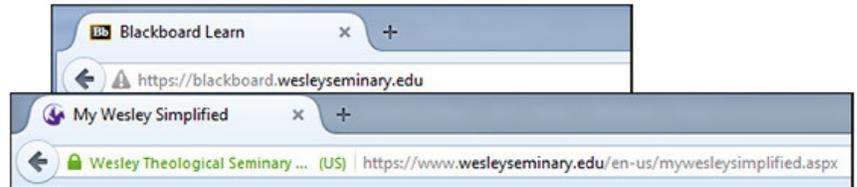
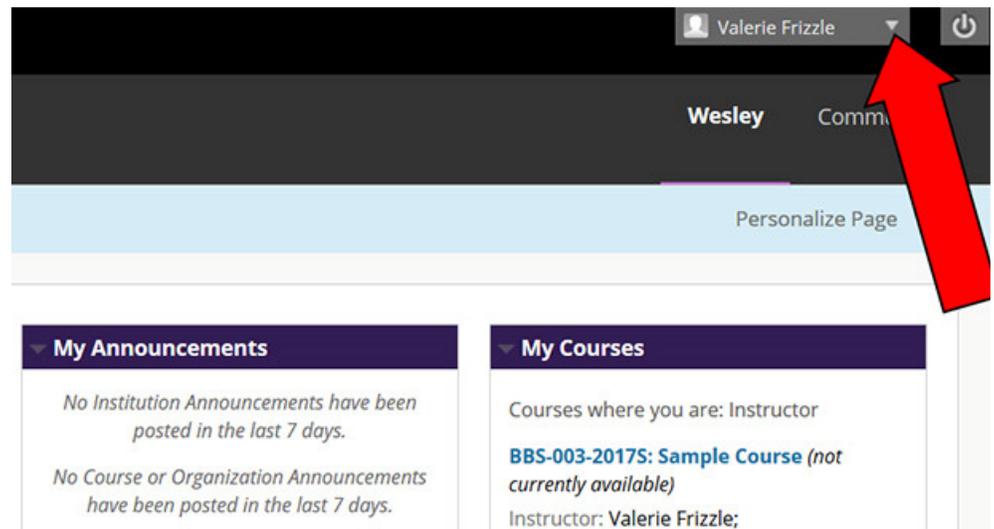


Updating Your Profile in Blackboard

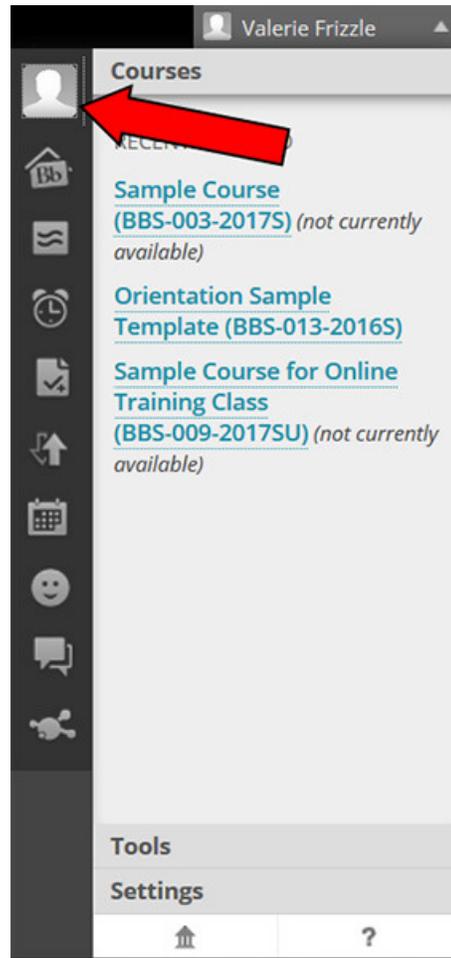
1. Navigate to Blackboard then enter your username and password.
You can do this either through [MyWesley](#) or blackboard.wesleyseminary.edu



2. Access **My Blackboard** by clicking on your name in the upper right corner.



3. In the new menu (Global Navigation Menu) click on the top icon on the left of the head.



4. Check the box stating that you have read the terms and agree, then click Agree in the lower right corner.

Blackboard Social End User 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.

