Setting up a Blackboard profile

1. Click on your name in the upper right hand corner of the screen to expose the menu

2. Click on the “View Profile” button (Note: may be a silhouette of a person)

3. Accept Blackboard Social’s Terms of Service
4. Enter an email address to use with Blackboard Social

5. Click “I Don’t Have a Blackboard Profile” to setup a new profile
6. Enter in information for the profile

**Let’s get started!**

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

- **My name is** [your full name]
- **I am attending** [your university]
- **I am planning to get a** [your degree]
- **I think I’ll graduate in** [2020]
- **My email is** [your email]
7. Choose “My Institution” for the privacy level

8. Click “View Your Profile”
Adding Profile Picture

1. Click on your name in the upper right hand corner of the screen to expose the menu

2. Click on the “View Profile” button (Note: may be a silhouette of a person)

3. Click “Settings & Privacy”
4. Click “Change Picture”
Settings & Privacy

* Required Field

**Picture**

Change Picture

* How would you like your name displayed?

Sean  Student

What would you like to share about yourself?

What would you like to share about yourself?

5. Click “Upload New” to upload a photo

**Change Picture**

Upload a new picture, or choose the one that you previously uploaded.

Images must be valid GIF/PNG/JPG files, less than two megabytes in size, and at least 280 x 280 pixels in dimension.
6. Crop the picture then click Save

**Crop**

Choose which part of the picture...

Top Left(X) | 0
Top Left(Y) | 0
Width/Height | 284

7. Click Save in the upper right hand corner