

Customizing Your Blackboard Profile

Blackboard

When logged into Blackboard, faculty and students may customize their [Blackboard Profile](#) to add an avatar, choose preferred personal pronouns and name pronunciation tips, and opt out of automated Blackboard notifications.

Profile Settings

- A. **Personal Profile** – When logged into Blackboard, click on your name in the base menu to view your profile.
- B. **Avatar** – Click on the placeholder image here to upload an image to your profile. This image will represent your professional persona across Blackboard and appear in course discussions, blogs, journals, and the grade center.
- C. **Pronunciation** – Click here to add a [phonetic text and audio pronunciation clip](#) to your profile. This information will be available wherever your avatar appears in Blackboard.
- D. **Pronouns** – Click here to add your [preferred pronouns](#) to your profile. This information will be available wherever your avatar appears in Blackboard.
- E. **Language** – Click here to choose a system language pack that will apply to Blackboard’s base navigation elements. This setting *does not* apply to course content.
- F. **Privacy Settings** – Click here to edit your profile’s privacy settings and choose who can see your information. By default, just Blackboard administrators and instructors can see profile information in courses.
- G. **Global Notification Settings** – Click here to opt out of [automated Blackboard notifications](#). You may edit which notifications appear on the Activity Stream and are sent to your MATC Gmail account.