

## Personal Information

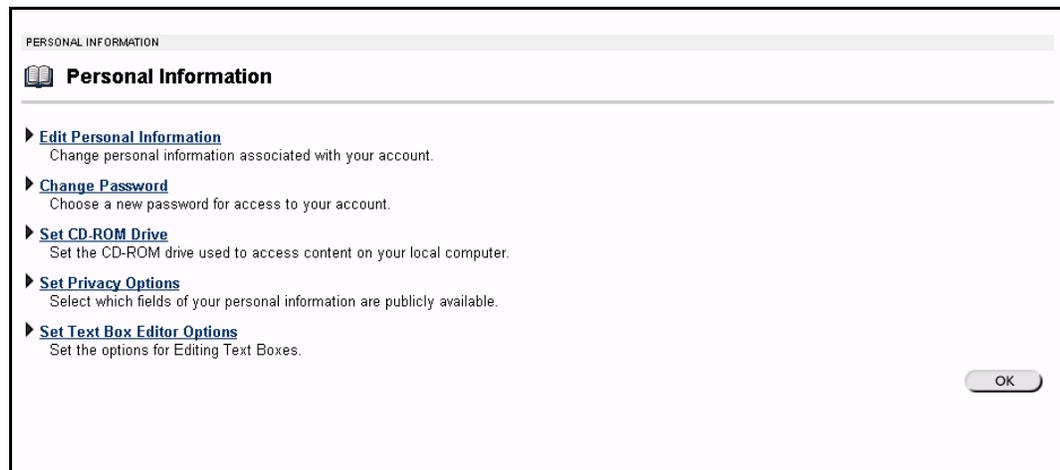
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### Overview

Users manage personal data and privacy settings from the Personal Information page. The following functions are available to users:

- edit their account profile
- change their password
- identify a CD-ROM drive to the *Blackboard Learning System*
- define privacy settings
- enable the Text Box Editor

Users may also access and make changes to their personal information from the Tools box in a common area. Changes to Personal Information are reflected system wide. For example, if an email address is changed in one course, the user's email address will be changed in all of the courses he or she is enrolled in.



### Find this page

Follow the steps below to open the Personal Information page.

- Step 1** Open a course Web site for and click **Tools** on the Course Menu.  
**Step 2** Select **Personal Information**.

**OR**

Select **Personal Information** in the Tools box of a common area.

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## Functions

The following functions are available from the Personal Information page.

<b>Function</b>	<b>Description</b>
<a href="#">Edit Personal Information</a>	Edit personal information as it is displayed to other users.
<a href="#">Change Password</a>	Change your account password.
<a href="#">Set CD-ROM Drive</a>	Set the CD-ROM drive used to access content from your computer.
<a href="#">Set Privacy Options</a>	Set the options to limit or increase the amount of personal information displayed to fellow Students and Instructors.
<a href="#">Set Text Box Editor Options</a>	Set the options to enable or disable the Text Box Editor.

## Edit Personal Information

### Overview

The information that appears in a user's account profile can be modified on the Edit Personal Information page. Users can change the values in fields, populate empty fields, or remove information from fields on this page.

COURSES > INTRODUCTION TO AMERICAN HISTORY > TOOLS > PERSONAL INFORMATION > EDIT PERSONAL INFORMATION

**1 Personal Information**

First Name

Middle Name

Last Name

E-mail

Student ID

**2 Other Information**

Gender

Birthdate

Education Level

Company

Job Title

### Find this page

Follow the steps below to open the Edit Personal Information page.

- Step 1** Open a course Web site.
- Step 2** Click **Tools** on the Course menu.
- Step 3** Select **Personal Information**.
- Step 4** Select **Edit Personal Information**.

OR

- Step 1** Select **Personal Information** in the Tools box of a common area.
- Step 2** Select **Edit Personal Information**.

### Fields

The table below details the entry fields on the Edit Personal Information page.

