

## Center for Teaching with Technology

CTT Learning Space: Cheng Library 120k Office: Library 120e – Phone: 973-720-2659

## Setting Up Your Profile in Blackboard Ultra

In Blackboard Ultra, each user has a profile page. To access it, click on the link in the Base Navigation menu that shows your full name. Here, you can view your personal information, including your full name and how it's pronounced, your email address and other information about you, with the information in "Basic Information" section, on the left, being pulled from WP Connect. So any changes you wish to make to this section should be made in WP Connect, after which it will be reflected in Blackboard the next time the system is updated. This happens several times per day during any semester in which you are assigned to teach a course or that a student is officially enrolled in one.

The right-hand side of the page, labelled "System Settings" can be customized right here in Blackboard, allowing each user to select the language in which Blackboard's page elements should be displayed, control who can access their profile information, and configure the notifications they receive in Blackboard Ultra Activity Stream, via Email, or through the Blackboard mobile app. But let's start with the first thing on the page that users can customize: the profile image. To do this, hover your mouse over the circle near the top of the page and then click on the icon that looks like a pencil.

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WILLIAM PATERSON			(M) (		
Institution Page					
Housen Maratouk			Housen Maratouk		
Activity Stream			maratoukh		
Courses					
Organizations	Basic Information		System Settings		
Calendar	Full Name	Housen Maratouk	Language	System Default (English (United States))	
Messages	Pronunciation	Add pronunciation	Privacy Settings	Only instructors can view my profile information	
Grades	Email Address	maratoukh@wpunj.edu	Global Notification Settings	Stream notifications	6
Tools	Pronouns	He / Him / His		Email notifications	
Admin	Student ID	Add student ID		Push notifications	
Sign Out	Password	Change password			
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This will open a panel on the right-hand side of the page, which includes a link that reads "Upload new profile picture." Use this to navigate to an image on your computer. This image will be cropped to a size of 150 x 150 pixels, with the result being a profile picture that is framed in a circle. And if you have an existing image that you wish to remove, you can do so by clicking on the icon that looks a trashcan, appearing to its top-right.

Change Profile Picture	× +			- <b>a</b> x
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WILLIAM PATERSON UNIVERSITY				× Profile Settings Change Profile Picture
Institution Page				Î Î
A Housen Maratouk				
Activity Stream			Housen Maratouk	1 STAT
Courses				
Organizations	Basic Information		System Settings	ASTA
Calendar	Full Name	Housen Maratouk	Language	
	Pronunciation	Add pronunciation	Privacy Settings	
Grades	Email Address	maratoukh@wpunj.edu	Global Notification Settings	Upload new profile picture
Tools	Pronouns	He / Him / His	under recircation seconge	
Admin	Student ID	Add student ID		
⊖ Sign Out	Password	Change password		
Privacy Terms Accessibility				

If you wish to have Blackboard Ultra display its menus and other text in another supported language, you can click on the language that is currently selected and use the resulting pull-down menu to select another, clicking the "Save" button, near the bottom of the panel, to save your selection.

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WILLIAM PATERSON				Profile Settings Language Settings
Institution Page				Select the language you want to use throughout the system
			Housen Maratouk	Default Language
			maratoukh	System Default (English (United States))
				System Default (English (United States)) Bahasa Melayu (Malaysia)
	Basic Information		System Settings	Bokmāl (Norge) čeština (Česká republika)
	Full Name	Housen Maratouk	Language	Cymraeg (Cymru) Dansk (Danmark) Deutsch (Deutschland) English (Australia)
	Pronunciation	Add pronunciation	Privacy Settings	English (Australia) English (United Kingdom) English (United States) English for K-12 (United States)
	Email Address	maratoukh@wpunj.edu	Global Notification Settings	English for Pro-Ed (United States) Español (España) Français (Canada)
	Pronouns	He / Him / His		Français (France) Italiano (Italia) Nederlands (Nederland)
	Student ID	Add student ID		Nynorsk (Norge) Polski (Polska) Portuguës (Brasil)
	Password	Change password		Manau (m. nau)
				Cancel Save

The next option, "Privacy Settings," allows you to control who can view the information that appears in your profile, choosing to make it visible only to instructors, to anyone in the courses in which you and they are enrolled, or to anyone in Blackboard.

