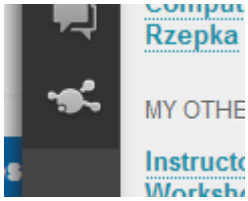
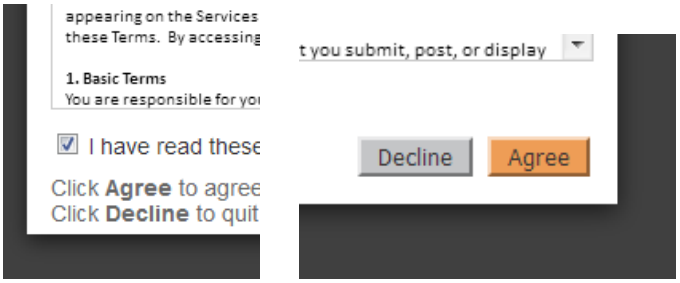
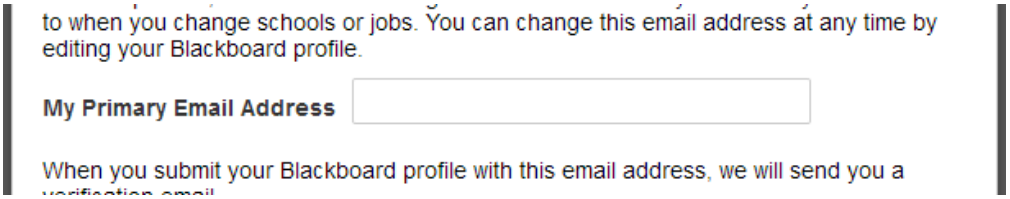
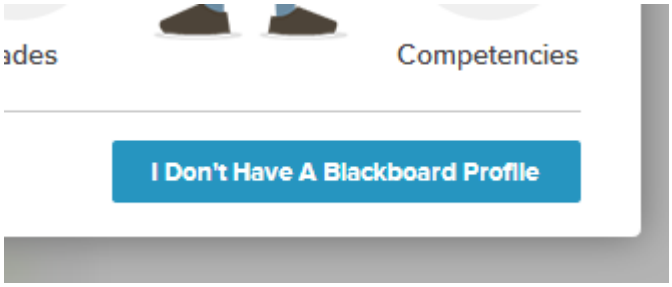
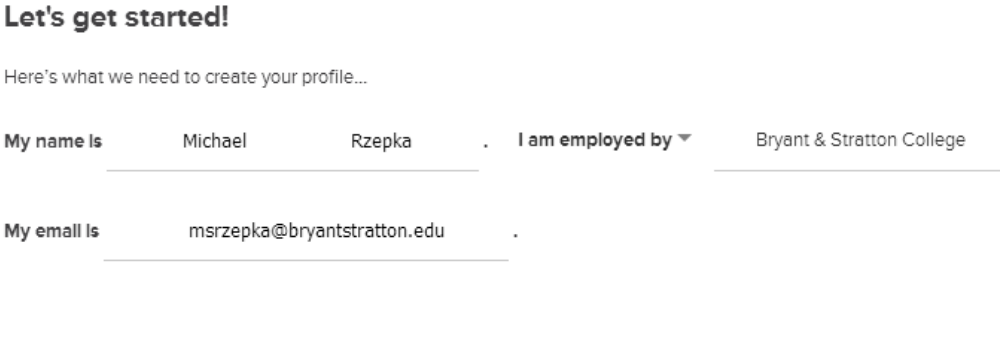
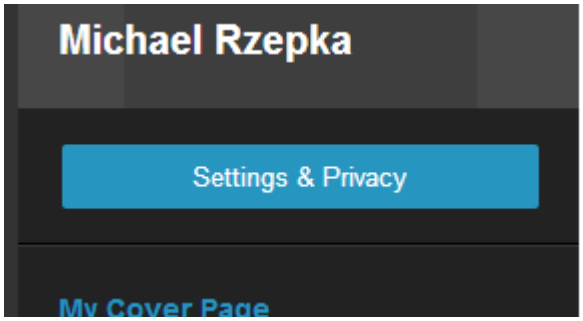
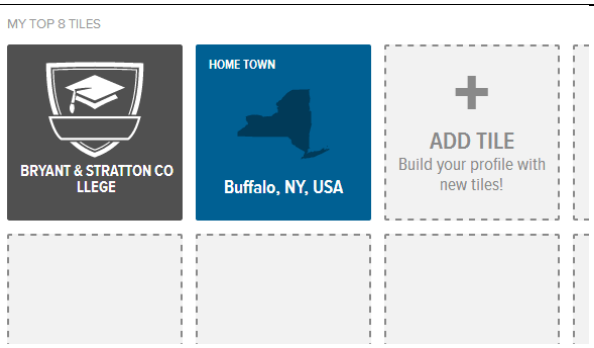
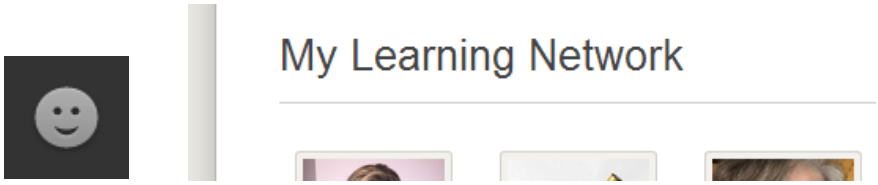
How to Set Up Spaces in Blackboard

1.	In the top right dropdown menu by your name, select the Spaces symbol.	
2.	In the "Blackboard Social End User Terms of Service" pop-up window, be sure to check off the box agreeing to the terms and then select "Agree."	
3.	Type in your B&SC email as your primary email and select "submit."	
4.	A window will pop up welcoming you to your new Blackboard Profile. Select "I Don't Have a Blackboard Profile" on the right.	
5.	Fill out the blank lines, being sure to switch "I am attending" to "I am employed by." Select "Done."	
6.	Under Privacy Settings, select "My Institution," then "Done." You will then click on "View Your Profile."	

7.	You have now landed on your profile page. By clicking on “Settings & Privacy,” you can change your picture. Feel free to use the same photo you use in “Meet Your Instructor.”	
8.	On your Cover Page, you can add more tiles to customize your page and allow users to learn more about you.	
9.	By selecting the smile icon, you can see others in your Learning Network, which will include other B&SC Online instructors. By hovering over photos, you have options to view their profile, send a message, and follow them.