Field	Description
<b>Personal Information</b>	
<b>First Name</b> [r]	Edit the first name.
<b>Middle Name</b>	Edit the middle name.
<b>Last Name</b> [r]	Edit last name.
<b>Email</b> [r]	Edit email address.
<b>Student ID</b>	Edit Student ID as defined by the institution.
<b>Other Information</b>	

<b>Gender</b>	Edit gender.
<b>Birthdate</b>	Select birthday by clicking on the drop-down arrow and selecting date values.
<b>Education Level</b>	Edit education level.
<b>Company</b>	Edit company.
<b>Job Title</b>	Edit job title.
<b>Department</b>	Edit department.
<b>Street 1</b>	Edit address.
<b>Street 2</b>	Edit any additional address information.
<b>City</b>	Edit city.
<b>State/Province</b>	Edit state or province.
<b>Zip/Postal Code</b>	Edit ZIP code or postal code.
<b>Country</b>	Edit country.
<b>Web Site</b>	Edit the URL of the user's personal Web site. When adding a URL, do so as <a href="http://www.blackboard.com">http://www.blackboard.com</a> , not <a href="http://www.blackboard.com">www.blackboard.com</a> or <a href="http://www.blackboard.com">blackboard.com</a>
<b>Home Phone</b>	Edit the home phone number of the user. The phone number will display exactly as entered.
<b>Work Phone</b>	Edit the work phone number of the user. The phone number will display exactly as entered.
<b>Work Fax</b>	Edit the fax number of the user. The fax number will display exactly as entered.
<b>Mobile Phone</b>	Edit the mobile phone of the user. The phone number will display exactly as entered.

### Tips and Tricks

Changes made on the Edit Personal Information page will be reflected throughout the *Blackboard Learning System*. For example, if the user changes their first name, the new first name will appear in all courses they are enrolled in.

## Change Password

### Overview

Account passwords can be changed from the Change Password page. The Change Password page is accessible through the Personal Information features. Each user must enter a user name and password to login to the system.

### Find this page

Follow the steps below to open the Change Password page.

- Step 1** Open a course Web site.
- Step 2** Click **Tools** on the Course menu.
- Step 3** Select **Personal Information**.
- Step 4** Select **Change Password**.

OR

- Step 1** Select **Personal Information** in the Tools box of a common area.
- Step 2** Select **Change Password**.

### Fields

The table below details the fields on the Change Password page.

Field	Description
<b>Reset Password</b>	
<b>Password [r]</b>	Enter a new password for the account. The password must be at least one character and contain no spaces or special characters.
<b>Verify Password [r]</b>	Enter the password again to ensure accuracy.

### **Tips and Tricks**

Due to security, it is recommended that users do not use common personal information as their password, such as their name or nickname. It is recommended that users change their passwords periodically to ensure security.

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## Set CD-ROM Drive

### Overview

Users identify the CD-ROM drive location on the current workstation to the *Blackboard Learning System* from the Set CD-ROM Drive page. The CD-ROM drive must be identified to the *Blackboard Learning System* before files can be uploaded from a CD-ROM to the *Blackboard Learning System*. Users must set the CD-ROM drive each time they want to upload files from a CD.

**Note:** A default value for the CD-ROM Drive will appear when this page is opened, but the user must select **Submit** to set the CD-ROM Drive. If **Submit** is not selected, then the value is null and a CD-ROM Drive is not set.

The screenshot shows the 'Set CD-ROM Drive' page within a Blackboard course. The breadcrumb trail at the top reads: COURSES > INTRODUCTION TO AMERICAN HISTORY > TOOLS > PERSONAL INFORMATION > SET CD-ROM DRIVE. The page is divided into two sections. The first section, '1 Select CDROM Drive', contains two labels: 'CD-ROM (for PC):' with a dropdown menu showing 'D:' and 'CD-ROM (for MAC):' with an empty text input field. The second section, '2 Submit', contains the instruction: 'Click "Submit" to finish. Click "Cancel" to abort this process.' At the bottom right of this section are two buttons: 'Cancel' and 'Submit'.

### Find this page

Follow the steps below to open the Set CD-ROM Drive page.

- Step 1** Open a course Web site.
- Step 2** Click **Tools** on the Course menu.
- Step 3** Select **Personal Information**.
- Step 4** Select **Set CD-ROM Drive**.

**OR**

- Step 1** Select **Personal Information** in the Tools box of a common area.
- Step 2** Select **Set CD-ROM Drive**.

**Fields**

The table below details the fields on the Set CD-ROM Drive page.

