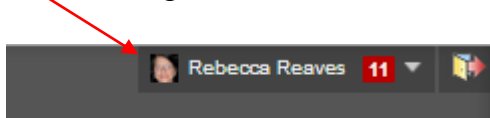




## Personalize Your Blackboard Profile

The Global Navigation Menu provides you with quick and easy navigation to a variety of places within Blackboard. This feature contains links to frequently accessed information and tools. You can also edit your personal information and settings.

At the top right hand corner of your screen, you will see your login name. To personalize and set up a picture so your students can get to know you, click on what looks like a silhouette in the Global Navigation Menu.



Click on the silhouette icon, and it will open another dialogue box that has a silhouette icon. Open that icon to Edit My Blackboard profile. You will find a new dialogue box that asks you set up your profile. Create your account by entering your OKWU.edu email address and password. (You can use your current email address if you do not have your OKWU.edu email address yet.) You can then set your privacy settings, add a short bio, and upload a photograph.

You can edit your personal information, update your profile, and limit what others can see using the Privacy options. Please personalize your Blackboard profile, add a photo, and hit "Submit" to save your changes.