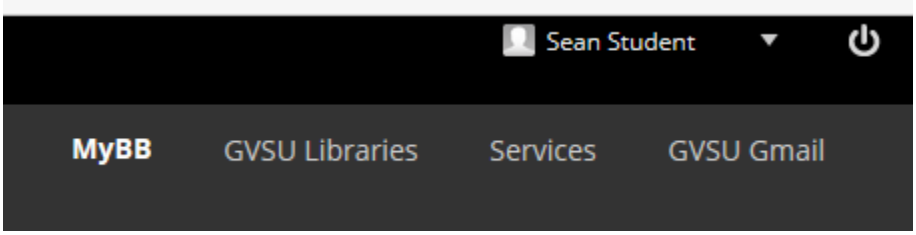
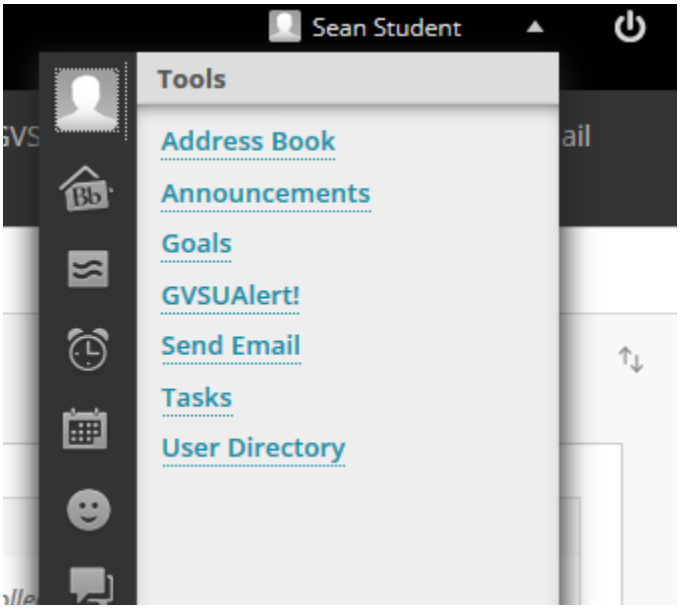
Setting up a Blackboard profile

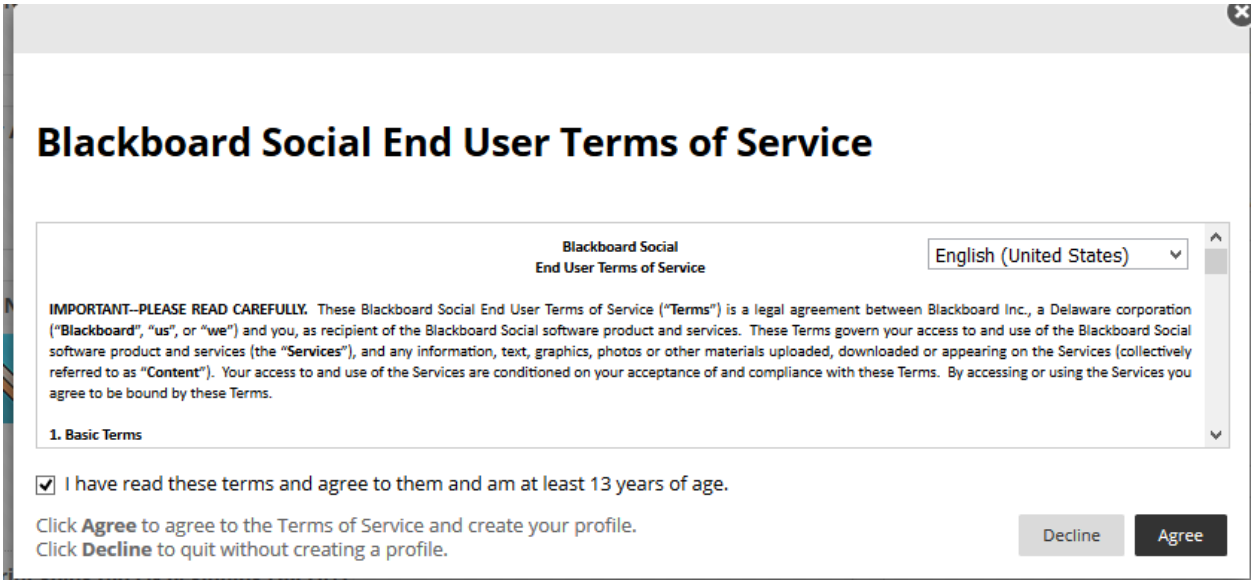
1. Click on your name in the upper right hand corner of the screen to expose the menu



