

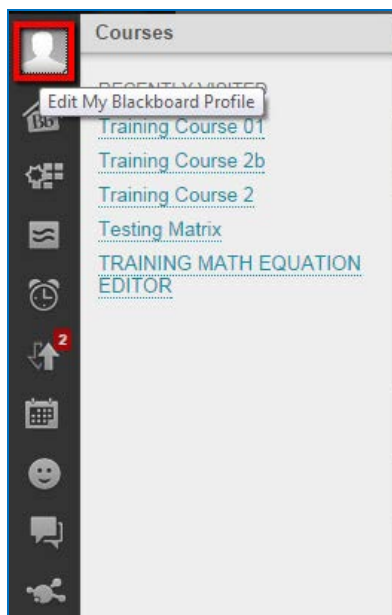
Social Learning: Creating a Profile

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.

Blackboard Social End User Terms of Service

English (United States)

IMPORTANT--PLEASE READ CAREFULLY. These Blackboard Social End User Terms of Service ("Terms") is a legal agreement between Blackboard Inc., a Delaware corporation ("Blackboard", "us", or "we") and you, as recipient of the Blackboard Social software product and services. These Terms govern your access to and use of the Blackboard Social software product and services (the "Services"), and any information, text, graphics, photos or other materials uploaded, downloaded or appearing on the Services (collectively referred to as "Content"). Your access to and use of the Services are conditioned on your acceptance of and compliance with these Terms. By accessing or using the Services you agree to be bound by these Terms.

1. Basic Terms
You are responsible for your use of the Services, for any Content you post to the Services, and for any consequences thereof. The Content you submit, post, or display will be

I have read these terms and agree to them and am at least 13 years of age.

If you decline the Terms of Service, your existing profile and any activity data (e.g. profile wall posts and messages) will be permanently removed.




Click **Agree** to agree to the Terms of Service and access your profile.
Click **Decline** to delete your existing profile.

Decline **Agree**

2. Enter a primary email address, preferably one that you will keep when you change schools or employers, and click **Submit**.

Primary Email Address

Your Blackboard profile uses your email address to connect your Blackboard institution accounts and your Blackboard services to a single profile. If you have used one of these services before, use the same email address here.

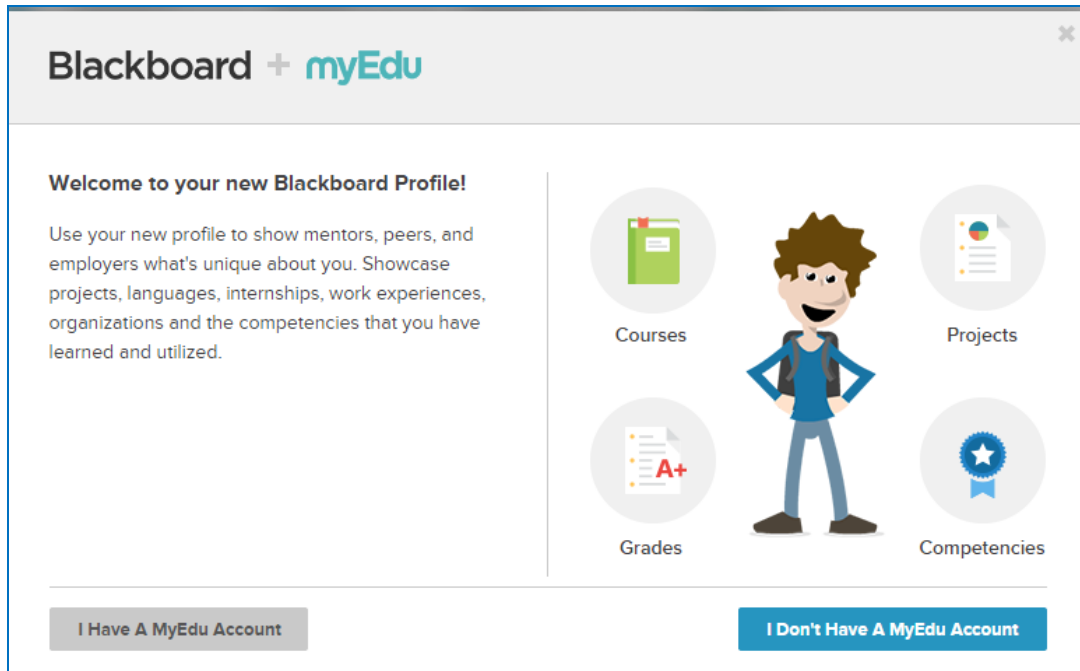
For new profiles, we recommend using an email address that you will always have access to when you change schools or jobs. You can change this email address at any time by editing your Blackboard profile.

