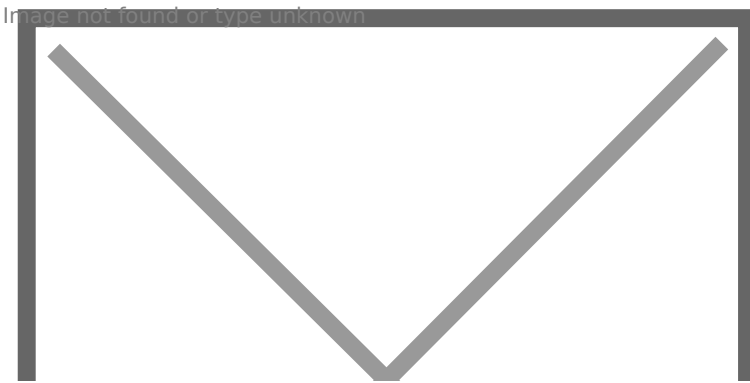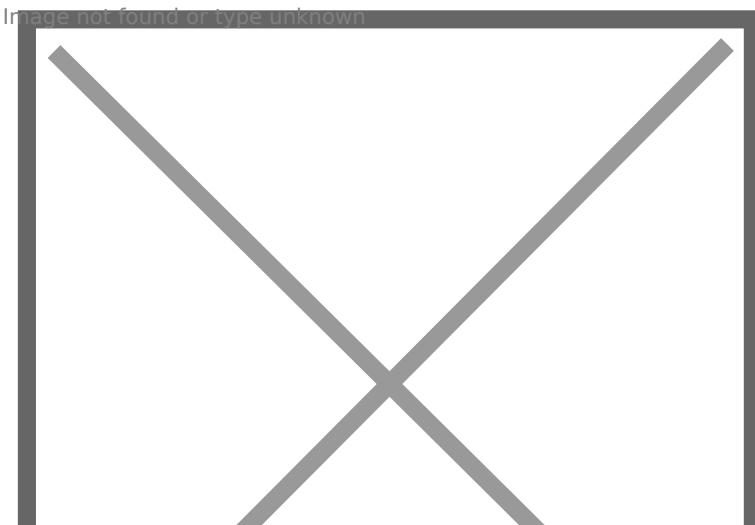# Setting Up your Brightspace Profile

To set up your profile within Brightspace:

1. Log In
2. Once logged in, at the top right, click on your initials

Image not found or type unknown

3. Click 'Profile'

Image not found or type unknown

Here you can update:

- Profile picture
  - Images must be less than 1MB in size
  - Remember that this image will be seen by your teachers and other students, please choose a respectful one that represents you. Your teachers appreciate seeing your face. If you are uncomfortable providing a picture, that is ok. Any pictures with inappropriate images or content will be removed.
- Contact Information
  - This will make your email address public to other users within Brightspace. Teachers have access to your email address if you choose to not put it in this
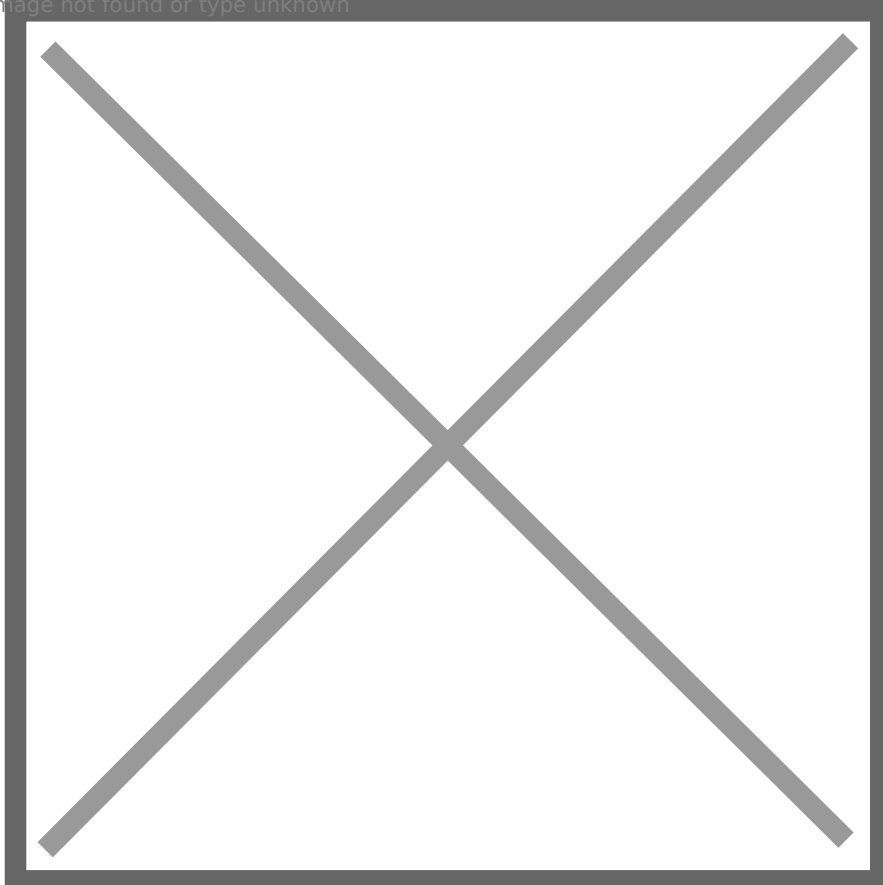
box.

- Personal Information
    - If you'd like for others to get to know you a bit, feel free to include some personal tidbits - favorite movies, favorite quotes etc. This is not required.

4. Once you have finished editing your profile. Remember to click 'Save and Close'

Image not found or type unknown