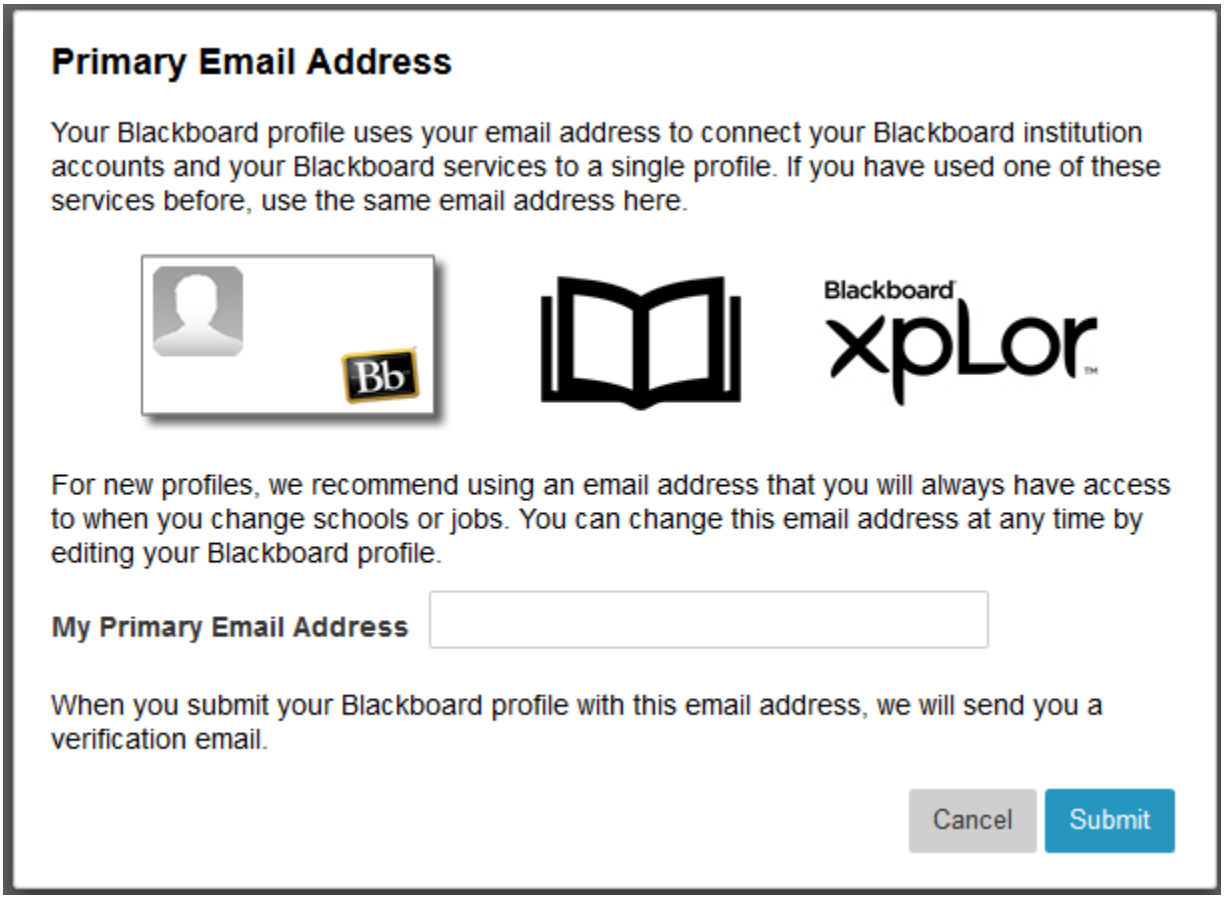
2. Click on the "View Profile" button (Note: may be a silhouette of a person)