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**

5. Enter your email address and click **Submit**.

Note: Your email address should be a personal one that you can keep after/should you leave Wesley Seminary. The Blackboard profile can be used at any school in which you are affiliated that uses Blackboard. No one else will see this address, and your blackboard email will only go to your wesleyseminary.edu account.

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.



6. If you have never created a Blackboard profile at Wesley or any other institution, click I Don't Have A Blackboard Profile.

If you have had an account at another school, click I Have a Blackboard Profile.

Blackboard

Welcome to your new Blackboard Profile!

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.





7. Fill out the Info form. There is a drop down next to **I am attending** allowing you to toggle between that and **I am employed by**.

Faculty and staff should select **I am employed by**, students should select **I am attending**.

When you start typing *Wesley Theological Seminary* in the appropriate space, a list will appear allowing you to select Wesley Theological Seminary DC – **Select it**.

The screenshot shows the Blackboard 'Let's get started!' page. At the top, it says 'Here's what we need to create your profile...'. There are two rows of input fields. The first row has 'My name is' followed by two text boxes containing 'Valerie' and 'Frizzile', and a dropdown menu labeled 'I am employed by' with 'Wesley Theological Seminar...' selected. The second row has 'My email is' followed by a text box containing 'vfrizzle@gmail.com'. At the bottom left is a blue 'Back' link, and at the bottom right is a blue 'Done' button with a white border.

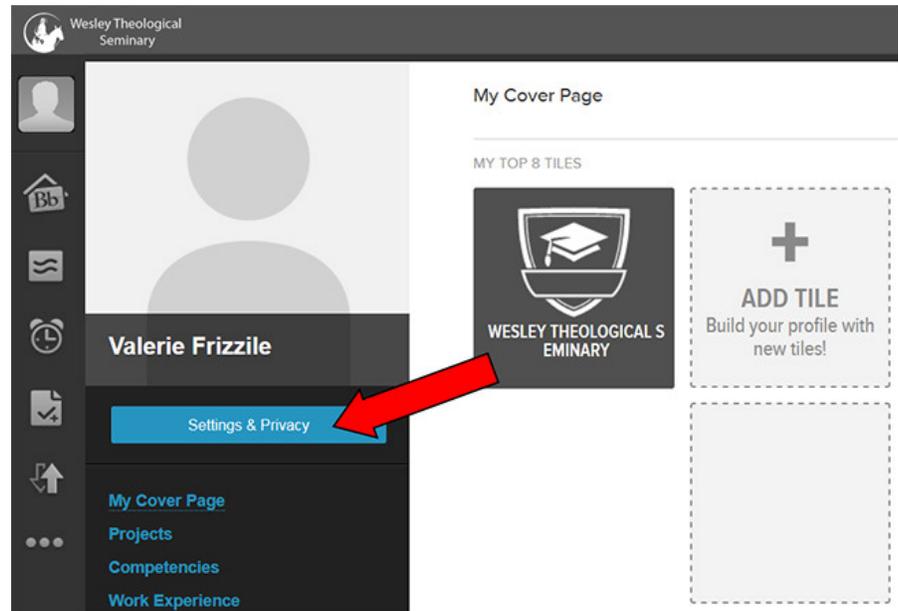
8. Under Privacy Settings, the recommended selection is **My Institution**. This will allow only Blackboard users at Wesley Seminary to see your profile. Click **My Institution** once, then click **Done**.

