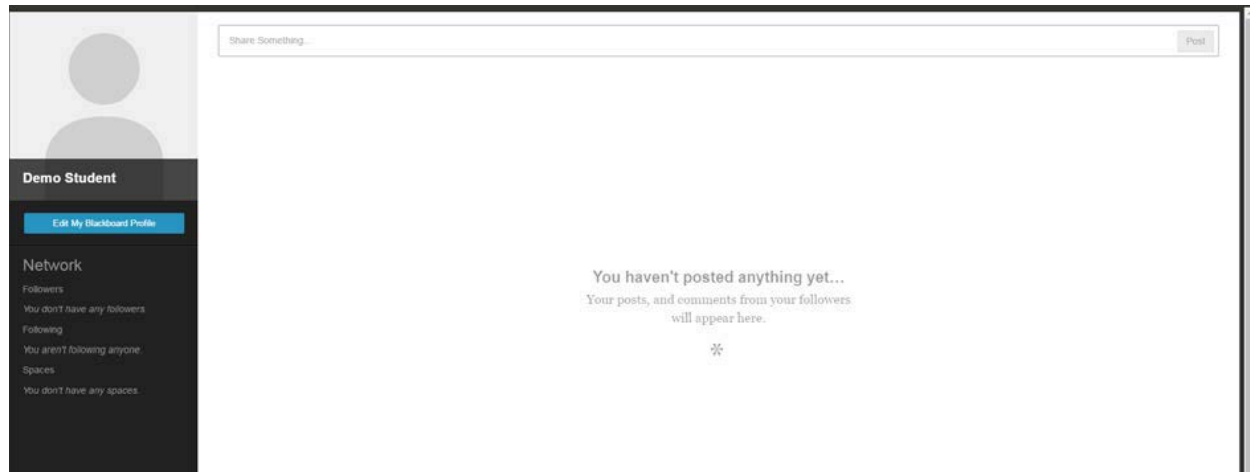
You will notice that some of the settings have an additional check box that will require other to request your permission to follow you. If you check this box, you will be notified of, and required to approve, any requests to follow your status updates on your profile wall.

Please choose the privacy option you are most comfortable with. You may also change your privacy option at any time. As a reminder, you are not required to set up a Blackboard profile or make it visible.

When you are finished adding information to your profile and have selected your privacy option, please click the "Submit" button to proceed.



Using the Profile Wall



Once you have created your profile, you will have access to your profile wall. You may choose to use this wall to post status updates or links related to your academic pursuits or interests. Some examples might be a link to an academic journal article you found interesting, a blog article you wrote on a topic related to your field of study, or a comment about a really interesting assignment you just completed.

Your profile wall is visible to your followers. You control who is able to follow you through your privacy option. As a reminder, the profile wall is an optional tool and you are not required to use it.