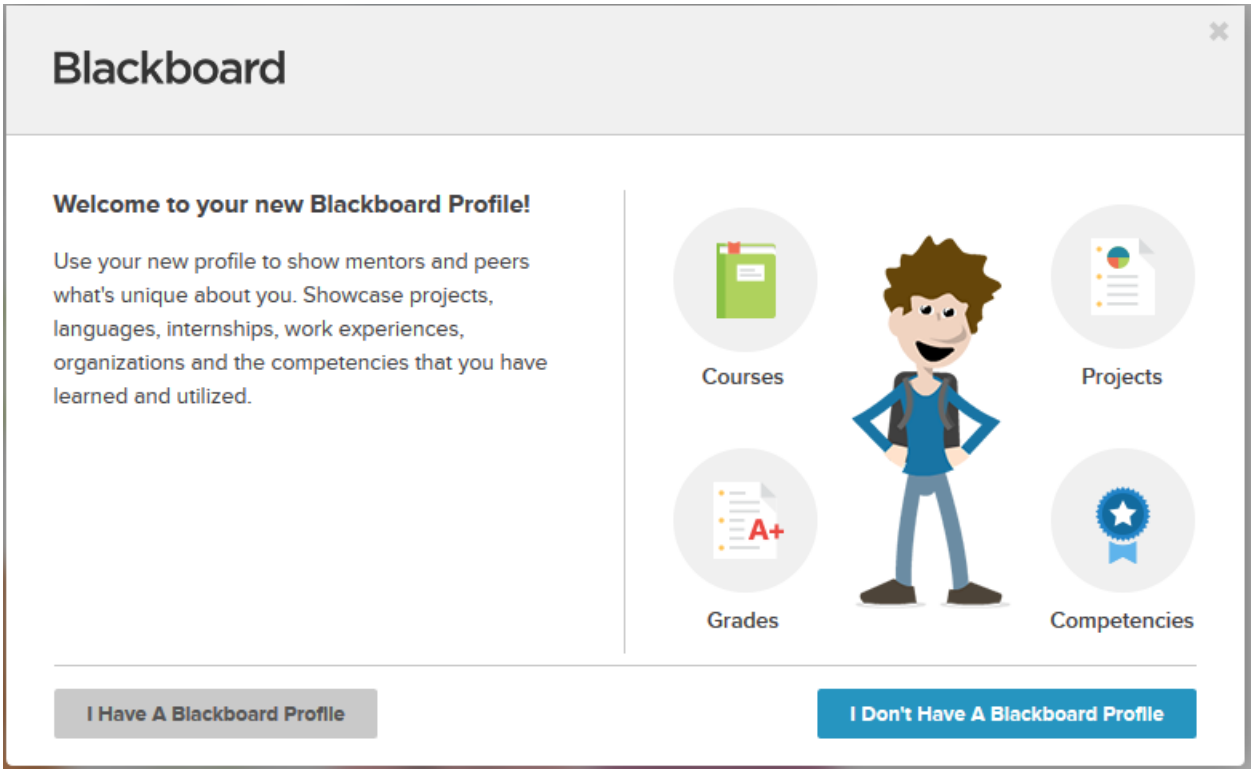
3. Accept Blackboard Social's Terms of Service



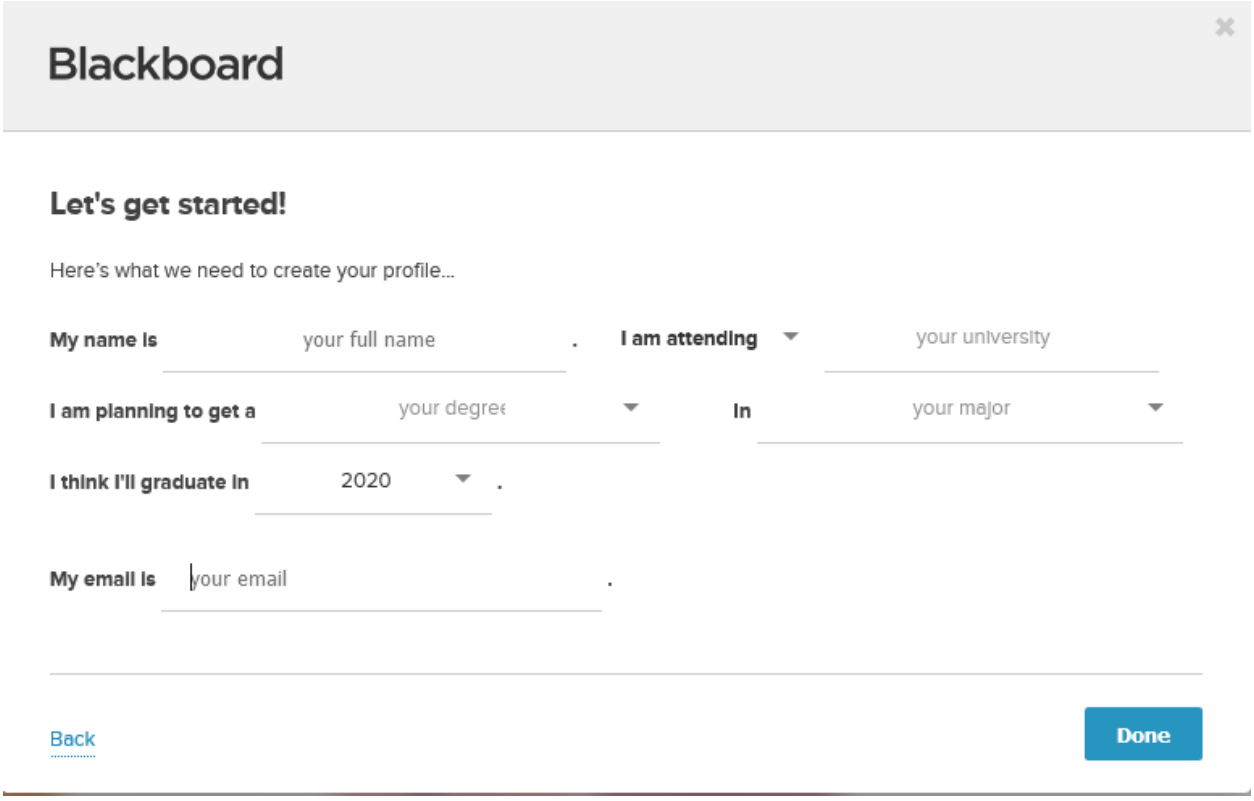
4. Enter an email address to use with Blackboard Social



