Social Learning: Creating a Profile

If an institution makes use of Blackboard Cloud, it can also use Profiles as a Social Learning feature. It inherits some basic information from the Blackboard Learn user account, but is updated separately and stored in the Cloud rather than the local system. A user may create and manage his or her own profile, which includes information such as preferred name, email address, photo, current and completed courses, and Blackboard Achievements.

Because the information is stored in the Cloud, the Profile may follow a student to any other institution that uses Blackboard. It can also be shared with current or prospective employers via myedu.com. Once they have created a Profile, students may edit and delete that Profile at any time.

When setting up the Profile, a student supplies information such as current degree plan (Associates, Bachelors, Masters, or Doctorate) and expected year of graduation. Non-students can switch the I am attending drop-down to I am employed by; then fill in just your name, employing institution, and email address.

To begin creating a profile, click the Global Navigation link at the top-right of the Blackboard screen, and select the Profile link.
This will start you through a series of screens on which you may enter the necessary information:

1. Agree to the Terms of Service.

2. Enter a primary email address, preferably one that you will keep when you change schools or employers, and click Submit.
3. Begin setting up a MyEdu account, if necessary, by clicking I Don’t Have a MyEdu Account. If you already have one, click I Have a MyEdu Account.

4. Enter the basic MyEdu information: name and employer. Students will also enter school, degree plan, major, and expected year of graduation. The email address is already in the appropriate field; check it to verify accuracy. Click Done to continue.
5. If asked, resolve any conflicts between the name provided and the one found in Blackboard.

6. Decide with whom to share the information. Choices of privacy levels include Hidden, My Institution, All Institutions, All Institutions and Employers, or the Public at large. All of these levels of privacy include only users who also have Blackboard Profiles.

![Privacy Settings](image)

After the final screen indicates completion, you may begin customizing your profile with a photo and additional information. Click the Settings and Privacy button to make changes to your basic information, including your privacy options. Then click Save to update the information on the Cloud.

**NOTE:** This is also the page that allows you to delete your Blackboard Profile entirely.