

Configuring your Learn@Seneca Profile

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You can quickly personalize your Learn@Seneca experience from your profile page.

Configuring Your Profile

1. Select your name from the **Global List**. Your profile is displayed.

The screenshot shows the Seneca user interface. On the left is a dark sidebar with the Seneca logo at the top. Below the logo are several menu items: 'Instructor X' (highlighted with a red box and a red arrow pointing to it), 'Activity Stream', 'Courses', 'Organizations', 'Calendar', 'Messages', 'Grades', 'Tools', 'Sign Out', 'Privacy', and 'Terms'. The main content area is titled 'Courses'. It features a search bar, a filter dropdown set to 'All Courses', and a '25 items per page' selector. Below this is a section titled 'Assorted Dates' containing three course cards: 'Course 1', 'Course 2', and 'Course 3'. Each card has a 'Multiple Instructors' link and a 'More info' dropdown. A red arrow points from the 'Instructor X' menu item to the 'Courses' section header.

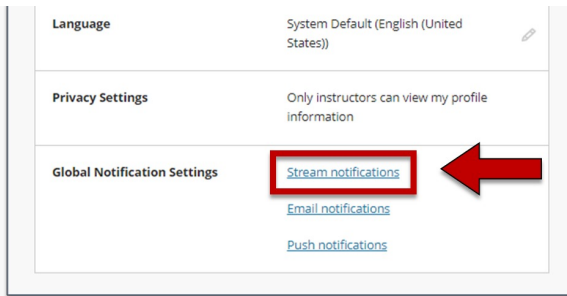
2. Complete any of the following actions.

- Select the **pencil icon** by your profile picture to upload, change or remove an image.

The screenshot shows the profile page for 'Instructor X'. At the top is a header banner with a blurred background. Below the banner is a circular profile picture placeholder. A red box highlights a pencil icon next to the profile picture, with a red arrow pointing to it. Below the profile picture is the name 'Instructor X'. The page is divided into two main sections: 'Basic Information' and 'System Settings'. The 'Basic Information' section contains fields for 'Full Name' (Instructor X), 'Email Address' (Instructor.X@senecacollege.ca), 'ID' (123456), and 'Password' (with a 'Change password' link). The 'System Settings' section contains 'Language' (System Default (English (United States))), 'Privacy Settings' (Only instructors can view my profile information), and 'Global Notification Settings' (with links for 'Stream notifications', 'Email notifications', and 'Push notifications').

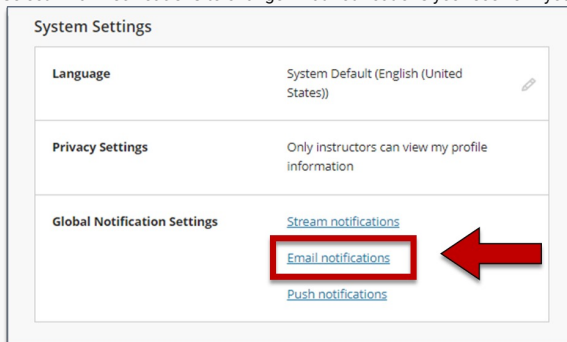
- Select **Stream notifications** to change the notifications that appear on your stream page. Stream Notifications panel is displayed.

System Settings



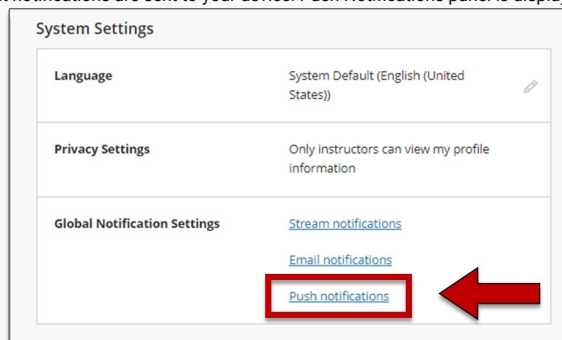
Choose to be notified on any of the following items:

- Performance alerts
 - My grades and activity
 - New calendar event
 - Blog activity
 - Journal activity
 - Wiki activity
- Select **Email notifications** to change what notifications you receive in your email. Email Notifications panel is displayed.



Choose to be notified on any of the following items:

- Email me right away/once a day
 - New gradable items
 - New grades and feedback
 - New messages
 - New content added
 - New and upcoming due dates
 - Past due items
 - New courses available
- Select **Push notifications** to change what notifications are sent to your device. Push Notifications panel is displayed. **Note:** You will need the Blackboard



mobile app to receive push notifications.

Choose to be notified on any of the following items:

- New content and discussions

- New discussion responses
- New grades and feedback
- New and upcoming due dates

Additional Resources

This short video covers how to edit your Profile.

- [Edit Your Profile in Blackboard Learn with the Ultra Experience](#)

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tags : blackboard-ultra, change-password, communicating-in-ultra, email-notifications, learn@seneca-profile, profile-picture, push-notifications, stream-notifications, ultra