The screenshot shows the Blackboard 'Privacy Settings' page. It has a heading 'Privacy Settings' and a sub-heading 'Your privacy settings allow you to control what fellow students and faculty see your profile on Blackboard. Safeguarding your academic information is our first priority at Blackboard.' Below this are four buttons: 'Hidden' (with glasses icon), 'My Institution' (with two people icon, highlighted with a red box), 'All Institutions' (with group of people icon), and 'Public' (with eye icon). At the bottom, there is a message 'Please select a privacy setting. You can always change it later.' and a blue 'Done' button.

9. Click **View Your Profile**.

The screenshot shows the Blackboard 'Success!' page. It has a heading 'Success!' and a message 'You now have access to your Blackboard profile.' Below the message is a blue button labeled 'View Your Profile' with a red arrow pointing to it. To the right of the message is an illustration of a student with a backpack standing next to a computer monitor and a briefcase.

10. Under your name, click **Settings & Privacy**.



11. Click **Change Picture**.

Settings & Privacy

* Required Field

Picture

Change Picture

* How would you like your name displayed?

Valerie

Frizzile

12. Click Upload New.

I you know how, drag and drop your picture to the Upload New box.

Change Picture

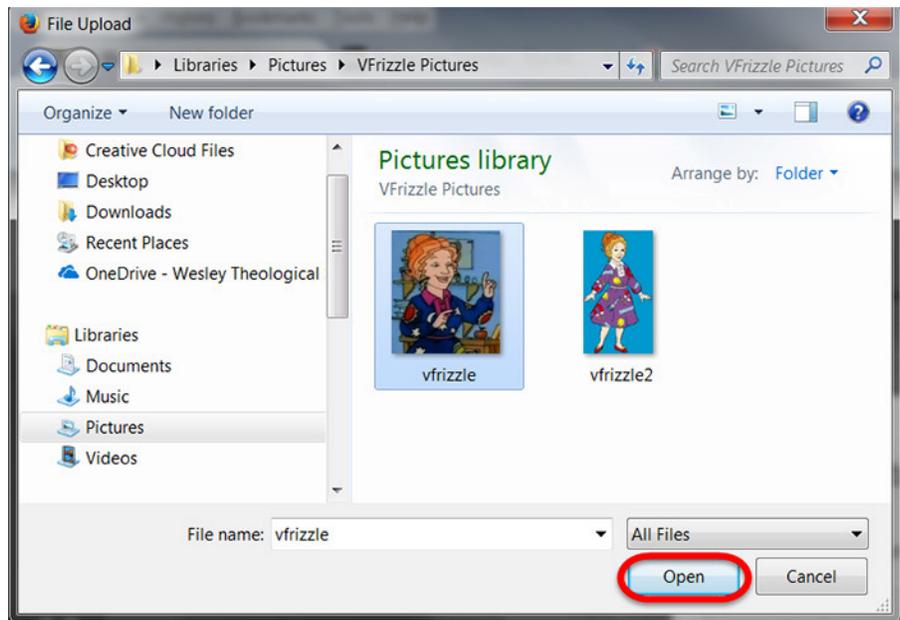
Upload a new picture, or choose the one that you previously uploaded.

Upload New

Images must be valid GIF/PNG/JPG files, less than two megabytes in size, and at least 280 x 280 pixels in dimension.

13. Navigate on your computer to where you have a picture.

Select the picture you would like to use and click **Open**



14. The system will allow you resize or crop the picture.

Crop

Choose which part of the picture...



15. Once you have the picture the size you want, click Save in the lower right corner.



16. Under What would you like to share about yourself? Click once in the white box and type a short bio that will be displayed to all Wesley users.

Picture



Change Picture

*How would you like your name displayed?

Valerie

Frizzle

What would you like to share about yourself?

I am the wacky teacher on the TV show the Magic School Bus. I love science and math. I strongly believe that students learn best through experiences.



17. Add or change any other settings you would like, then scroll down to the lower right and click Save.

Cancel

Save



If you have any questions or problems, please contact Blackboard Support at extension at edtech@wesleyseminary.edu