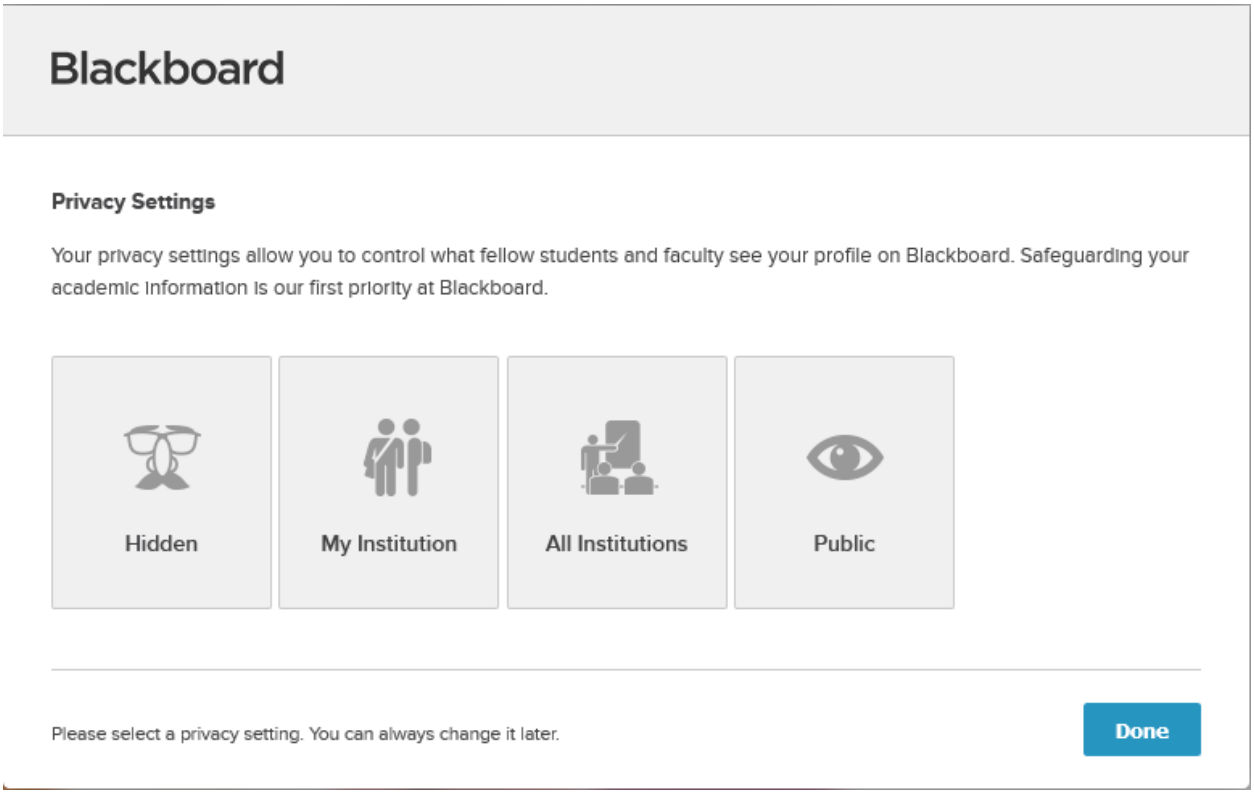
5. Click “I Don’t Have a Blackboard Profile” to setup a new profile



