

DESIGN & DEVELOPMENT

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# **FACULTY TRAINING**

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## **Blackboard PROFILE**

Version 1

### **LEARNING OBJECTIVES**

Upon completion of this training tutorial, Faculty will be able to:

- ✓ Create a Blackboard Profile.
- ✓ Upload a photo.
- ✓ Update profile information.
- ✓ View profile information in a Blackboard Original and Ultra course.

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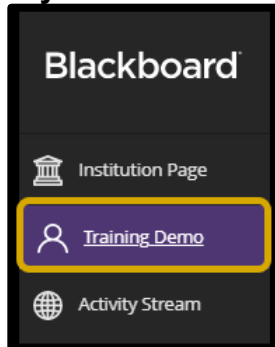
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## OVERVIEW

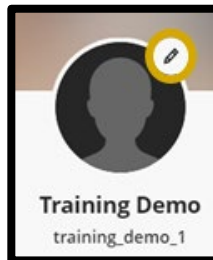
Your Blackboard Profile is essential in providing students with your picture and contact information. Once you set up your Blackboard Profile, it automatically populates in all of your courses each term. Your Blackboard Profile is available in both Blackboard Original and Blackboard Ultra courses.

## CREATE A BLACKBOARD PROFILE

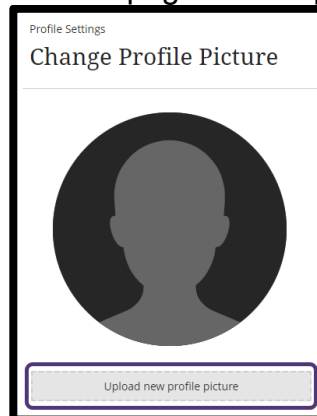
1. Log into Blackboard and click on **your name** from the base navigation.



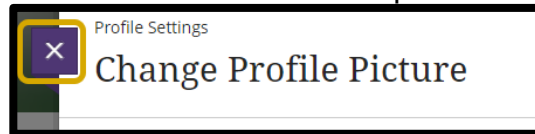
2. Click on the profile photo icon's **pencil** to add/edit your photo.



3. A window will appear to the right of the page. Click **upload new profile picture**.

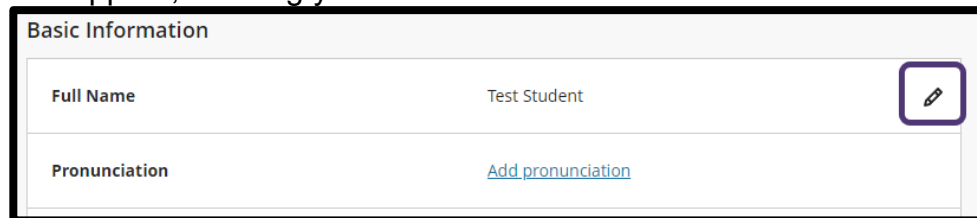


4. Browse your computer to find the photo you wish to use, select it, and it will automatically load and save to your profile. Click the X to close the right side panel. Your photo should be a headshot so students can place a face to a name.



NOTE: The image must be a .gif, .png, or .jpg file, less than 5 MB in size and at least 50x50 pixels in dimension. If available, please use a professional photo.

5. Select the pencil icon next to information you would like to update. A right panel window will appear, allowing you to edit information.



6. The following information is included in your Blackboard Profile.
  - First Name:** Default. If desired, you may edit (ex. Gerald to Jerry).
  - Last Name:** Cannot edit, set by the University.
  - Additional Name:** Optional. Add a nickname.
  - Pronunciation:** Optional. Enter phonetic spelling or record your pronunciation.
  - Email Address:** Cannot edit; set by the University.
  - Prefix:** Optional.
  - Middle Name:** Optional.
  - Suffix:** Optional.
  - Education Level:** Optional.
  - Website:** Optional. Use https:// Websites may be from LinkedIn, WordPress, Google Drive, One Drive, etc.
  - Phone Number:** Optional.  
Instructors may add Work and Mobile; both numbers will be displayed in the course. Home numbers will NOT display in courses. Instructors may remove any phone number information.
  - Department:** Optional. Add your department and office hour information in this field (ex. ESB Monday – Thursday 7 a.m. to 2 p.m.). Currently, this translates to Office Hours in your classroom profile.

