

Changing Your Personal Information Goucher College

Accessing the Personal Information Page

From the **Homepage** view in Blackboard go to **Personal Information**

GOUCHER COLLEGE Home Help Logout

HomePage Courses System Administrator Scholar

Welcome, Chadia

Tools

- Announcements
- Send Email
- Calendar
- Tasks
- View Grades
- User Directory
- Address Book
- Personal Information**

My Announcements

No system announcements have been posted in the last 7 days.

AAD619SP08:Cultural Ecosystems, the Arts in Community

- Welcome

CNF Bulletin Board

- Internships

Issues in Preservation - generic

- Welcome!

Spring 2008 - Arts in Education

- Welcome!

more.....

My Calendar

My Tasks

Setting Privacy

Click on the **Set Privacy Options** link.

GOUCHER COLLEGE

HomePage Courses System Administrator Scholar

PERSONAL INFORMATION

Personal Information

- Edit Personal Information**
Edit personal information.
- Set CD-ROM Drive**
Set the CD-ROM drive used to access content on your local computer.
- Set Privacy Options**
- Set Visual Text Box Editor Options**
Set the options for using the Visual Text Box Editor.
- Set Language Pack**
Set your User Language Pack

Select the Email Address Option to make it visible to your classmates.

Then click on **Submit**

Note: You need to make your email address visible, otherwise your classmates will be unable to view it.

GOUCHER COLLEGE Home Help Logout

HomePage Courses System Administrator Scholar

PERSONAL INFORMATION > SET PRIVACY OPTIONS

Set Privacy Options

1 Personal Information

Choose what personal information to make publicly available. Note that your name will be listed in the Roster and want any other personal information to be displayed to other users, select it below. These settings do not conflict with this system. Review the personal information options or privacy statements for those systems or tools.

- Email Address
- Address (Street, City, State, Zip, Country)
- Work Information (Company, Job Title, Work Phone, Work Fax)
- Additional Contact Information (Home Phone, Mobile Phone, Website)

2 Directory Status

Your personal information is not included in the User Directory unless you choose to be listed. The privacy options are:

- List my information in the User Directory

3 Submit

Click **Submit** to finish. Click **Cancel** to quit.

Changing Your Email in Blackboard

To change your email in Blackboard, select **Edit Personal Information** in the personal information folder.

GOUCHER COLLEGE Home Help Logout


HomePage Courses System Administrator Scholar

PERSONAL INFORMATION

Personal Information


- ▶ [Edit Personal Information](#) Edit personal information.
- ▶ [Set CD-ROM Drive](#) Set the CD-ROM drive used to access content on your local computer.
- ▶ [Set Privacy Options](#) Select which fields of your personal information are publicly available.
- ▶ [Set Visual Text Box Editor Options](#) Set the options for using the Visual Text Box Editor.
- ▶ [Set Language Pack](#) Set your User Language Pack

Type the **Email** you wish to use in the Email field, then click **Submit**.


GOUCHER COLLEGE  Home H

[HomePage](#) [Courses](#) [System Administrator](#) [Scholar](#)

[PERSONAL INFORMATION](#) > EDIT PERSONAL INFORMATION

 **Edit Personal Information**

1 Personal Information

* First Name	<input type="text" value="Chadia"/>
Middle Name	<input type="text"/>
* Last Name	<input type="text" value="Abrás"/>
Email	<input type="text" value="cabras@goucher.edu"/> 
Student ID	<input type="text" value="1421304"/>

2 Account Information

* Username	cabras
------------	--------

3 Other Information

Website	<input type="text"/>
---------	----------------------

4 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

Copyright © 1999-2008 Goucher College All material herein cannot be used unless expressed permission granted by Goucher College.