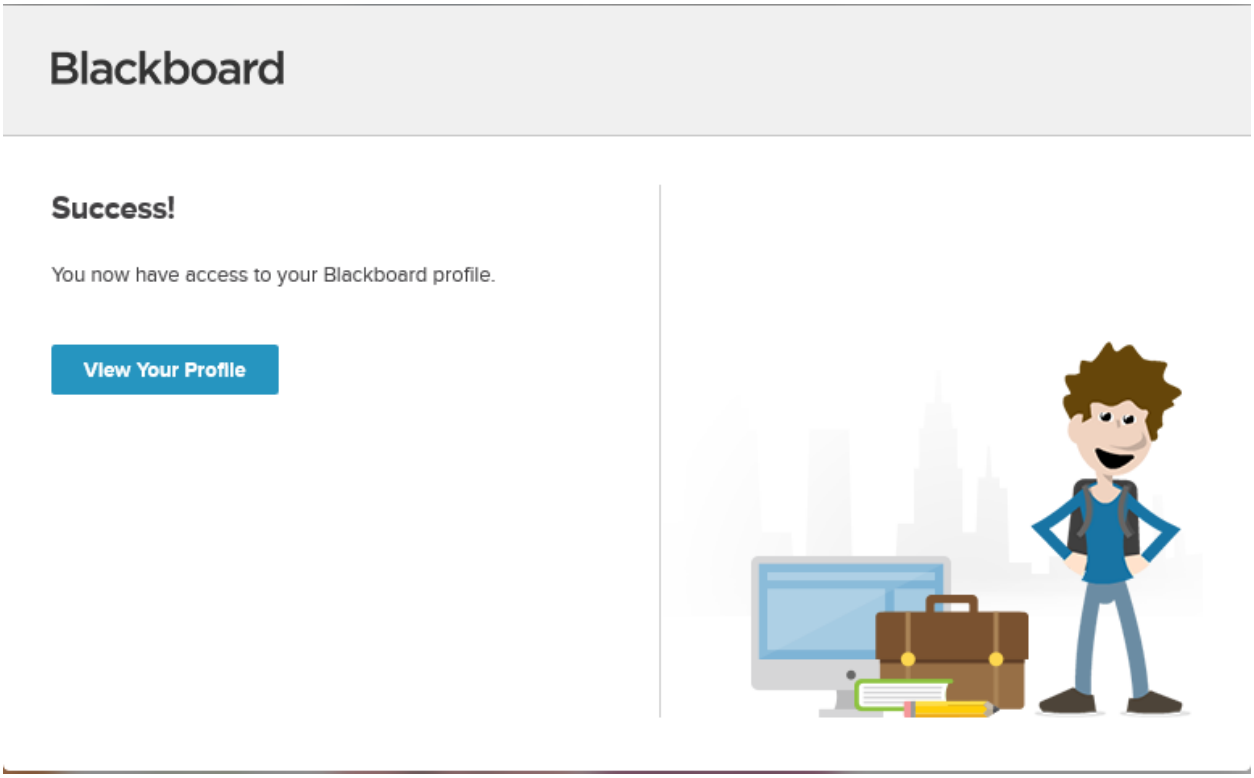
6. Enter in information for the profile



7. Choose “My Institution” for the privacy level

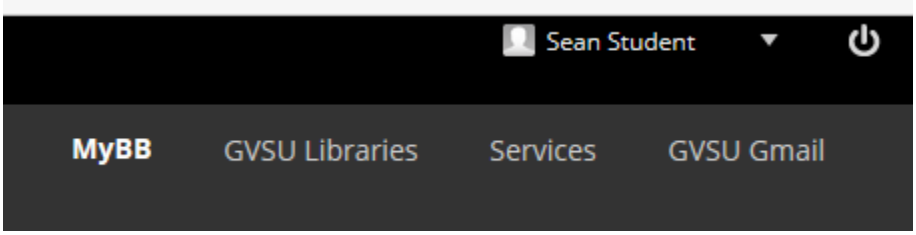


8. Click “View Your Profile”

