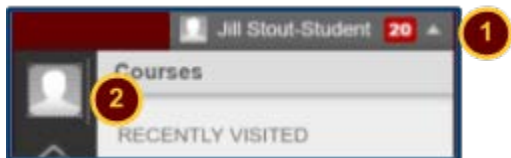


## Add an Profile Picture to Blackboard User Profile

**Overview:** This tutorial will show you how to add a profile picture to your Blackboard user profile.

**Step 1:** At the top, right of your Blackboard window, click on the drop down arrow to the right of your name [1], and then click the grey silhouette [2].



**Step 2:** If this is your first time setting up your profile, you will need to read the *Blackboard Social End User Terms of Service*, select the box beside "I have read these terms..." [3], and click *Agree* [4].

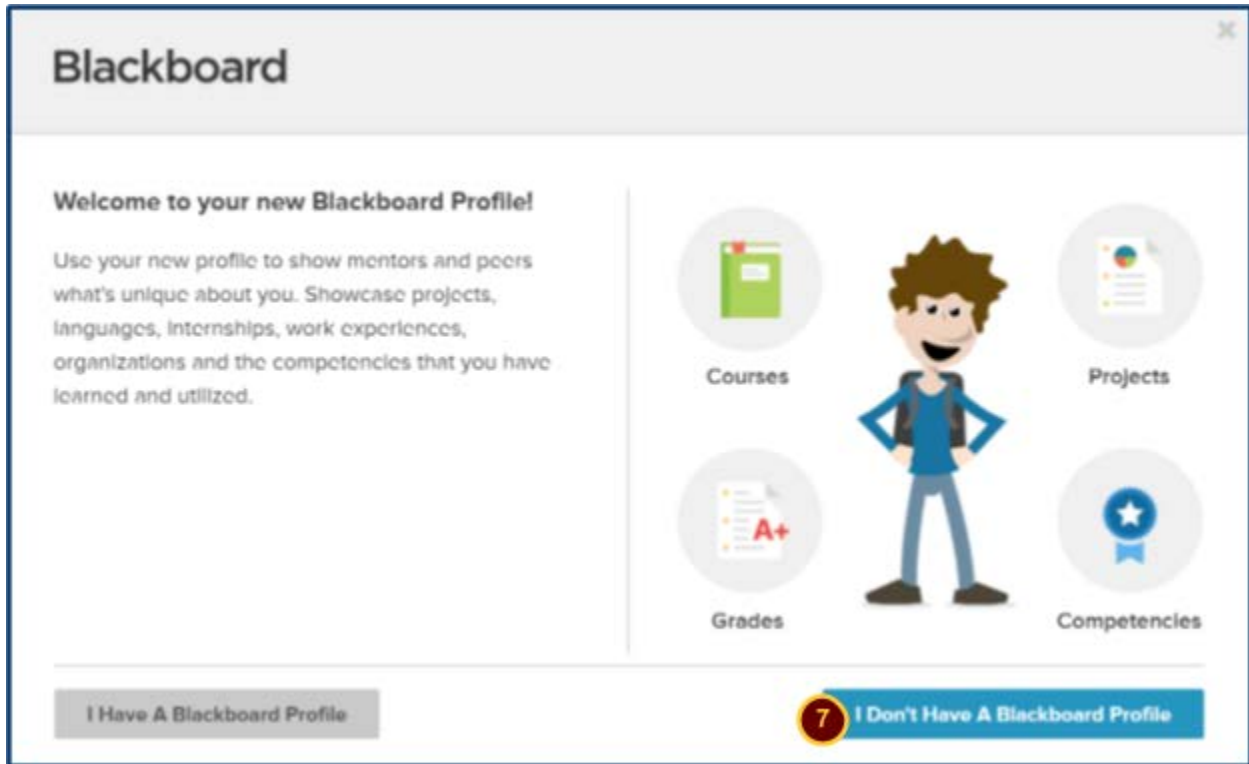
A screenshot of the "Blackboard Social End User Terms of Service" page. The page title is "Blackboard Social End User Terms of Service" and the language is set to "English (United States)". The main content area contains the terms of service text. A yellow circle with the number "3" points to a checkbox labeled "I have read these terms and agree to them and am at least 13 years of age." Below this, a red banner states: "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." At the bottom right, there are two buttons: "Decline" and "Agree", with a yellow circle and the number "4" pointing to the "Agree" button. A link "View the Winthrop University policy statement" is located at the bottom left.

