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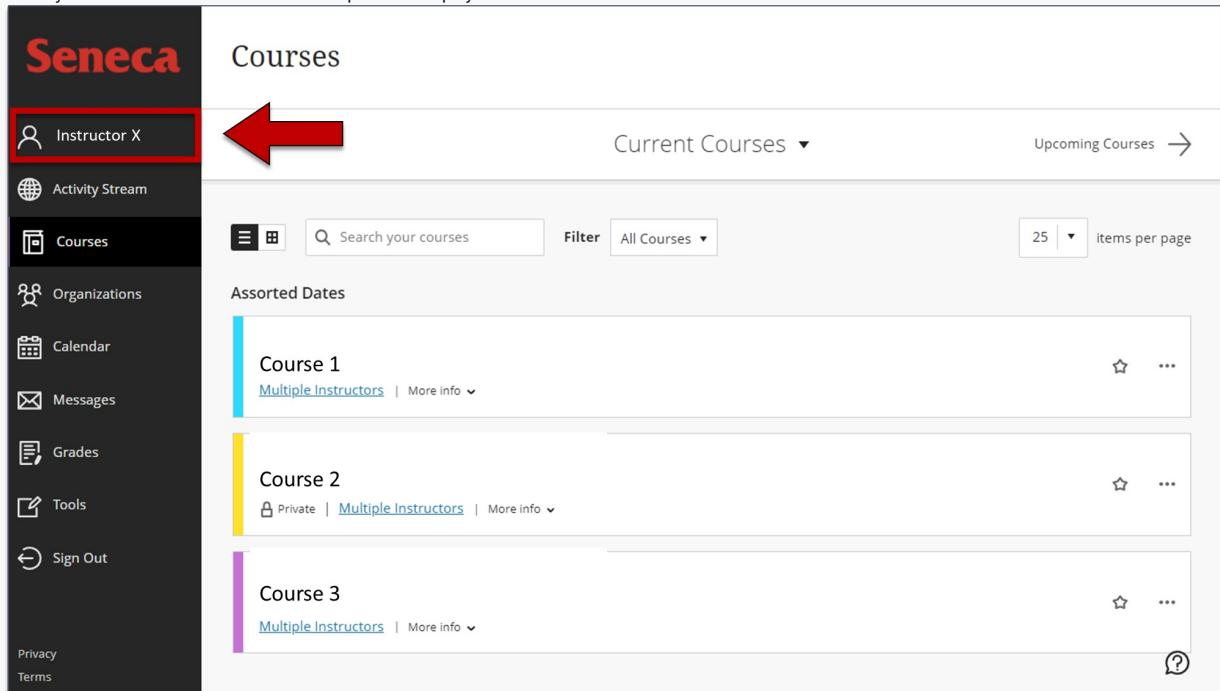
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You can quickly personalize your Learn@Seneca experience from your profile page.

Configuring Your Profile

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

2. Complete any of the following actions.

- Select **Change password** to change your password.

    a. Follow the instructions to create a new password.

    b. Select **Save**.

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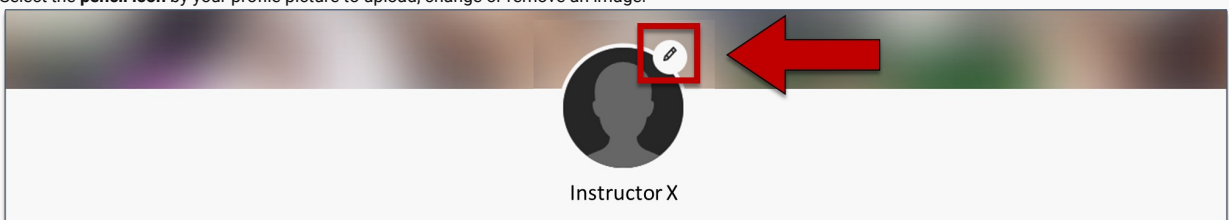
Basic Information

Full Name	Instructor X
Email Address	Instructor.X@senecacollege.ca
ID	123456
Password	Change password

Job Information

Job Title	Instructor
Department	Department Name

System Settings

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

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

System Settings

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

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.

System Settings

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

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
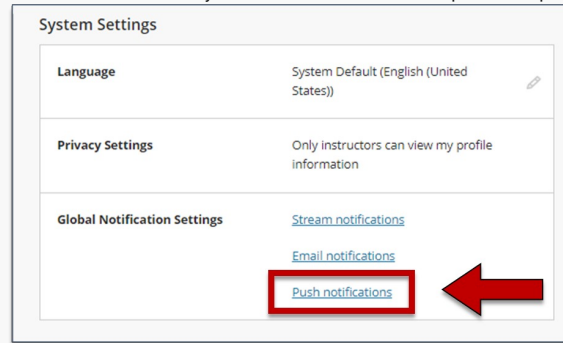
mobile app to receive push notifications.

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