

# UCA Blackboard Change Profile/ Email Address/Profile Tools

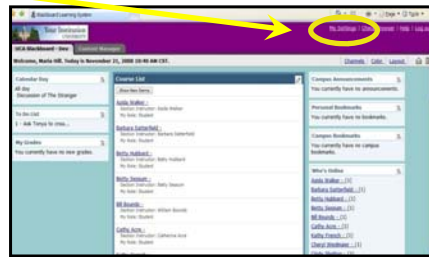
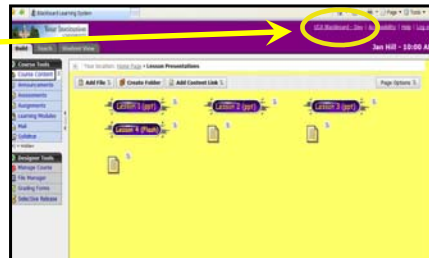
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## UCA Blackboard – Change Profile/Email Address/Profile Tool Options

To change items in your profile, click on the **“UCA Blackboard”** link in the purple bar.

When the home screen of the Blackboard interface appears, click on **“My Settings”**.

**Note:** The student can also make changes in his/her profile by clicking on the **“My Settings”** button found in a similar area on the student screen.



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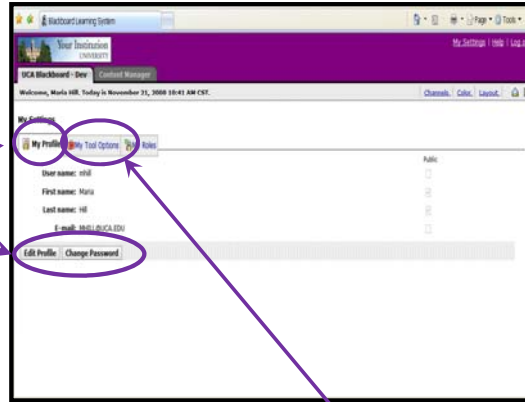
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The **“My Settings”** screen will open.

The **“My Profile”** Tab will allow you to edit:  
 1. Name  
 2. Email address  
 3. Password

**Note:** The Email address you enter can be used to forward your mail from Blackboard.

Click **“My Tool Options”** to view several other important options to edit.



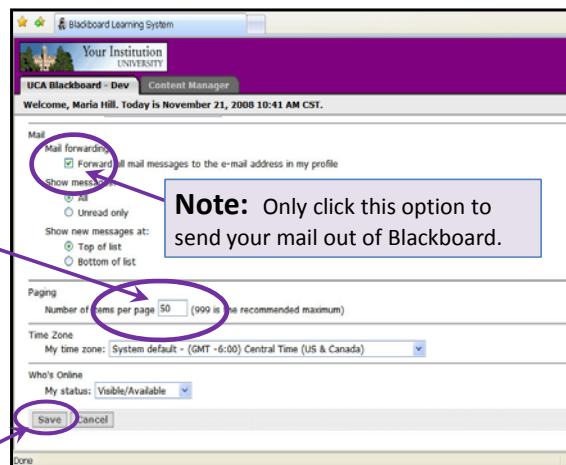
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Scroll through the options and check all desired.

**Very Important Note:** The default number of items, including students, to be viewed on a page is 10. To avoid problems which occur in some functions, set this number to one that is larger than the number of students in your largest class.

Click **“Save”** to record your changes.



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