WHY WOULD YOU USE THIS FEATURE:
Your Blackboard Profile is accessed through My Blackboard. My Blackboard provides you with quick and easy access to critical and timely information regarding your institution, courses, and fellow classmates.

A profile is a reflection of how you want to present yourself to your peers, classmates, and instructors. In your Blackboard profile, you decide what you want to be called, what your academic interests are, and anything else you want to share with other users. You can upload an image that is used to represent you throughout the system and within the greater Blackboard academic network.

Profiles are stored in the Blackboard cloud instead of at your institution. This means that you can keep your profile through your academic and professional life. It is not tied to a specific institution. You control the availability of your profile, which you can modify and delete at any time.

This tutorial will cover how to set up your profile, setting privacy settings, deleting your profile, and UTC’s social learning use policy.

HOW TO SET UP YOUR PROFILE:
1. Users will be prompted to create their profile when they first log-in to the new Blackboard system. Users can synch their profile with their Facebook or Twitter account or start from scratch by selecting “I’ll update it myself”. Follow the on-screen instructions to set up your profile.
2. To set-up your profile after your first log in click on your name in the upper right hand corner of the screen, then select View Profile from the Global Navigation.

3. Review the Blackboard Profile Terms of Service UTC Policy before agreeing to participate.

4. Provide an email address for your profile and click Submit. The email you use should be a personal account to which you will not lose access. This will allow you access and use your Blackboard Profile outside of UTC.
5. If you have an existing Blackboard profile (an account using the same email) you will be prompted to use the existing account. On the next screen you can choose to merge accounts or keep your profile separate. If you do not have an existing account skip to step 7.

6. Select Yes to merge your profile with your existing account or no to keep your accounts separate.
7. Your Blackboard Profile is created. You can now customize your profile with a picture, your display name, and information about yourself.

8. You can change this information at any time by returning to your profile following step 2 above and selecting Edit my Profile.
HOW TO SET PROFILE SECURITY SETTINGS/ DELETE YOUR PROFILE:
1. Access your Blackboard profile (step 2 above).
2. Select Edit My Blackboard Profile (see step 8 above).
3. **Review the privacy settings options carefully** before selecting an option for your account. 
   *You can change your privacy settings at any time.*

   **Privacy Options**

   Anyone in your courses can view your profile card within the course (unless your status is Hidden). These privacy settings control who can search and browse for you on the People page.

   Learn more about profile privacy settings.

   - **All Blackboard Users (recommended)**
     Anyone with a Blackboard profile can find and message me. This includes Blackboard users at other schools.
     - [ ] Require others to request permission to follow me.

   - **My Institution (recommended)**
     Anyone from my institution can find and message me.
     - [ ] Require others to request permission to follow me.

   - **Private**
     Everyone must request permission to follow me.
     Anyone in my courses, organizations, and spaces can find and message me.

   - **Hidden**
     No one can view, message, or follow me.
     I cannot view, message, or follow others.
     I choose not to participate in social learning spaces.

   [Delete My Blackboard Profile]

4. **To delete** an existing profile, access the security settings page by following the steps above. 
   At the bottom of the security setting options to the right of your screen is the option to delete your profile. **Deleted profiles cannot be recovered.**

   [Hidden]

   - No one can view, message, or follow me.
   - I cannot view, message, or follow others.
   - I choose not to participate in social learning spaces.

   [Delete My Blackboard Profile]
UTC’S SOCIAL LEARNING DISCLAIMER:
The university is not accountable for information shared by a user outside of the University of Tennessee at Chattanooga either online or offline. Bb Social Learning users are responsible for their profile, spaces, and reporting of offensive content. UTC only has control over social learning content originating from UTC. Should a UTC user report something at another institution, Blackboard Administrators and the Dean of Students will work with Bb, Inc. and originating institution to resolve. Users control who and how their social profile is seen by other social users. These options may be modified at any time. Bb System Admin will alert the Dean of Students of reported offensive social items. The item in question will be blocked, until the Dean of Students resolves the issue with user and notifies Bb System Admin.

Bb System Administrator has ability and approval to view all spaces and personal content. However, this ability will not be used unless deemed necessary by university administration. The University reserves the right to turn off a users social learning profile at any time.