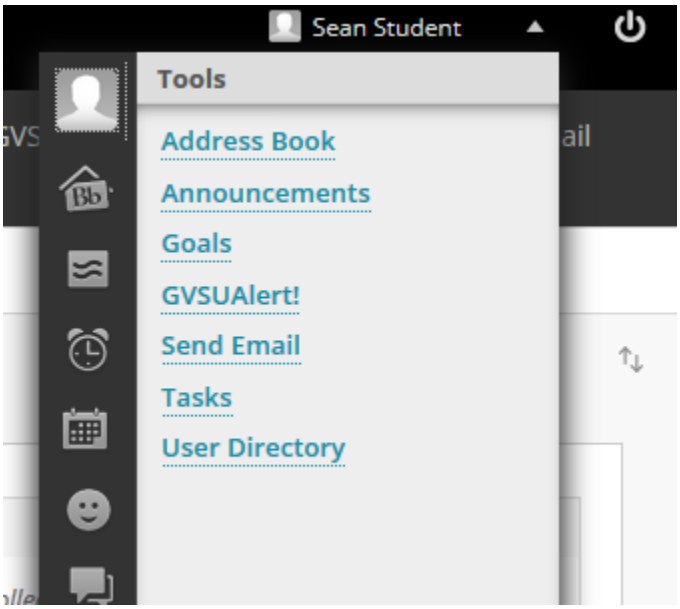


Adding Profile Picture

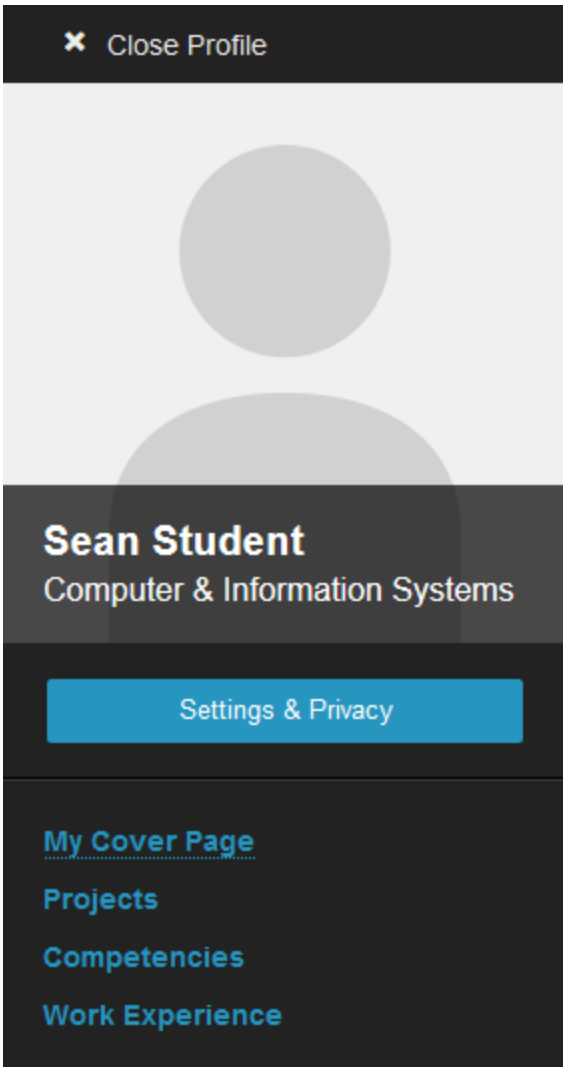
1. Click on your name in the upper right hand corner of the screen to expose the menu



