Description
The Expo tool in Blackboard (provided by third-party vendor, Learning Objects http://www.learningobjects.com) allows all Blackboard users to build their own personal profile. The Freshman College, for example, is requiring all students, faculty, and staff to utilize this tool, in order to build community among Freshman College members. Students will be graded in their Freshman Seminar course on their Expo Profiles, and are required to follow the structure outlined below. Faculty and staff have a recommended structure, as well. These profiles will remain in Blackboard as long as the user is a member of the B-CU community. Users may also export their Profile as a website, upon departure from B-CU to use as a stand-alone website, if desired.

Expo Directory Navigation Orientation
Upon clicking the Expo tool in the Tools of the My Institution page in Blackboard, you will be sent to the Expo Directory page.
To find/add friends to your Expo Directory and access your profile site

1. All your instructors and classmates profiles are included in this area by default. Click on any link to view their Expo Profile.
2. Find additional friends in the “Search People” box to add to your Expo Directory.
4. Finally, access your Expo Profile by clicking **go to my b-cu expo site**.
Expo Profile Tool Navigation Orientation

Tools Options on the Main Profile Page:

- **Add New Site**
  From this area, you can:
  1. Give the new site a name
  2. Set up the new site as either a Wiki/Website or Blog
  3. Give the new site a description, viewable from the Main Profile Page

- **Manage Sites**
  From this area, you can:
  1. Edit current sites
  2. Modify site properties
  3. Set Sharing restrictions
  4. Remove sites
  5. Add new sites

- **Manage Profile**
  From this area, you can:
  1. Make you B-CU email address viewable or not viewable by others
  2. Upload an image (see Expo Image Editing Tips below)

- **Export**
  From this area, you can:
  1. Export your site as a zipped set of html files to be used as a stand-alone website, if desired.
Tools Options on the Individual Profile Sites Pages:

- **Privacy:** allows the user to check who can read the contents of your Expo profile - edit these settings in from the Manage Sites page, by clicking the Sharing button.

- **Page**
  - **Edit** - edit the current page
  - **new** - add a new page to the site
  - **delete** - delete the page from the site
  - **history** - any modifications, change dates and revisions will be viewable from this area
  - **Print (w/ comments)** - allows you to print the current page with any comments

- **Site Navigation** - shows all pages in the site

- **Toolbox**
  - **Page List** - list all pages within the site
  - **Export Site** - allows you to export your site as a zipped set of html files to be used as a stand-alone website, if desired.
  - **Settings** - allows modification of the page site name and description
  - **Sharing** - allows restriction of who can read and write comments about your site
Add your Picture to the Profile Personal Information area

1. To add your picture to your profile, go to the Manage Profile area.
2. The profile image in Expo may be no larger than 144x144 pixels, maximum 32KB. To reduce the pixel size and compress your image, use image editing software. This is demonstrated here using Window’s Picture Manager:
   a. Locate your image on your computer.
   b. Right click on the image file and Open with > Windows Office Picture Manager.
   c. Click Edit Pictures.
   d. Click Resize
   e. Go to the “Percentage of original width x height” option and use the down arrow to reduce to the picture size to 144x144 or less. You will see the “new size” in the “Setting size summary”.
   f. Click OK.
   g. Click Back to Edit Pictures.
   h. Click Compress Pictures.
   i. Click Compress for: Email Messages
   j. Click OK
   k. Click Save
   l. Exit Windows Office Picture Manager.

Your picture is now ready to upload into your Expo Profile.

Build Your Expo Profile Sites and Pages

Add Site Pages and Content:

1. Add a separate site for each of the areas below. All Freshman College Expo Profiles should contain the following content:

<table>
<thead>
<tr>
<th>Students</th>
<th>Faculty &amp; Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>(required structure)</td>
<td>(recommended structure)</td>
</tr>
<tr>
<td>• Name</td>
<td>• Name</td>
</tr>
<tr>
<td>• Hometown, State</td>
<td>• Educational Background</td>
</tr>
<tr>
<td>• Major</td>
<td>• Educational Philosophy</td>
</tr>
<tr>
<td>• Clubs and Organizations Membership</td>
<td>• Clubs and Organizations Affiliations</td>
</tr>
<tr>
<td>• Volunteer/Civic Service</td>
<td>• Volunteer/Civic Service</td>
</tr>
<tr>
<td>• Leadership</td>
<td>• Leadership</td>
</tr>
<tr>
<td>1. Leader they most admire and why</td>
<td>1. Leader they most admire and why</td>
</tr>
<tr>
<td>2. Leader Bio</td>
<td>2. Leadership Quote</td>
</tr>
<tr>
<td>3. Leadership Quote</td>
<td></td>
</tr>
</tbody>
</table>

2. For each site, provide a title and description, and choose the Wiki tool.
3. Develop at least one page for each site.
4. For an example, view the page for sample student “A Student”. Search by last name “Student” to locate this profile and add it to your Expo Directory.