



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.

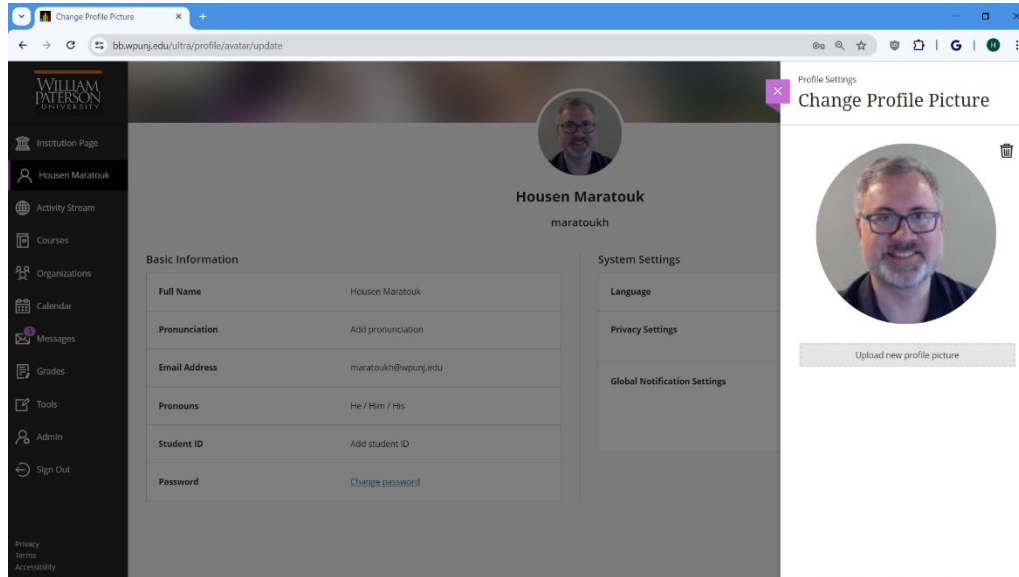
The screenshot shows a web browser window with the URL bb.wpunj.edu/ultra/profile. The page header features the William Paterson University logo and a navigation menu on the left with items like Institution Page, Housen Maratouk, Activity Stream, Courses, Organizations, Calendar, Messages, Grades, Tools, Admin, and Sign Out. The main content area displays the user's profile for Housen Maratouk (maratoukh). The profile is organized into two columns: 'Basic Information' and 'System Settings'. The 'Basic Information' column contains a table with the following data:

Field	Value
Full Name	Housen Maratouk
Pronunciation	Add pronunciation
Email Address	maratoukh@wpunj.edu
Pronouns	He / Him / His
Student ID	Add student ID
Password	Change password

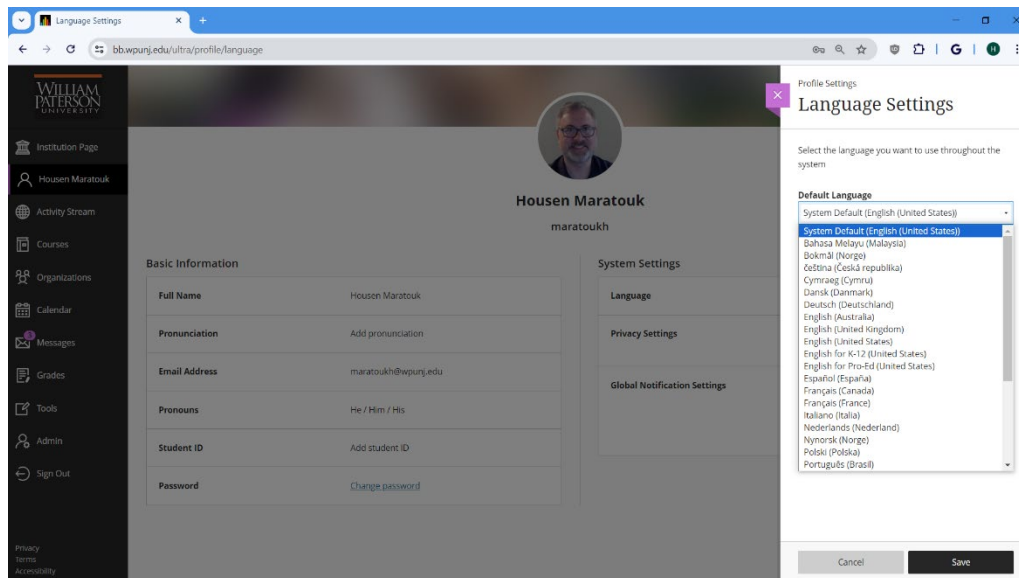
The 'System Settings' column contains a table with the following data:

Setting	Value
Language	System Default (English (United States))
Privacy Settings	Only instructors can view my profile information
Global Notification Settings	Stream notifications , Email notifications , Push notifications