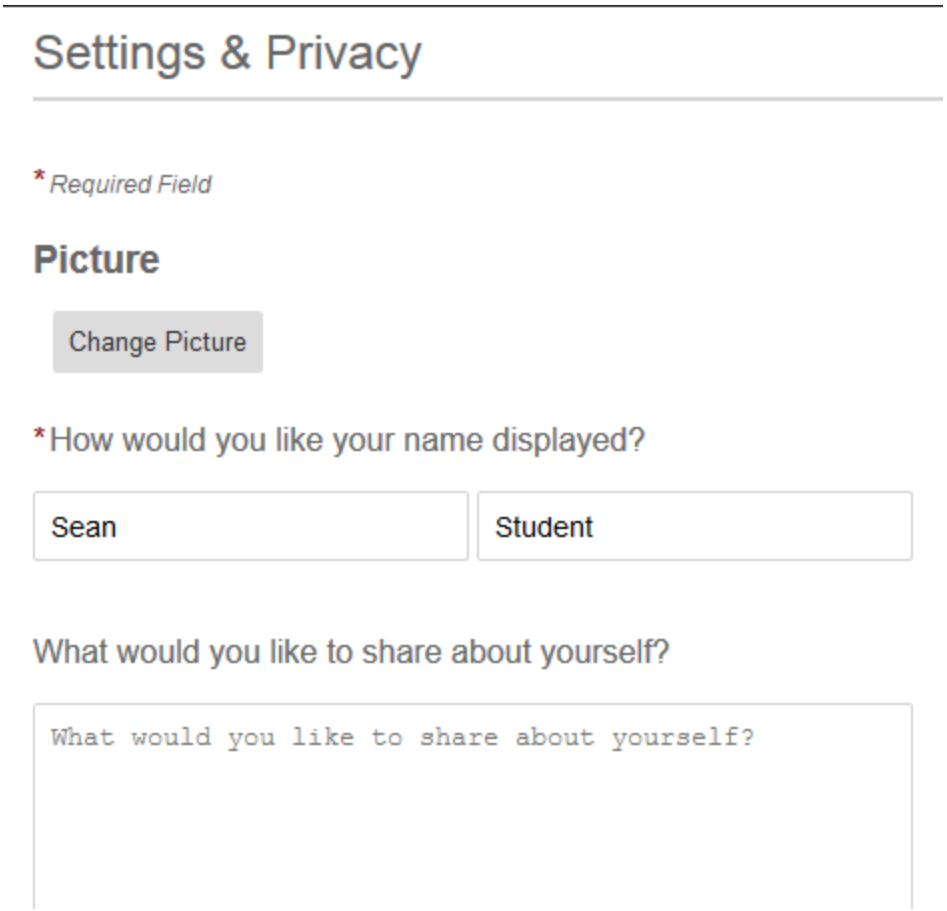
2. Click on the “View Profile” button (Note: may be a silhouette of a person)



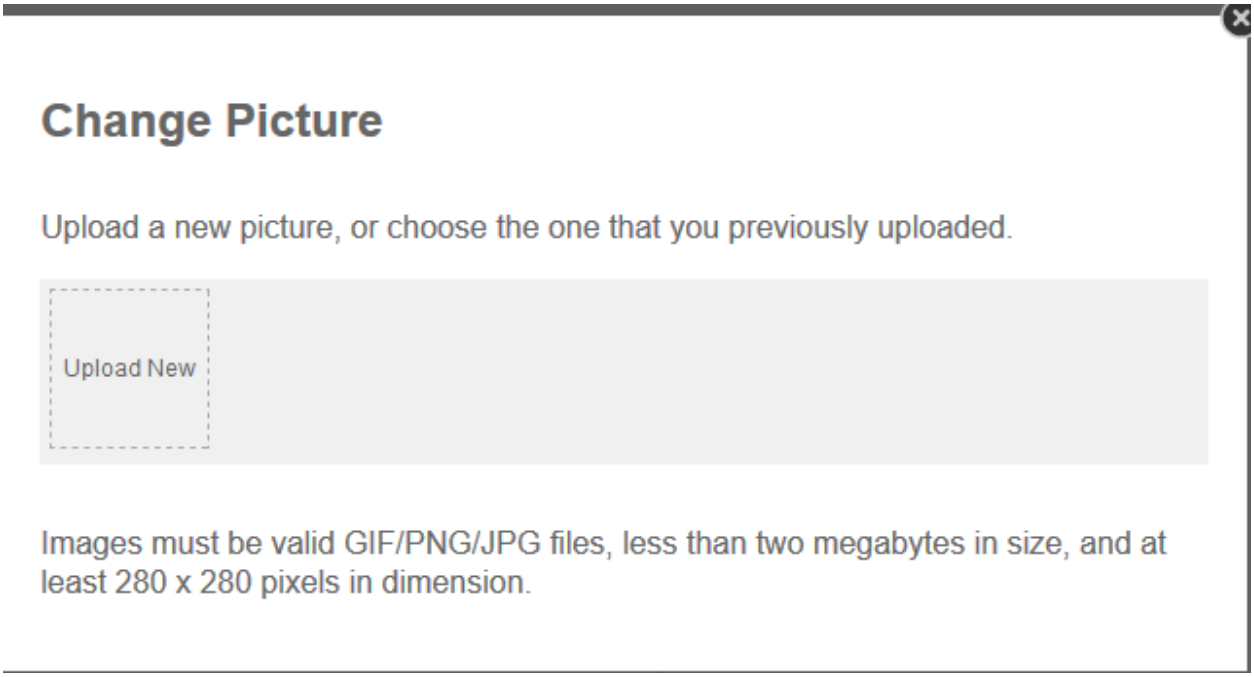
3. Click “Settings & Privacy”



