

Personal Information

The Personal Information area is used to update your contact information, change your password, set up your CD-ROM drive for use with Blackboard, and set privacy options, determining what information is available to whom.

From the My GCCC area:

1. Click the **Personal Information** link.

Editing Personal Information

1. Click the **Edit Personal Information** link.
2. Input or edit your Personal Information area.
3. Input or edit your Other Information area.

Changing your Password

4. Click the **Change Password** link.
5. Enter your new password in the **Password** field.
6. Re-enter the new password in the **Verify Password** field.

Setting your CD-ROM Drive

7. Click the Set **CD-ROM Drive** link
 1. For a Windows machine, select the drive letter of the CD-ROM drive from the drop down menu.
 2. For a Macintosh, enter the name of the CD-ROM that will be used in your course or organization in the text field.

Setting your Privacy Options

2. Click the **Set Privacy Options** link.
 3. Input or edit your Personal Information.
 4. Input or edit your User Directory Status.
2. Scroll down to the bottom of the page and click the **Submit** button.

More Information

Q: If I fill in the personal information fields (email address, birthday, gender, address), who will it be visible to?

A: It depends on your privacy settings. At a minimum, your name will be visible to the instructor of your courses, and if the Class Roster has been enabled to

students, your name will be visible to other students in your course. In addition, your email address will be listed next to all of your discussion board postings, unless you post anonymously. Finally, your personal information is always visible to system administrators. At a maximum, all of your contact information can be made available to all users of the system, by choosing to be listed in the user directory and choosing to list all of your personal information. Follow the directions for Setting your Privacy Options above to determine what information is available.

Q: I set my CD-ROM drive correctly, but following links to offline content in my course or organization doesn't work. What's wrong?

A: You must have the CD-ROM that goes with your course inserted in the CD-ROM drive for these links to work. Offline content links don't work in Netscape 7 or Mozilla. If your course uses offline content, you should use Internet Explorer. Finally, if you are using a different computer than the one you originally set up offline content on, please make sure the CD-ROM drive has the same name or drive letter. If it does not, follow the directions for Setting Your CD-ROM Drive above.