**Step 3:** Enter your primary email address [5] and select *Submit* [6].

A screenshot of the Blackboard profile setup form. The text reads: "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." Below this is a text input field labeled "My Primary Email Address" with a yellow circle and the number "5" pointing to it. Underneath, it says: "When you submit your Blackboard profile with this email address, we will send you a verification email." At the bottom right, there are two buttons: "Cancel" and "Submit", with a yellow circle and the number "6" pointing to the "Submit" button.

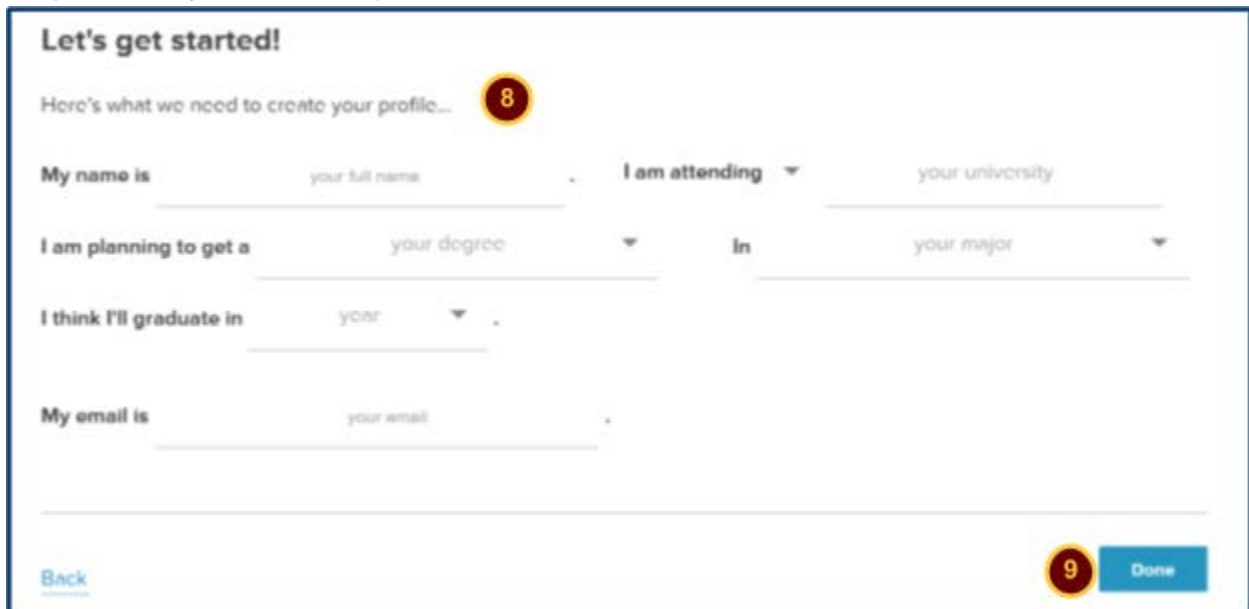
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**Step 4:** Select *I Have a Blackboard Profile* if you have created one in the past. Otherwise, choose *I Don't Have a Blackboard Profile* [7].



The image shows the Blackboard welcome screen. At the top, it says "Blackboard" with a close button. Below that, it says "Welcome to your new Blackboard Profile!". The main content area is divided into two columns. The left column contains the text: "Use your new profile to show mentors and peers what's unique about you. Showcase projects, languages, internships, work experiences, organizations and the competencies that you have learned and utilized." The right column features a central cartoon character of a student with a backpack, surrounded by four circular icons: "Courses" (a green folder), "Projects" (a document with a chart), "Grades" (a document with an A+), and "Competencies" (a blue star on a ribbon). At the bottom, there are two buttons: "I Have A Blackboard Profile" (grey) and "I Don't Have A Blackboard Profile" (blue). A yellow circle with the number 7 is positioned over the "I Don't Have A Blackboard Profile" button.

