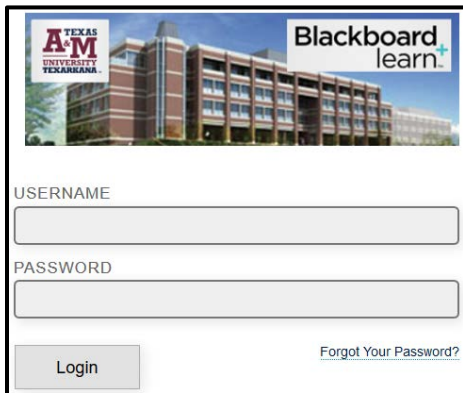
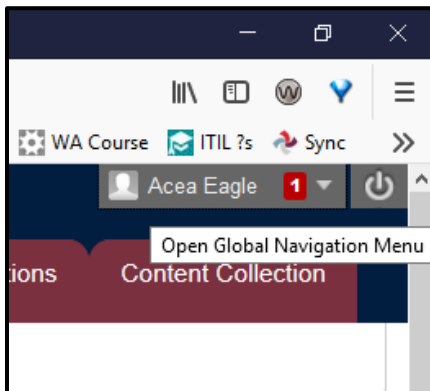


How to set Up a Blackboard Profile and Add a Photo to Blackboard's Global Navigation Menu

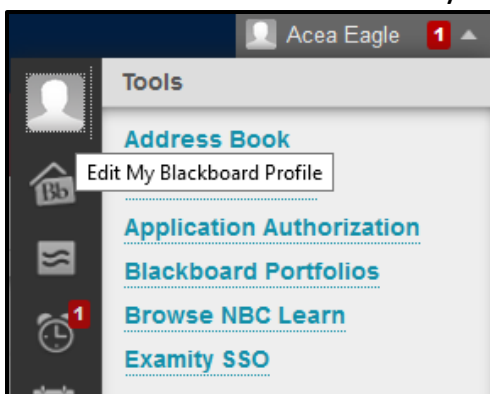
1. Log into Blackboard



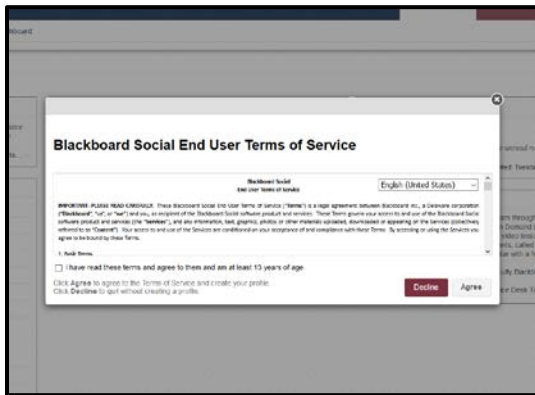
2. Open the Global Navigation Menu



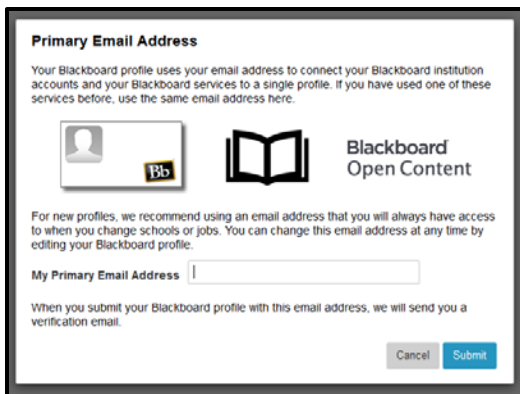
3. Click on Photo Icon to Edit My Blackboard Profile



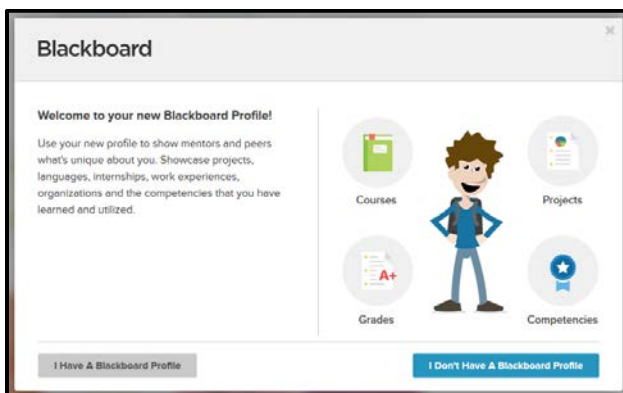
4. Check Box and Agree to Terms of Service



