



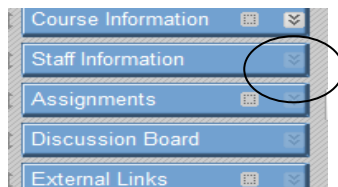
Getting Started - Updating Personal Information

August 2010

Blackboard accounts are created for employees as part of the hiring process. The information in Blackboard initially comes from eServices. Changes made to your personal information in eServices after your Blackboard account is create will not be updated in Blackboard.

Staff Information

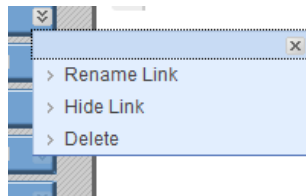
Each course site created in Blackboard provides a link to *Staff Information* on the course menu. This information is displayed for students if they select this link from the menu. This is email for display only, the email address included here is not used by Blackboard -- this is just a place to display it for your students.



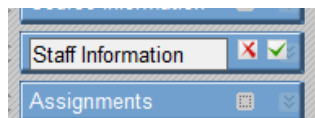
Modify the Link Name

To change the name of the link to something you prefer such as *Contact Information* or *Mr Smith's Info* click on the double-down arrow on the right side of the link.

The menu for the link will be displayed -- select **Rename Link** from the options listed.



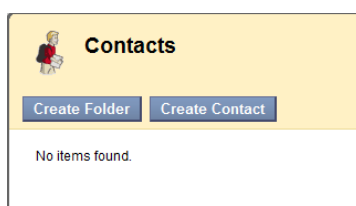
The edit box on the link will open. Type in the changes to the text and click ✓ to save the changes. Click ✗ to cancel the changes.



The changes entered will be displayed on the link.

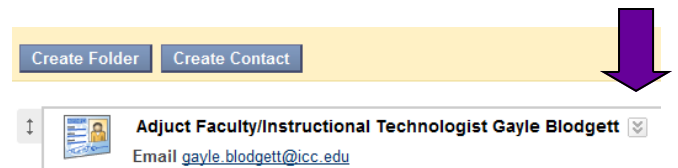
Add or Change Contact Information

To add contact information, click on the link from the course menu. Staff or faculty information is added to the course site using the **Contacts Tool**.



Click on **Create Contact** to enter new information.

Enter any of the information you want to supply to the students in the boxes provided and **Submit** to save the changes. The only information required is your email address.



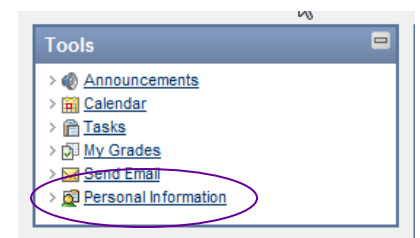
Once the information has been entered it will display for the students when they select the link from the course menu.

To change contact information that has been entered, click on the link in course menu and the current information will be displayed.

Click on the double-down arrows next to the title and select **Edit** to change the information. Click **Submit** to save the changes.

Personal Information

Personal information can be changed or added in two places — from the *Tools Menu* on the left of the screen or by clicking on the **My Places** link in the *Header Frame*. The information updated in this area is what Blackboard will use

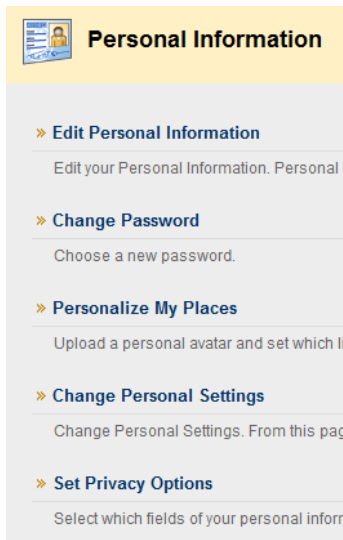


as your email address when messages are sent from students or from the Blackboard administrator.

Tools Menu -

Click on **Personal Information** - this opens a frame with the following options:

- **Edit Personal Information** - make changes to your name, phone number and email address. Required items are marked with an asterisk.
- **Change Password - Blackboard passwords never expire, however, you can choose to change it if you want to.**
- **Personalize My Places** - choose what you want to have displayed in the **My Places** area. You can also add an avatar (cartoon version) of yourself here if you want to. The avatar will display in the blogs and journals sections of the course. Avatars can be created online free of charge through various websites.
- **Change Personal Settings** - this allows you to turn the text editor on/off for all Blackboard course sites and controls whether or not help text is displayed.



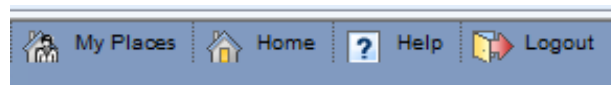
- **Set Privacy Options** - choose what information others can see about you in Blackboard and whether students can email you in specific classes.

Make the changes in the course site and **Submit** them on each page.

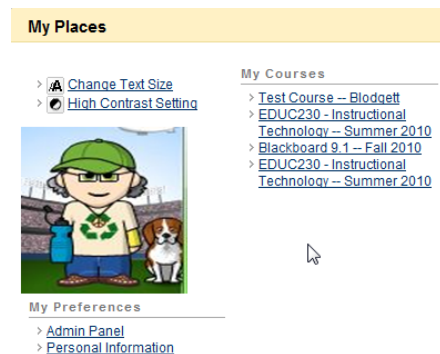
My Places -

Click on the **My Places** link in the **Header Frame** and new frame will open —

The **Personal Information** link in **My Places** works just the same as the link from the **Tools Menu**. The main advantage to **My Places** is that it is



available in the **Header Frame** and allows you to display the links to all of your courses and without going back to the **Blackboard @ICC** tab. You can close out of the **My Places** frame by clicking on the X in the upper left corner.



Remember that changing personal information in Blackboard does not change your information in any of the other ICC systems.

Contact Human Resources to make to changes to your personnel file information.