Profile Settings

## Contact Information

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**Basic Information**

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**\* First Name**

Video

**Last Name**


Instructor

**Additional Name**

Video

**Pronunciation**

Add your name pronunciation (phonetic spelling)

 Record name pronunciation

## Additional Information

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**Prefix**

Provide your prefix

**Middle Name**

Provide your middle name

**Suffix**

Provide your suffix

**Education Level**

Not disclosed

**Website**

Provide your website

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## Contact Information

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**Phone Number**

Provide your phone number Mobile

**Fax Number**

Provide your fax number

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## Job Information

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**Department**

Provide your department

7. Check your **privacy settings** and select **Anyone on the platform**.

**Privacy Settings** [Anyone on the platform can view my profile information](#) 

Profile Settings

## Privacy Settings

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**Select who can view your profile information**

Only instructors

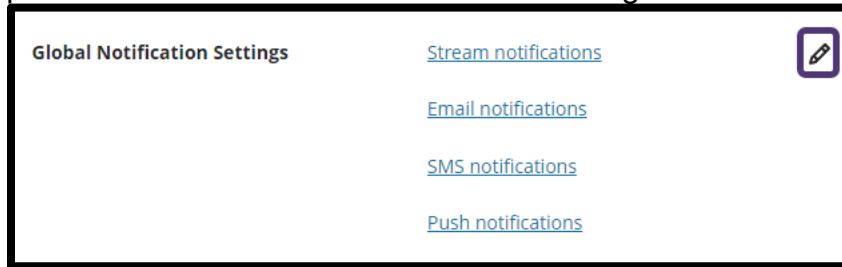
Anyone in my courses

Anyone on the platform

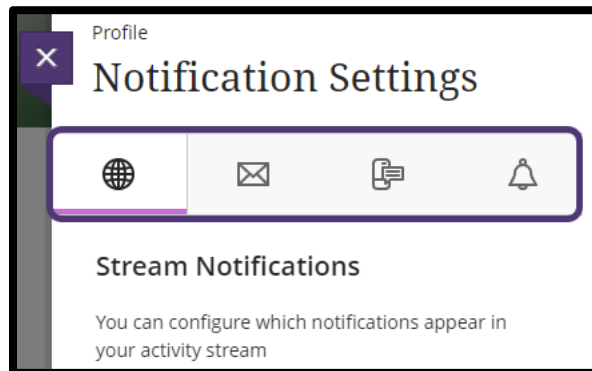
8. Return to your course. Your profile will automatically be added to any course in which you are instructing.

## GLOBAL NOTIFICATION SETTINGS

1. Select the pencil icon next to Global Notification Settings to edit.



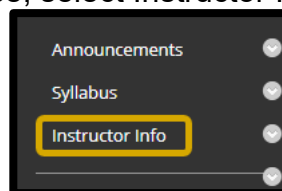
2. You can set the notifications for:  
**Stream Notification:** Configure which notifications appear in your activity stream.  
**Email Notifications:** Configure when you receive email notifications and what items to be notified about.  
**SMS Notifications:** If you include a mobile number, you can receive SMS notifications.  
**Push Notifications:** If using the Blackboard App, set your push notification preferences.



## VIEWING YOUR PROFILE IN A COURSE

### Blackboard Original

1. In a Blackboard Original course, select Instructor Info from the left navigation.



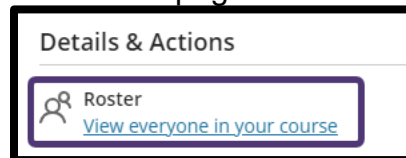
NOTE: It is possible that the name may differ in your course, but all original courses should have instructor contact information on the left navigation.

