

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."

 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.

ttawa 🔀 ' University	repare for a Life of Significance"	Susie Pond 💽 My Course
	m	
Add Module		Personalize Page
Shortcuts	▼ My Announcements	⊕ ▼ My Courses
My Grades	No Institution Announcements have been posted in the last	Courses where you are: Student
Calendar	7 aays. No Course or Oraanization Announcements have been	XTRA-OO-211: **Wisconsin Workshop Sample Course
Announcements	posted in the last 7 days.	Instructor: sample instructor; Karen Ludwig;
Send Email	more announcements→	XTRA-OO-210: Blackboard Training Sample Course for LIVI sessions - 2013
Tasks		Instructor: Karen Ludwig;
	· · · · · · · · · · · · · · · · ·	XTRA-OO-910: Karen's Sandbox for 2011

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.

3. 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.

E	dit Personal Info	ormation				
÷	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.

4. A green confirmation notice displays.

Success: User sample.student5 edited	
Personal Information	
Edit Personal Information	

Edit uour Personal Information. Personal Information is uour contact information. name. address. phone number. and so forth. Use Privacu Opti

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

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

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Add Module		Personalize Page
Shortcuts	- My Appouncements	Wy Courses
	✓ My Announcements	
My Grades	No Institution Announcements have been posted in the last	Courses where you are: Student
My Grades Calendar	No Institution Announcements have been posted in the last 7 days. No Course or Organization Announcements have been posted in the last 7 days.	Courses where you are: Student XTRA-OO-211: **Wisconsin Workshop Sample Course Instructor: sample instructor; Karen Ludwig;

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

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