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WILLIAM PATERSON				Profile Settings Privacy Settings
🚊 Institution Page				Select who can view your profile information
A Housen Maratouk			utana a dana a dana a dana dana dana dana	Only Instructors     Anyone in my courses
Activity Stream			Housen Maratouk	Anyone on the platform
Courses			maratoukn	Some profile information will display to other members of your courses and organizations to facilitate communication and
Organizations	Basic Information		System Settings	Courses and organizations to racinizate communication and Interaction • Names
Calendar	Full Name	Housen Maratouk	Language	
Messages	Pronunciation	Add pronunciation	Privacy Settings	
Grades	Email Address	maratoukh@wpunj.edu	Global Notification Settings	
Tools	Pronouns	He / Him / His		
Admin	Student ID	Add student ID		
⊖ Sign Out	Password	Change password		
Privacy Terms Accessibility				Cancel Save

The "Global Notification Settings" area allows users to customize they notifications they receive. This panel is broken out into three areas, with the first offering control over the notifications that appear in the Activity Stream area, accessible by clicking on its link in the Base Navigation menu.

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						Housen Maratouk maratoukh	Stream Not You can configur your activity stre	e which notifications	appear in				
				Basic Information		System Settings	Student a		<u>↑</u>				
				Full Name	Housen Maratouk	Languago		y data is available, ide participating or may i					
iii M				Pronunciation	Add pronunciation	Privacy Settings	with act	data is available, com vity levels rall grade	pare graves				
				Email Address	maratoukh@wpunj.edu	Global Notification Settings	Missed o	due dates alert					
				Pronouns	He / Him / His		🗌 Last acc	ess alert					
				Student ID	Add student ID		□ My grade	s and activity (7)	$\downarrow$				
				Password			New cale	ndar event					
							🗌 Blog activ	ity (3)	$\checkmark$				
							🗆 Iournal ad	tivity (3)	1 ·				
Terms Acces		Ŷ					Cancel	í.	Save				

The next Notifications Settings area offers users control over email notifications, choosing to receive notifications about listed activities either right when they occur or in digest form, once a day.

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WILLIAM PATERSON UNIVERSITY				Notification Settings
Institution Page				
Housen Maratouk Activity Stream			Housen Maratouk	Email Notifications  Email me right away Email me once a day
Courses Organizations	Basic Information		System Settings	Notify me by email about these activities
Organizations Calendar	Full Name	Housen Maratouk	Language	New gradable items     New grades and feedback
Messages	Pronunciation	Add pronunciation	Privacy Settings	New messages
Grades	Email Address	maratoukh@wpunj.edu	Global Notification Settings	New content added
Tools	Pronouns	He / Him / His		New and upcoming due dates     Past due items
Admin	Student ID	Add student ID		Past due items  New courses available
Sign Out	Password	Change, password		

And finally, the last of the Notifications Settings area allows users to control the notifications they receive via the Blackboard mobile app, available through both the Apple's App store and the Google's Play Store.

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WILLIAM PATERSON UNIVERSITY				× Profile Notifica	tion Settin	ıgs	
finstitution Page				•		\$	
A Housen Maratouk				Push Notifi	cations		
Activity Stream			Housen Maratouk	Notifications for due dates always appear in the app			
Courses					n the app about these		
Organizations	Basic Information		System Settings	New content and discussions			
Calendar	Full Name	Housen Maratouk	Language	New discussion responses			
	Pronunciation	Add pronunciation	Privacy Settings	New grade			
🛃 Grades	Email Address	maratoukh@wpunj.edu	Global Notification Settings	Also, reminde	5		
Tools	Pronouns	He / Him / His					
Admin	Student ID	Add student ID					
⊖ Sign Out	Password	Change password					
Privacy Terms Accessibility				Cancel		Save	

Please note that in each case, you are configuring only your own profile page and how you receive notifications, not how any of your students receive their own.