

Blackboard Help Topic

My Blackboard Profile, Adding Your Photo, Profile Privacy

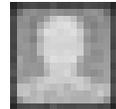
Walden 2013

Updated August 30, 2013

This Blackboard help topic explains how to upload a photo “avatar” image that will appear next to your Discussion Board replies and elsewhere in Blackboard, by creating a My Blackboard profile using a button in the Global Navigation Menu. This topic will also describe how to fill out the profile, and how to change the privacy setting from the default of “Private” setting.”

Summary

- Click on the “Global Navigation menu” in the upper-right corner of the screen (it will have your name written on it).
- Click the “Edit My Blackboard Profile” button at the top of the menu (by default, this button is marked with a portrait in silhouette, which will change into your photo after you successfully add a photo).
- If prompted to enter an e-mail address, enter your official Walden University address.
- Click the “Change Picture” button to add a picture, and follow the directions on the screen to upload the photo from your computer. (Note: You will need to have a digital photo saved on your computer.)
- Optionally, fill out any of the Blackboard Profile information you wish to share with your classmates.
- The default privacy setting, “Private,” is recommended for most users. You may optionally change this to “Hidden” to prevent anyone from being able to see your profile after it has been created, or change it to “My Institution” to allow anyone at Walden University to see your profile.



My Blackboard Profile, Personal Photo, and Profile Privacy

The screenshot shows the 'Edit My Blackboard Profile' page. Callout 1 points to the user's name 'Justin Tester' in the top right corner. Callout 2 points to the 'Edit My Blackboard Profile' button. Callout 3 points to the 'Start with information from...' section. Callout 4 points to the 'Change Picture' button. Callout 5 points to the 'How do you want your name displayed in your profile?' section. Callout 6 points to the 'Privacy Options' section. The inset panel shows the 'Privacy Options' with three radio buttons: 'My Institution (recommended)', 'Private' (which is selected and circled with a 6), and 'Hidden'.

Overview:

1. Click the button with your name on it, found in the upper-right corner, to open the Global Navigation menu.
2. Click the "Edit My Blackboard Profile" button. (The default silhouette image may be replaced by your photo.)
3. If prompted to enter an e-mail address, enter your official WaldenU.edu address, typically in this format: `firstname.lastname@waldenu.edu`.
4. Click "Change Picture" and follow the prompts to upload a photo from your computer into your profile.
5. If desired, fill out the other profile information to share a little bit about yourself with your classmates.
6. Privacy options may be changed from the default setting of "Private", if desired. (Default setting **Private** is recommended; private profiles are only visible to your classmates.)
7. To save changes, click the "Submit" button (not shown; it's found in the upper-right corner of the Edit Profile page).

 Global Navigation Menu

 Edit My Blackboard Profile

FAQ, Tips, Reminders, Known Issues

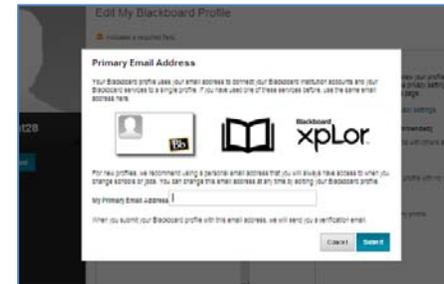
Article #:

00 Q: Do I need to do any of this? Do I have to upload a photo, enter an e-mail address, change privacy settings, or fill out a profile?

A: Entering an e-mail address and creating/filling out a My Blackboard profile is entirely optional, and you should not need to change your privacy setting from its default "Private" setting.

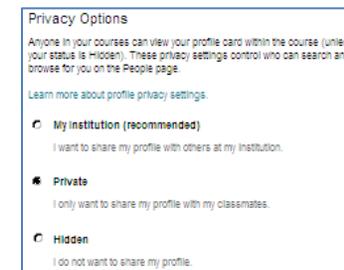
00 Q: The first time I try to upload a profile photo I am prompted to enter a personal e-mail address. What should I do?

A: We strongly recommend using your WaldenU.edu e-mail address to create the My Blackboard profile



00 Q: I am worried about what my profile means for my privacy! What should I do if I do not want other people to see my profile?

A: The default (and recommended by Walden) setting is "Private" —only users in courses you are enrolled in can see your profile. For maximum privacy, you can choose to set your profile to "Hidden." The privacy setting "My Institution" will allow any other users at Walden University to see your profile. This is the setting recommended by Blackboard, Inc. and should be harmless, but it is a little less private than the default setting used by Walden.



00 Q: The profile is prompting me to enter information like my field of study and interests. What should I enter into my profile?

A: You may choose to enter nothing at all, or any information you want your classmates, instructors, or students to know about yourself. This is just an optional way to share information with the rest of the class. Instructors may enter the types of courses they teach in the "Field of Study" box, if desired. For your privacy, please note that we recommend that you include only official Walden contact information (Walden e-mail address) in this profile. You should *not* enter personal e-mail addresses, private telephone numbers, home addresses, etc.

FAQ, Tips, Reminders, Known Issues (continued)

Notes:

Article #:

- 00 Q: How big should my picture be?
 Q: What happens if I upload a very large photo?
 Q: Blackboard resized my picture!
- 00 Q: What if I change my mind and want to delete the My Blackboard profile?
- A: Blackboard will automatically resize images to a standard size so that the picture will not distort the pages the picture appears on. Blackboard will display some minimal file requirements on the picture-upload screen that should be followed when choosing a picture. In general, the picture should be a GIF/JPG/PNG image at least 50 pixels square, and less than 5MB in size. (It's unusual for digital cameras to take a picture that does not meet these requirements; consult your camera's documentation for more information if the camera is producing images that do not meet these requirements.)
- A: At this time, the profile cannot be deleted. Instead, you may change your profile settings to "Hidden," which will prevent other users from being able to view the profile.