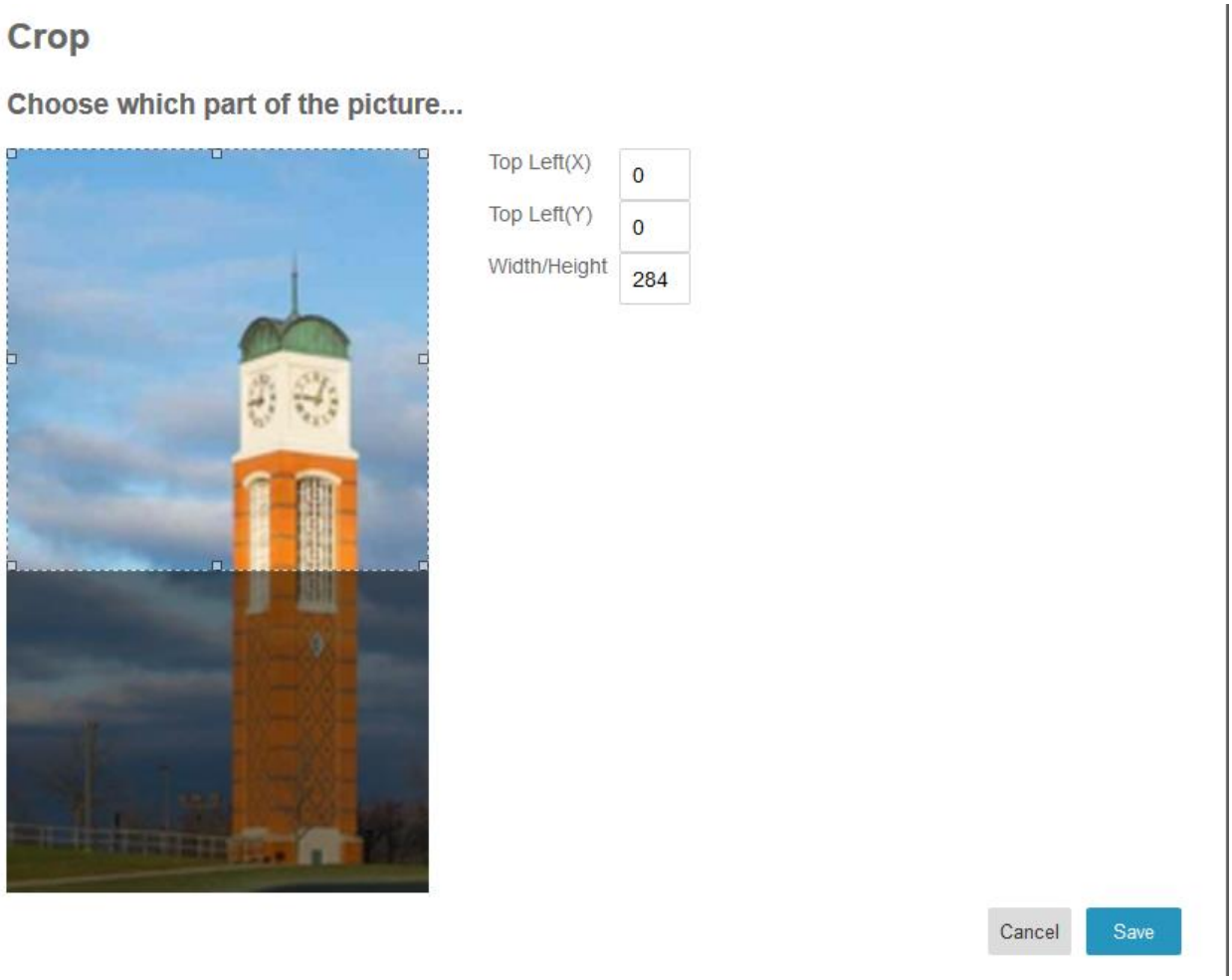
4. Click “Change Picture”



5. Click “Upload New” to upload a photo



6. Crop the picture then click Save



7. Click Save in the upper right hand corner