

How to Change the Display of Your First Name in Blackboard

This brief tutorial explains how to change how your first name is displayed in Blackboard. This is especially helpful when a student has a “go by” name such as “Bobby” instead of “Robert.” In this example, we will change a student’s first name from “Susie” to “Lilly.”

1. After logging into Blackboard, locate the **Shortcuts** link (usually located at the top left of the screen). Note the student’s name is currently displayed as “Susie Pond.” Click on the **Personal Information** link.

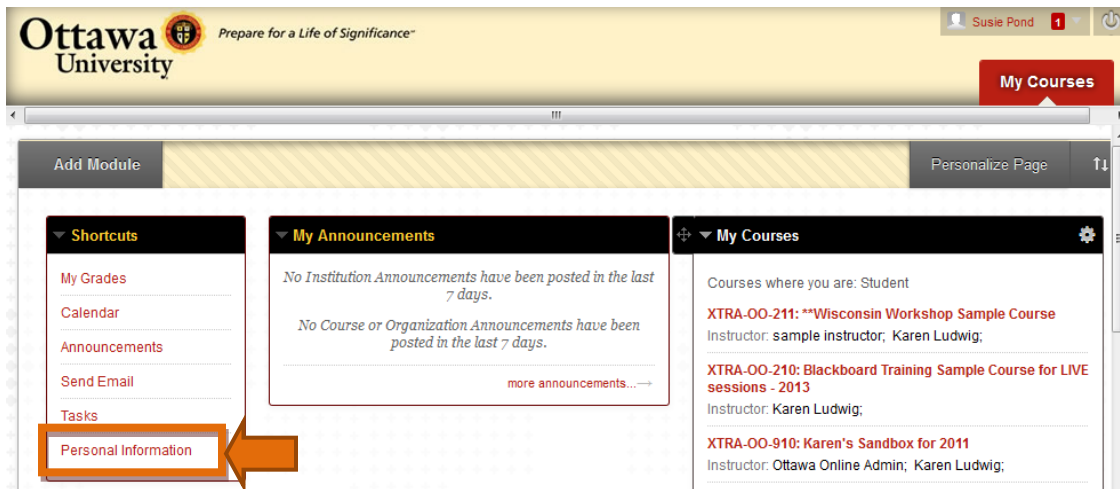


Image 1: The Personal Information link is highlighted.

2. The **Personal Information** options are displayed. Click on the **Edit Personal Information** link.

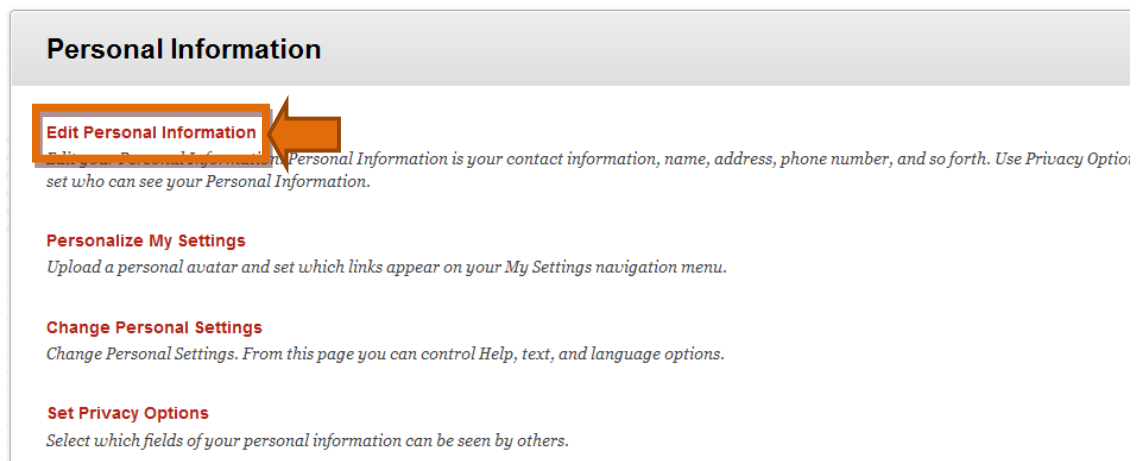
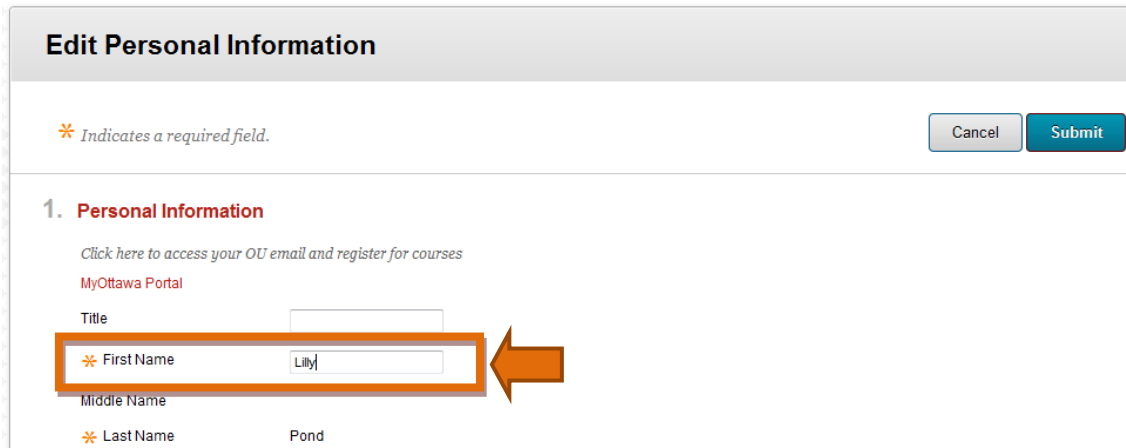