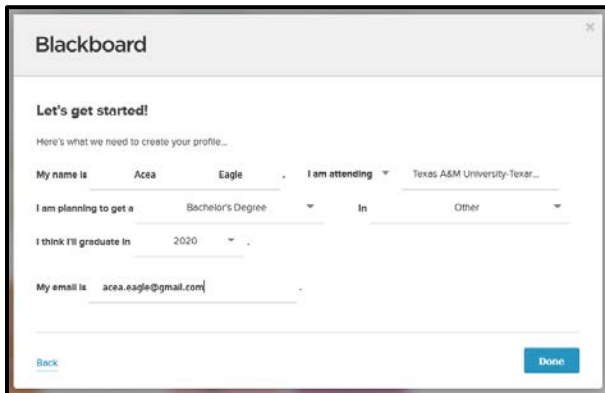
5. Enter Email Address & Click Submit



6. Select I Don't Have a Blackboard Profile



7. Enter Info & Click Done



Blackboard

Let's get started!

Here's what we need to create your profile...

My name is I am attending

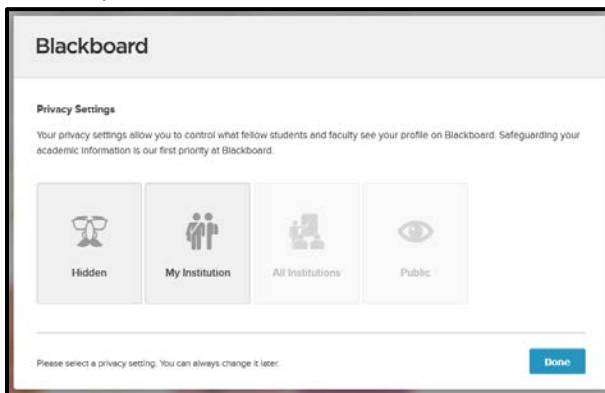
I am planning to get a In

I think I'll graduate in

My email is

[Back](#) [Done](#)

8. Select Privacy Settings (if you select "Hidden," your photo will not be visible) and Click Done.



Blackboard

Privacy Settings

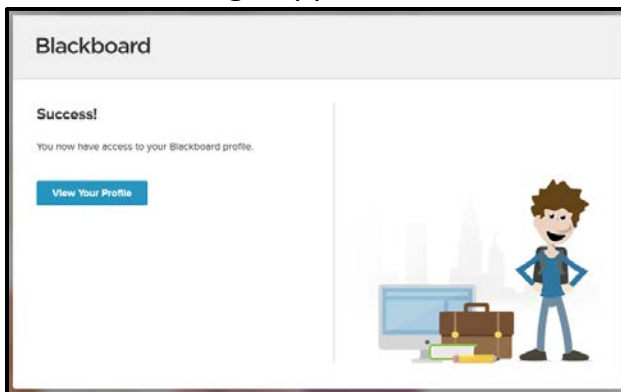
Your privacy settings allow you to control what fellow students and faculty see your profile on Blackboard. Safeguarding your academic information is our first priority at Blackboard.

Hidden My Institution All Institutions Public

Please select a privacy setting. You can always change it later.

[Done](#)

9. Success Message Appears – Click View Your Profile




Blackboard

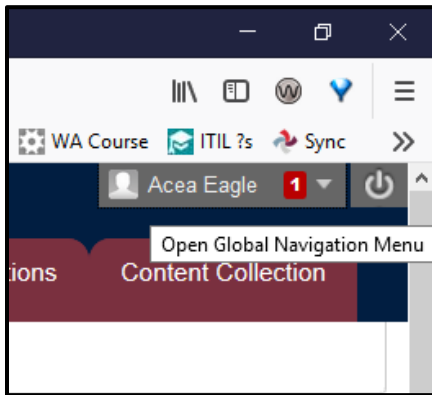
Success!

You now have access to your Blackboard profile.