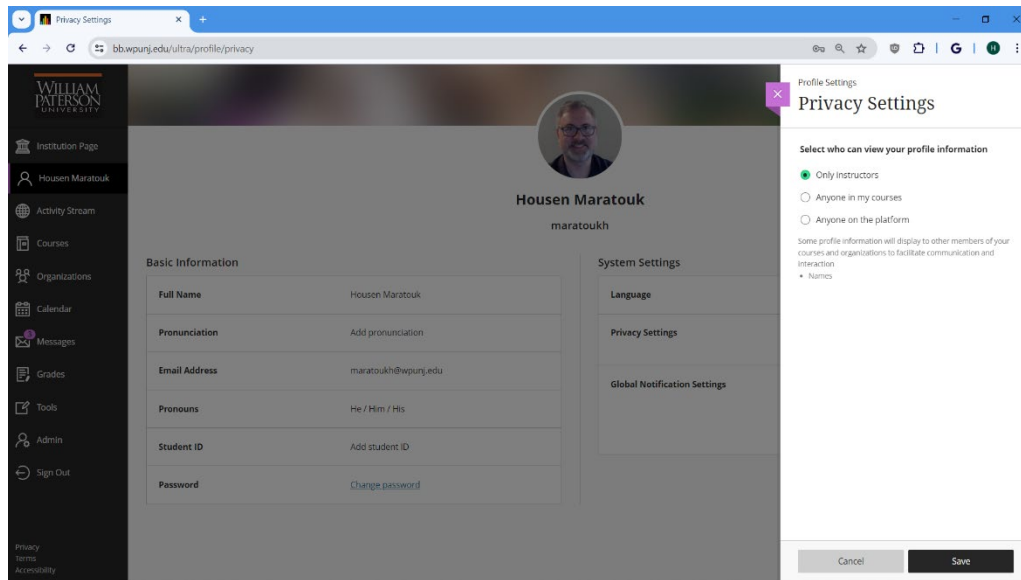
This will open a panel on the right-hand side of the page, which includes a link that reads “Upload new profile picture.” Use this to navigate to an image on your computer. This image will be cropped to a size of 150 x 150 pixels, with the result being a profile picture that is framed in a circle. And 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.



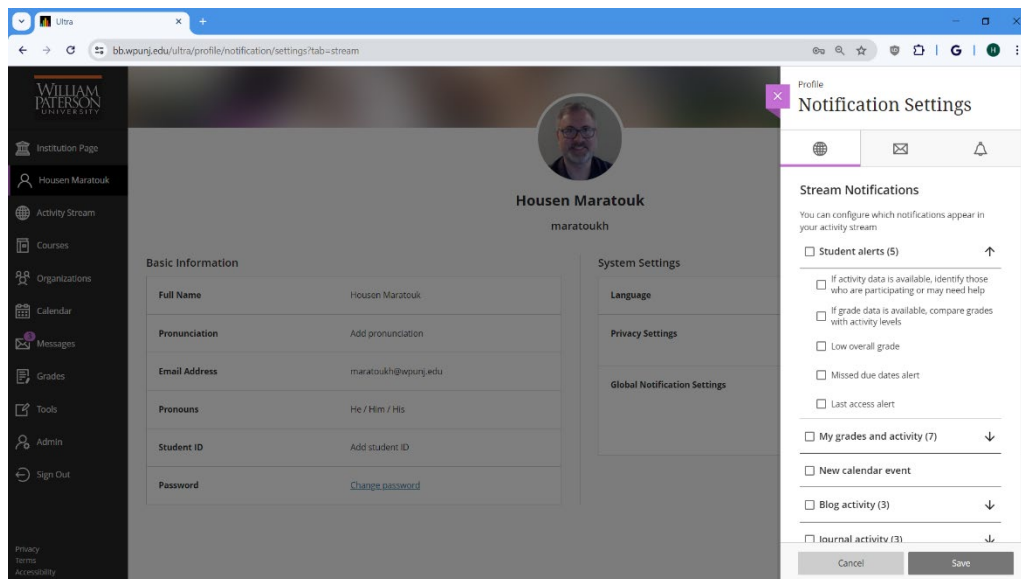
If you wish to have Blackboard Ultra display its menus and other text in another supported language, you can click on the language that is currently selected and use the resulting pull-down menu to select another, clicking the “Save” button, near the bottom of the panel, to save your selection.