2. All course instructors' information will appear.

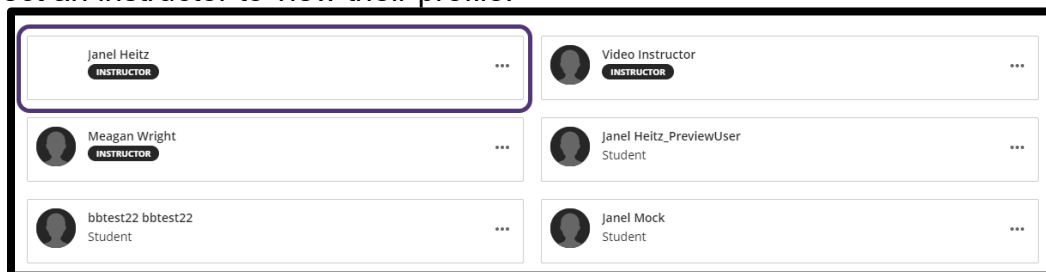


## Blackboard Ultra

1. In your Blackboard Ultra Course, click on **view everyone in your course** under the **Details & Actions** on the content page.

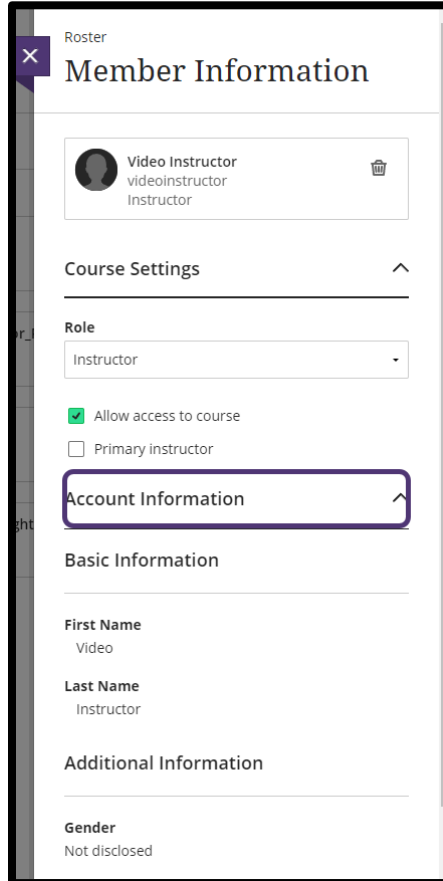


2. Select an instructor to view their profile.

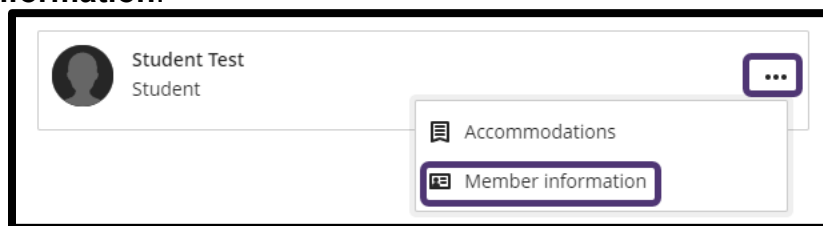


Note: All instructors enrolled in the course will appear on the roster.

3. Select account information to see additional details.



4. To view the student's profile, select the **three dots** next to their name and **member information**.



Note: Selecting a name will take you to the individual student's page.

## VERSIONING

Version	Date	Developer	Description
1	03.26.2024	Janel Heitz	Document Creation

## DISCLAIMER

Process for this training tutorial is outlined using the Chrome browser; screen captures may vary if utilizing a different browser but the steps are the same. While the contents of this tutorial represent the current process (based on Version date), Blackboard Ultra regularly makes updates to the Ultra LMS. For questions or to request an update to this tutorial, submit a service ticket.

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