

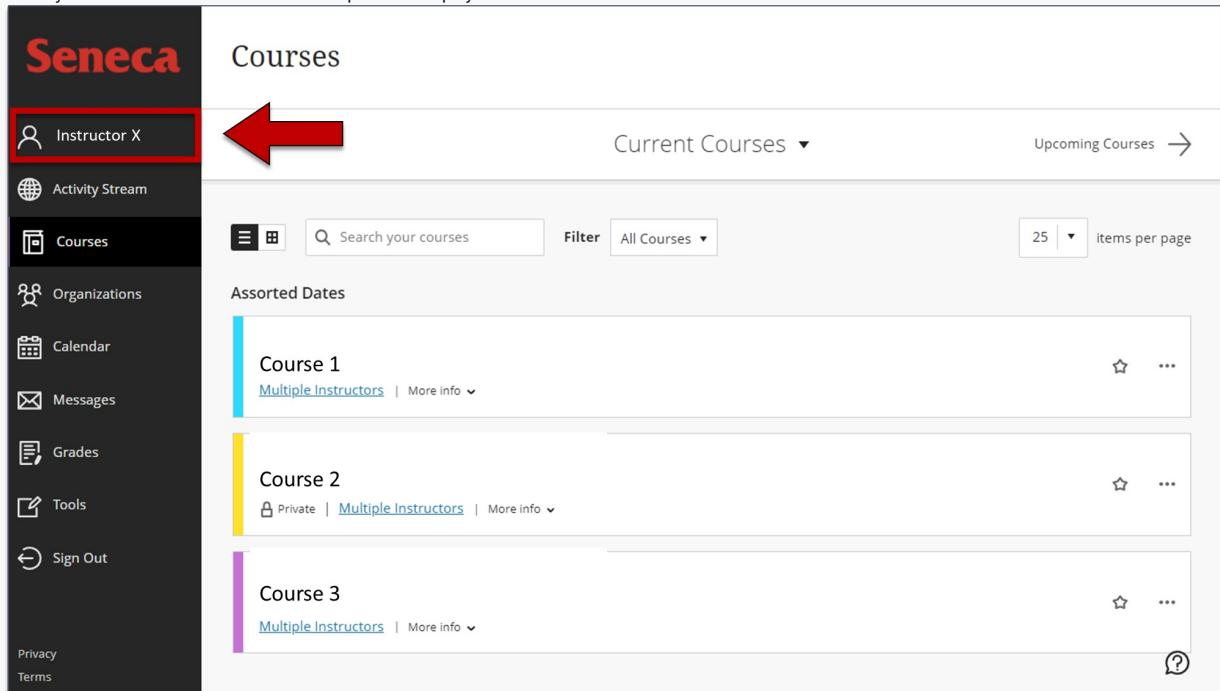
Configuring your Learn@Seneca Profile

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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 and navigation items: Instructor X (highlighted with a red box and a red arrow), Activity Stream, Courses, Organizations, Calendar, Messages, Grades, Tools, Sign Out, Privacy, and Terms. The main content area is titled 'Courses' and has a sub-header 'Current Courses'. It includes 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 to the 'Instructor X' menu item in the sidebar.

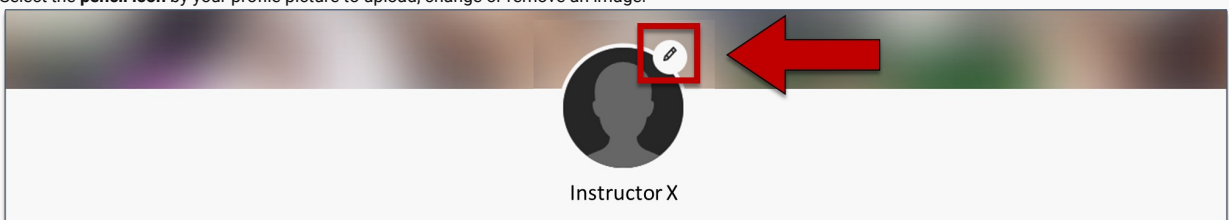
2. Complete any of the following actions.

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

A red box highlights the 'Change password' link in the Password field, with a red arrow pointing to it.

- 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.

The screenshot shows the 'System Settings' panel. Under 'Global Notification Settings', the link 'Stream notifications' is highlighted with a red rectangular box. A red arrow points from the right towards this box.

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.

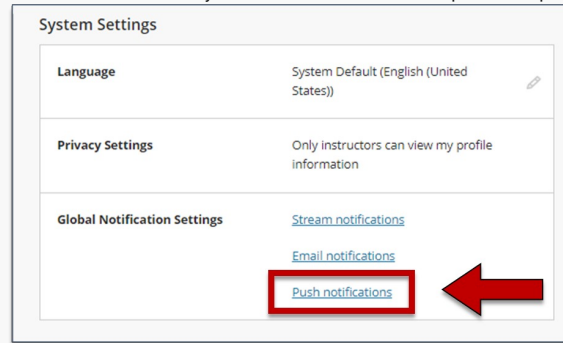
The screenshot shows the 'System Settings' panel. Under 'Global Notification Settings', the link 'Email notifications' is highlighted with a red rectangular box. A red arrow points from the right towards this box.

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