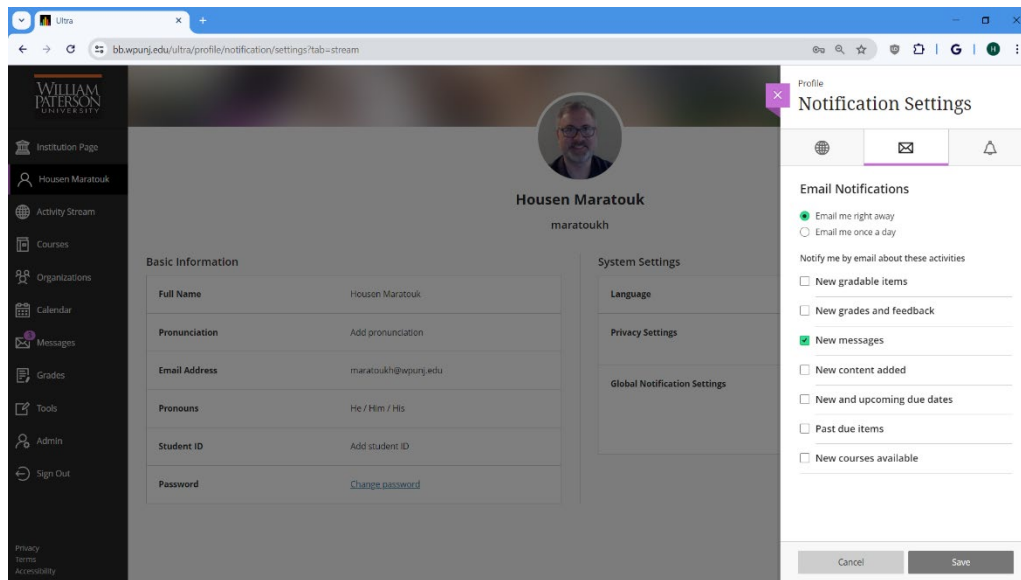
The next option, “Privacy Settings,” allows you to control who can view the information that appears in your profile, choosing to make it visible only to instructors, to anyone in the courses in which you and they are enrolled, or to anyone in Blackboard.



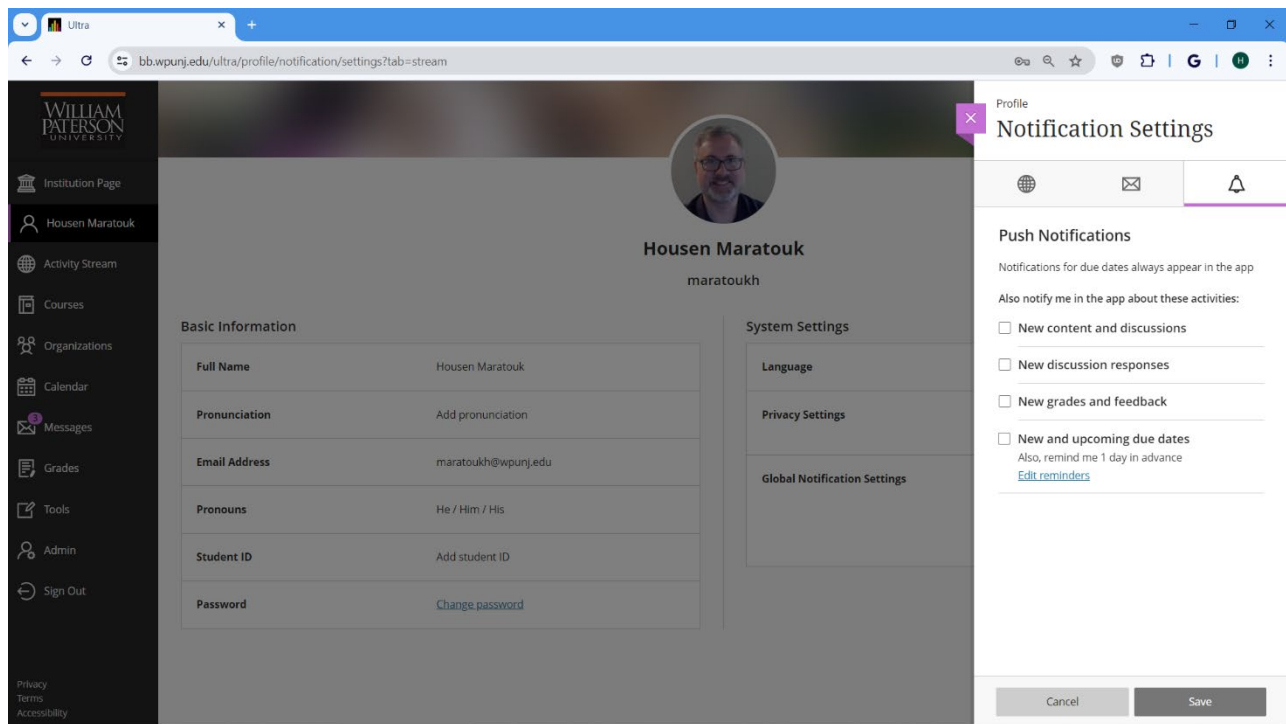
The “Global Notification Settings” area allows users to customize the notifications they receive. This panel is broken out into three areas, with the first offering control over the notifications that appear in the Activity Stream area, accessible by clicking on its link in the Base Navigation menu.



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.



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.



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.