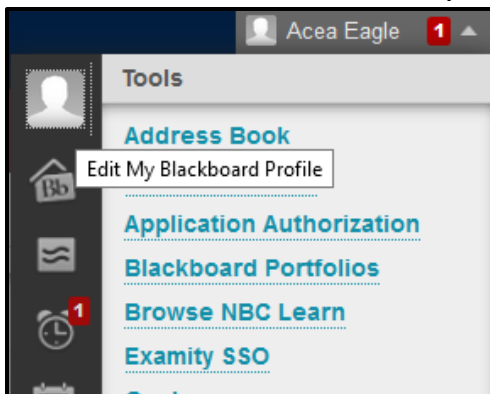
[View Your Profile](#)



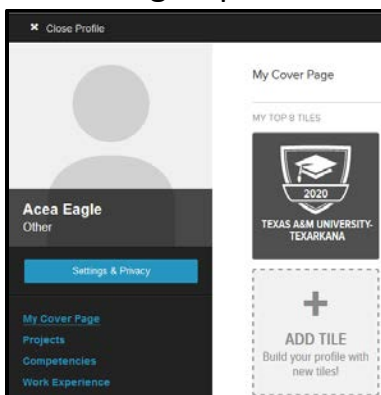
10. Open Global Navigation Menu Again



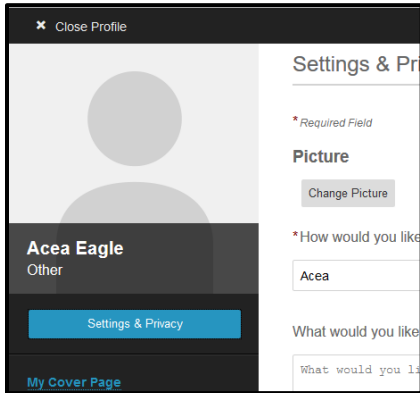
11. Click on Photo Icon to Edit My Blackboard Profile Again



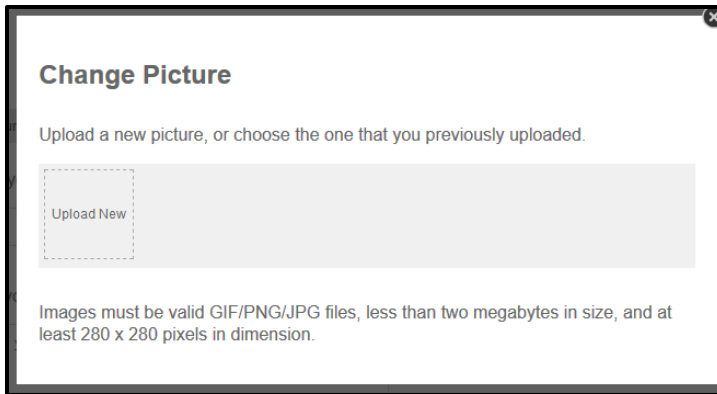
12. Profile Page Opens – Click Settings & Privacy



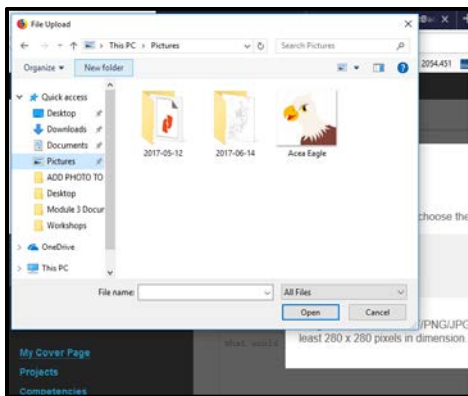
13.Settings & Privacy Page Opens – Click Change Picture



14.Change Picture Box Opens – Click Upload New



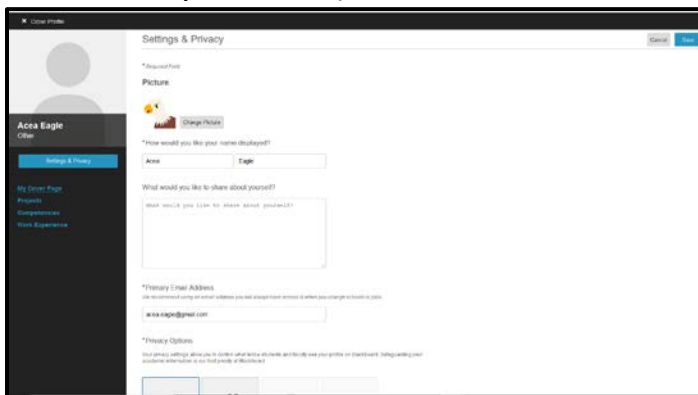
15.Navigate & Select Photo



16. Crop Your Photo & Click Save



17. Click Save in the Upper Right Corner (note – you can change your personal info here if you desire)



18. Your Photo Now Appears in Global Navigation

