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Vanderbilt University Center for Teaching



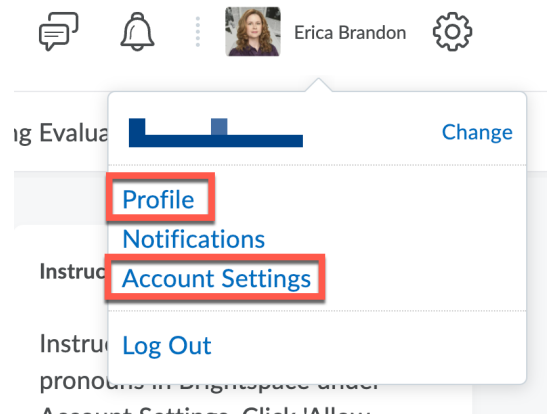
Editing your Profile and Account Settings

Brightspace allows each user to customize their profile and account settings. Your profile changes will be visible to the instructor and students. Your account settings are for your own user experience in Brightspace. In addition, you can set your personal pronouns in account settings.

Edit your Profile and Account Settings

Profile

1. Your profile contains information that will be visible to others. Click your **Name** in the top-right corner of the page, and then select **Profile**.
2. This page allows you to upload a photo, enter a personal website, share social media info, and provide information about yourself that you would like to share with others. Your profile will be visible to your instructor and classmates.
3. Click **Save and Close** after making any changes.



Account Settings

Your account settings mostly affect your user environment while using Brightspace. This is especially helpful if you are using assistive technologies and/or have accessibility preferences. This is also where you can change your preferred pronouns, which will then be visible to others.

Changes you can make in Account Settings:

- Personal pronouns
- Font size
- Video settings for assistive technology
- Preferred locale and language
- Clock, week, date display settings
- Number and percentage formats
- Time zone
- Appearing online/offline

Be sure to click **Save and Close** after making changes