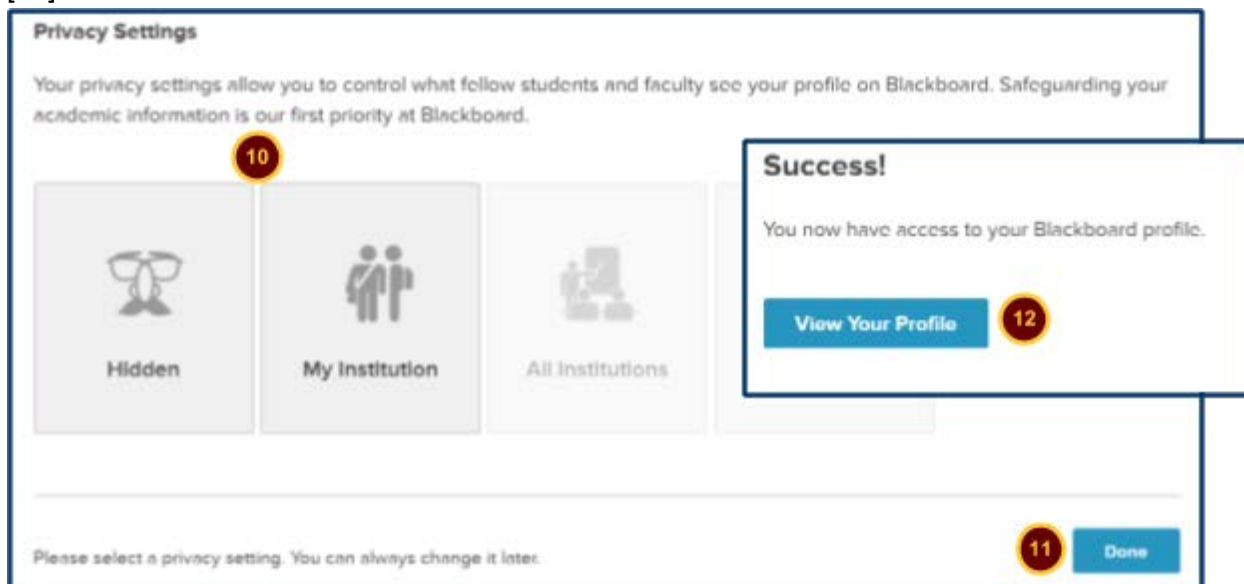
**Step 5:** Fill in your accurate personal information [8] and select *Done* [9].



The image shows the "Let's get started!" form in Blackboard. The title "Let's get started!" is at the top left. Below it, the text "Here's what we need to create your profile..." is followed by a yellow circle with the number 8. The form contains several input fields and dropdown menus: "My name is" with a text input field and the placeholder "your full name"; "I am attending" with a dropdown menu and the placeholder "your university"; "I am planning to get a" with a dropdown menu and the placeholder "your degree"; "In" with a dropdown menu and the placeholder "your major"; "I think I'll graduate in" with a dropdown menu and the placeholder "your"; and "My email is" with a text input field and the placeholder "your email". At the bottom left, there is a "Back" link. At the bottom right, there is a yellow circle with the number 9 and a blue "Done" button.

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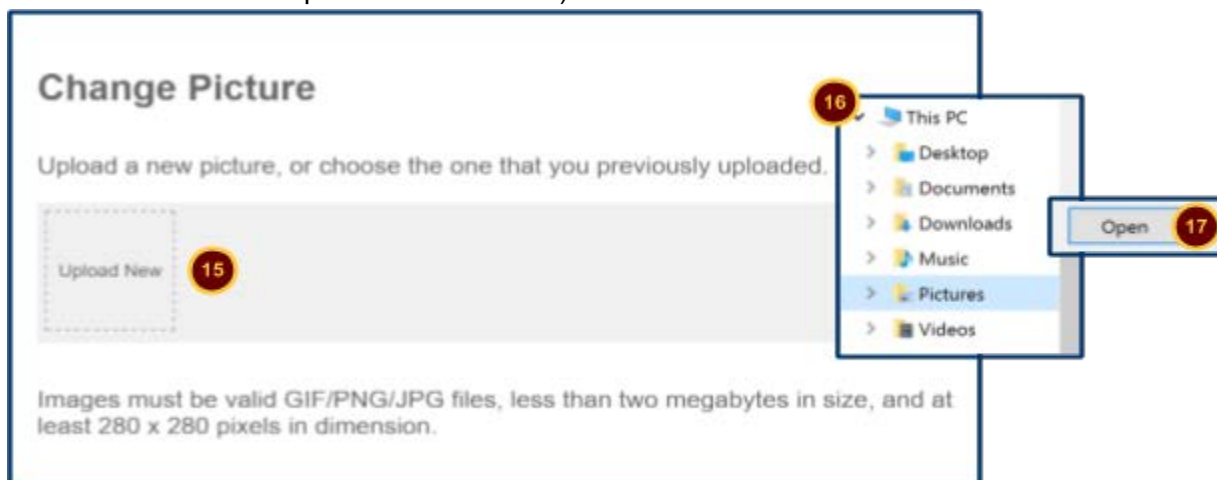
**Step 6:** Choose your privacy settings [10] and select *Done* [11]. Then select *View Your Profile* [12].



