

Blackboard Help Topic

My Blackboard People Tool

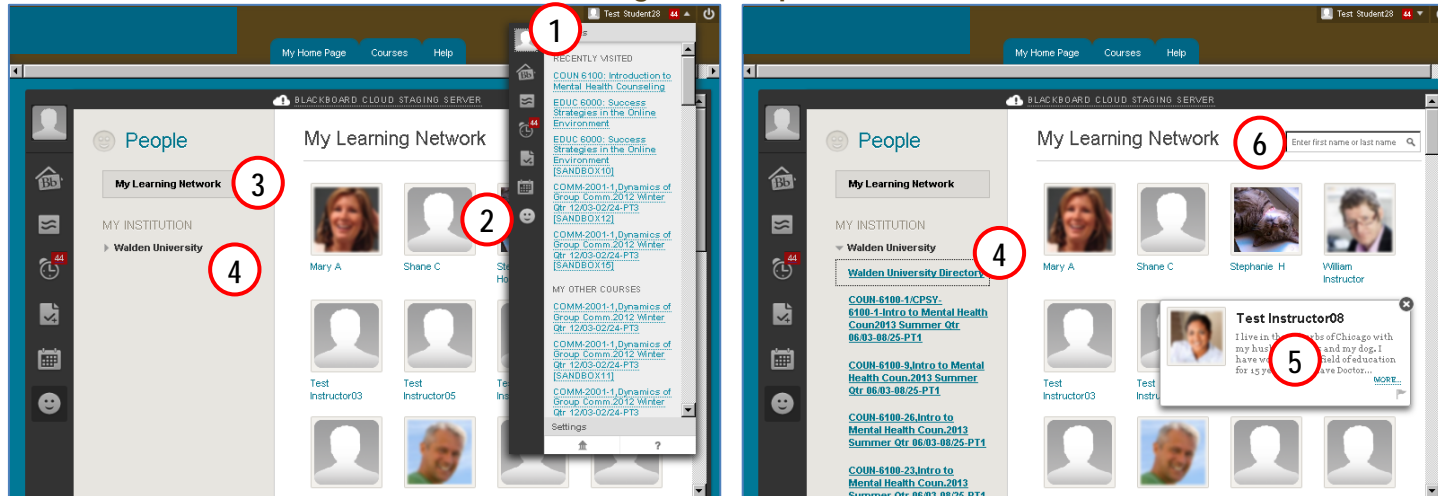
Updated June 17, 2016

This Blackboard help topic describes the My Blackboard People tool.

Summary

- The People tool is found on the Global Navigation menu in the upper-right corner of Blackboard.
- This tool allows you to see a list of classmates; and view more information about classmates who have chosen to create and share a My Blackboard Profile.

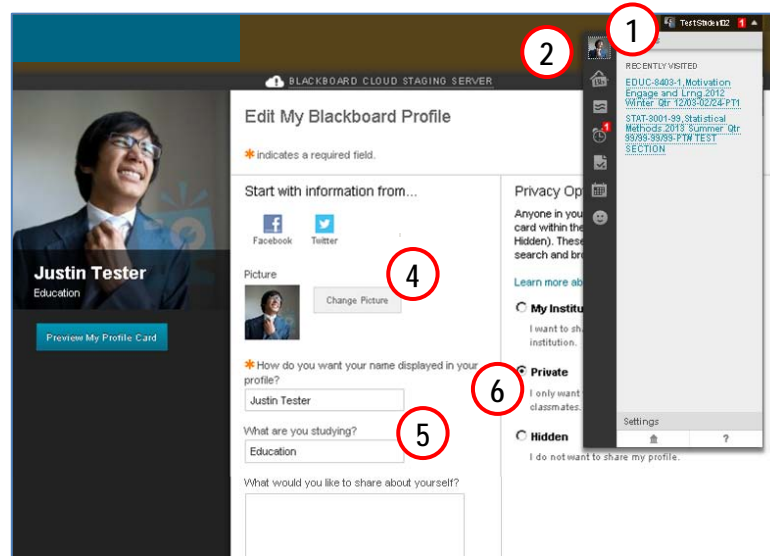
Using The People Tool





1. Click your name in the upper-right corner of Blackboard to show the Global Navigation menu.
2. Click the "People" button at the left side of the Global Navigation menu.
3. By default, Blackboard users in My Learning Network are listed. This list includes all users in your University of St. Augustine courses, except those who have chosen to hide their My Blackboard Profile. This list also includes any other users at the University of St. Augustine who have elected to change their privacy setting from "Private" to "My Institution," allowing all USA Blackboard users to see their profiles.
4. You can filter the list by specific course by expanding the University of St. Augustine menu and clicking a course link.
5. Click on a Blackboard user to see a My Blackboard Profile "card", which includes any information the user has chosen to share on their profile.
6. You can use the search box to search for a specific user, if the user's profile is not hidden.



My Blackboard Profile, Personal Photo, and Profile Privacy



To create an optional My Blackboard profile of your own and adjust your privacy settings, use the “Edit My Blackboard Profile” button found in the Global Navigation menu.

1. Click the button with your name on it found in the upper-right corner to open the Global Navigation menu. 
2. Click the “Edit My Blackboard Profile” button. (The default silhouette image may be replaced by your photo.) 
3. If prompted to enter an e-mail address, enter **your official usa.edu e-mail address**, typically in this format: **firstinitial.lastname@usa.edu**
4. Click “Change Picture” and follow the prompts to upload a photo from your computer into your profile.
5. If desired, fill out the other profile information to share a little bit about yourself with your classmates.
6. Privacy options may be changed from the default setting “Private,” if desired. The default setting “Private” is recommended; private profiles are only visible to your classmates.
7. To save changes, click the “Submit” button (not shown) in the upper-right corner of the Edit My Blackboard Profile page.

FAQ, Tips, Reminders, Known Issues, Notes

- 00 **Q:** Do I have to upload a photo, enter an e-mail address, change privacy settings, or fill out a profile?
- A:** Entering an e-mail address and creating or filling out a My Blackboard Profile is entirely optional, and you should not need to change your privacy setting from its default "Private" setting. Currently, the only benefits of creating a My Blackboard Profile are to allow your photo to appear next to Discussion posts in your Blackboard courses and to provide a detailed profile with photo on the People page.
- 00 **Q:** When I tried to upload a profile photo I was prompted to enter a personal e-mail address. What should I do?
- A:** For privacy reasons, we strongly recommend using your USA e-mail address to create your My Blackboard Profile.
- 00 **Q:** I don't see all of my classmates in the People tool. What is going on?
- A:** Some of your classmates may have elected to hide their profiles for privacy reasons.