Image 2: The Edit Personal Information link highlighted.

- You now have the option to change your first name. Type your preferred first name in the edit box. **Note:** Changing your first name here changes how it displays in Blackboard only. It does NOT change your personal records with Ottawa University. Click **Submit** when you are done.



Edit Personal Information

* Indicates a required field.

Cancel Submit

1. Personal Information

[Click here to access your OU email and register for courses](#)

MyOttawa Portal

Title

* First Name Lilly

Middle Name

* Last Name Pond

Image 3: The first name edit box with the new name typed in.

- A green confirmation notice displays.

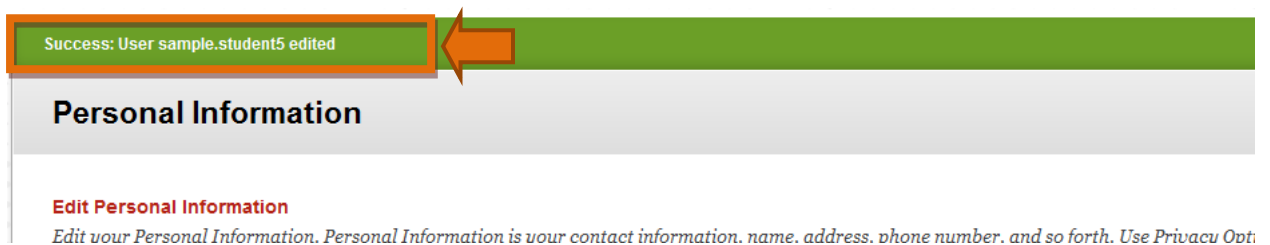


Image 4: The confirmation notice displayed at the top of the screen.

- Refresh your screen or access another part of Blackboard to view the name change.

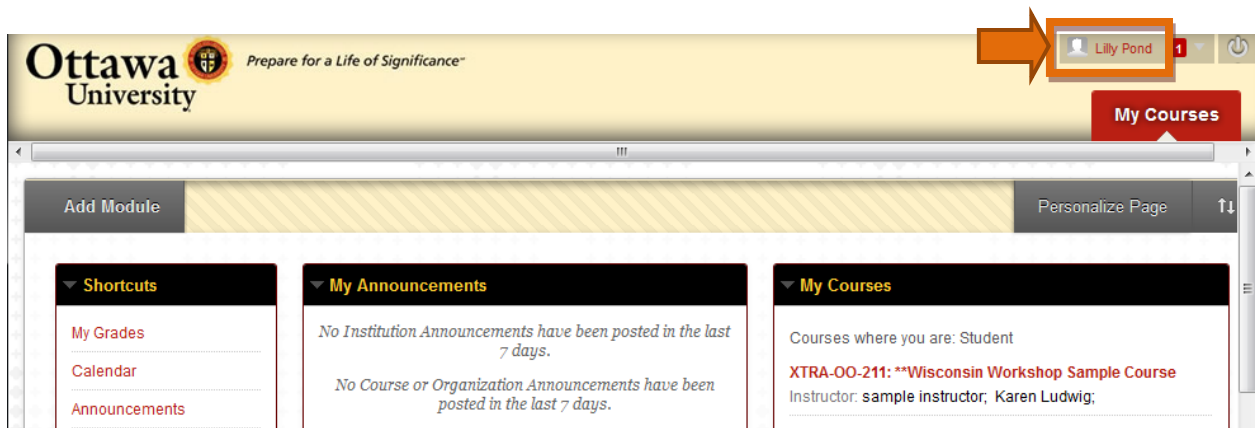


Image 5: "Susie Pond" now displays as "Lilly Pond" at the top of the Blackboard screen.