<b>Field</b>	<b>Description</b>
<b>CD-ROM Drive Information</b>	
<b>CD-ROM (for PC):</b>	Click the drop-down arrow and select the drive letter that maps to the CD-ROM drive from the list.
<b>CD-ROM (for MAC):</b>	Enter the CD-ROM drive location.

## Set Privacy Options

### Overview

The Set Privacy Options page allows users to choose the information they would like to make publicly available. This information will appear in course Rosters and Group pages. Users may also select to make this information available in the User Directory. If an email address is not made available it will not appear in the Roster, Group pages, User Directory, the Collaboration Tool or in any other part of the application.

PERSONAL INFORMATION > SET PRIVACY OPTIONS

**Set Privacy Options**

**1 Personal Information**

Choose the information from your user profile that should be publicly available. Please note that your name will be listed in the roster and group pages (if applicable) of any course you participate in. If you wish any other information to be displayed to other users, it must be selected below. In addition, your email address will appear with any message you post to a discussion board, unless the message is posted anonymously.

Email address

Address (Street, City, State, Zip, Country)

Work Information (Company, Job Title, Work Phone, Work Fax)

Additional Contact Information (Home Phone, Mobile Phone, Web Site)

**2 User Directory Status**

You may choose to be unlisted in the user directory. Note that privacy options from above hold even if you choose to be listed.

List my information in the user directory

**3 Submit**

### Find this page

Follow the steps below to open the Set Privacy Options page.

- Step 1** Open a course Web site.  
**Step 2** Click **Tools** on the Course Menu.  
**Step 3** Select **Personal Information**.  
**Step 4** Select **Set Privacy Options**.

OR

- Step 1** Select **Personal Information** in the Tools box of a common area.  
**Step 2** Select **Set Privacy Options**.

### Fields

The table below details the fields on the Set Privacy Options page.

Field	Description
<b>Contact Information</b>	
<b>Email address</b>	Select this check box to make the email address visible to other users through the User Directory, and in other parts of the <i>Blackboard Learning System</i> , such as the Roster and Group pages.
<b>Address (Street, City, State, Zip, Country)</b>	Select this check box to make address information visible to other users through the User Directory.

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<b>Work Information (Company, Job Title, Work Phone, Work Fax)</b>	Select this check box to make work information visible to other users through the User Directory.
<b>Additional Contact Information (Home Phone, Mobile Phone, Web Site)</b>	Select this check box to make additional contact information visible to other users through the User Directory.
<b>User Directory Status</b>	
<b>List my information in the user directory</b>	Select this check box to list your profile information visible to other users through the User Directory.

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## Set Text Box Editor Options

### Overview

The Text Box Editor allows users to create content through a simple editor within the *Blackboard Learning System*. This page allows users to choose whether or not WYSIWYG (What You See Is What You Get) functionality will be enabled on their system. If this feature is enabled, users will have additional features available to them when entering content in many text boxes throughout the *Blackboard Learning System*. See the [Text Box Editor](#) topic for additional information.

**Note:** The Text Box Editor is only available to Windows Operating System users with Internet Explorer Version 5.x or a later version. System Administrators also have the option of turning off the WYSIWYG features for the Text Box Editor for all users. Users without WYSIWYG functionality have access to alternate [Text Box Options](#).

PERSONAL INFORMATION > SET TEXT BOX EDITOR OPTIONS

**Set Text Box Editor Options**

**1 Enable/Disable Text Box Editor**

You can enable or disable the Text Box WYSIWYG Editor for Internet Explorer web browsers.

Enable the WYSIWYG Editor for Internet Explorer web browser:  Enable  Disable

**2 Submit**

Click "Submit" to finish. Click "Cancel" to abort this process.

Cancel Submit

### Find this page

Follow the steps below to open the Set Text Box Editor Options page.

- Step 1** Open a course Web site.
- Step 2** Click **Tools** on the Course Menu.
- Step 3** Select **Personal Information**.
- Step 4** Select **Set Text Box Editor Options**.

OR

- Step 1** Select **Personal Information** in the Tools box of a common area.
- Step 2** Select **Set Text Box Editor Options**.

### Fields

Select **Enable** and text boxes throughout the *Blackboard Learning System* will be enabled with additional WYSIWYG features. Select **Disable** and text boxes include basic options.