My Primary Email Address

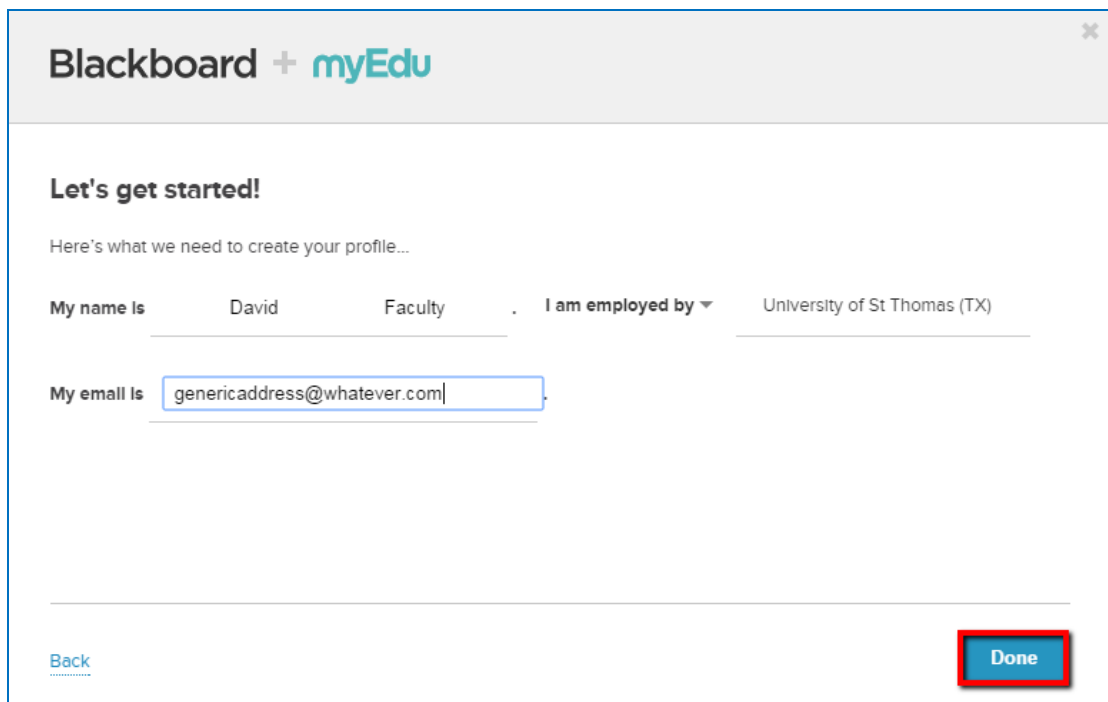
When you submit your Blackboard profile with this email address, we will send you a verification email.

Cancel **Submit**

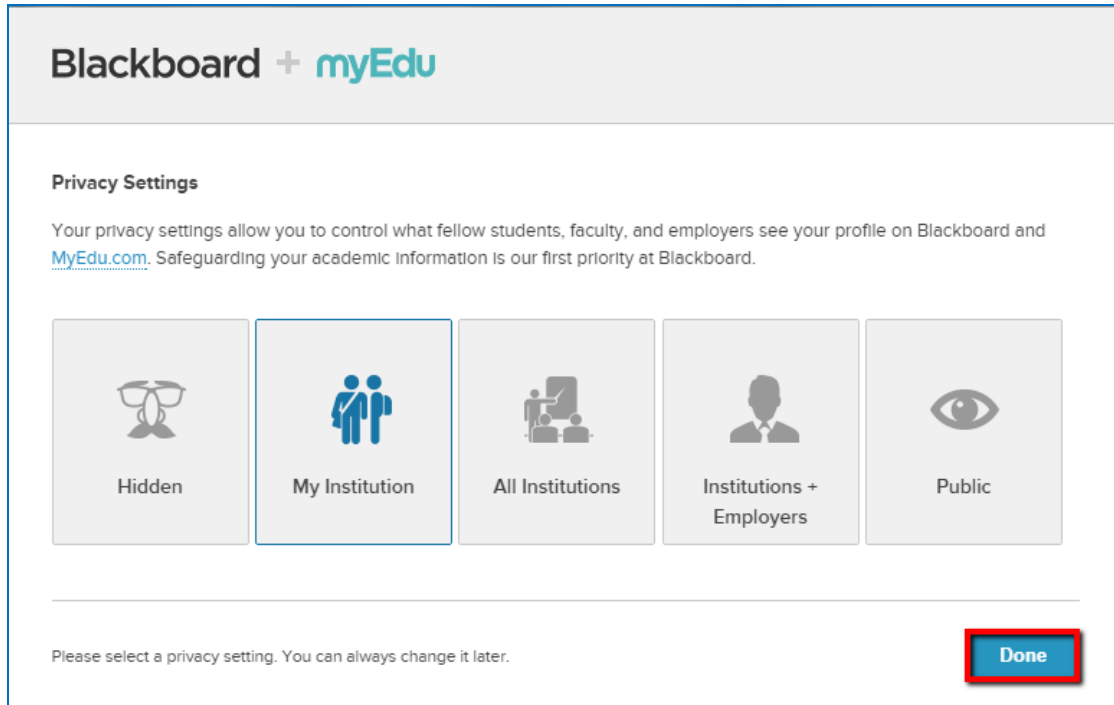
3. Begin setting up a MyEdu account, if necessary, by clicking **I Don't Have a MyEdu Account**. If you already have one, click **I Have a MyEdu Account**.



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.



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.

