OVERVIEW:
You will need to change your default settings in Blackboard to show your name and username in the CityU Blackboard Directory. The default is that you do not show in the directory. This tutorial shows you how to make sure you will show up in the directory so that others can send you things by looking through the directory (specifically links to Portfolios).

HOW TO CHANGE DIRECTORY STATUS IN BLACKBOARD:

1. Login to Blackboard and access the Global Navigation at the top right, then select Settings near the bottom.

2. Then select Personal Information.
3. Next, select **Set Privacy Options**.

**Personal Information**

- **Edit Personal Information**
- **Change Personal Settings**
- **Personalize My Settings**
- **Set Privacy Options**
4. Under Directory Status, select the checkbox next to **List my information in the User Directory**. This will show your first name, last name and username in the directory. Then select **Submit**.