**Step 7:** On the left side of the screen under your generic picture select *Settings and Privacy* [13]. On the next screen select *Change Picture* [14].

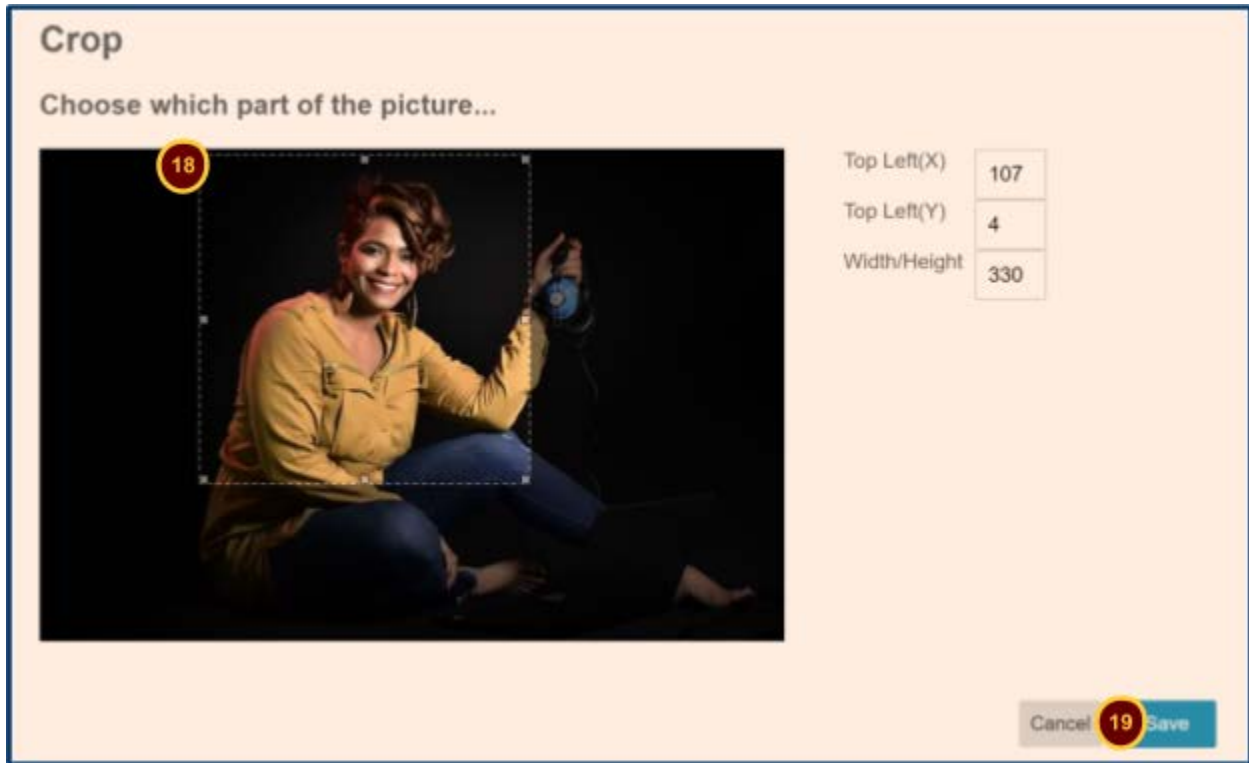


**Step 8:** Select *Upload New* [15]. Browse your computer for your selected file [16] and click *Open* [17]. (Note: Images must be valid GIF/PNG/JPG files, less than two megabytes in size, and at least 280 x 280 pixels in dimension.)



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**Step 9:** Center and crop your profile picture [18] and select Save [19].



**Step 10:** Finally, at the top right of the screen, select Save [20].

