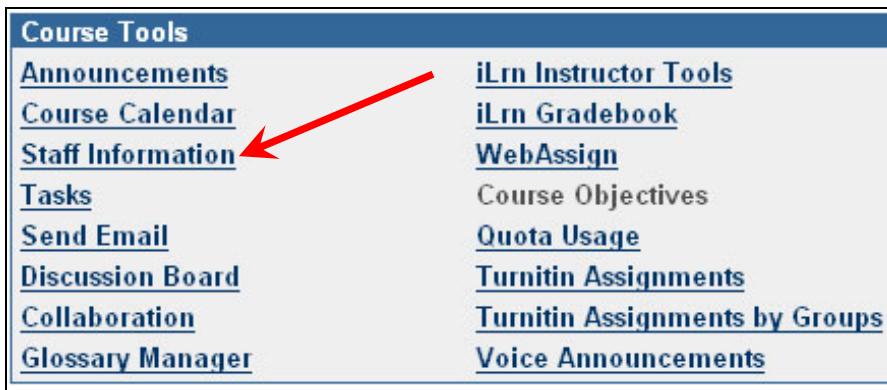


Blackboard provides a button/link to hold instructor contact information. It can be used as an easy-to-find location for students to contact instructor (e.g. email address, phone number, office location, office hours, etc.).

### Adding contact information

Log into Blackboard, click on the course name and go to the Control Panel

1. Click on the Staff Information link in the Course Tools section.



2. Click on **Profile**.



3. Fill in the profile information (title, name, email address, office phone number, and office location). You can write more about yourself, your educational background, research interests, teaching experience, etc. in the “Notes” section.

**Add: Profile**

**1 Profile Information**

Title

First Name

Last Name

\* Email

Work Phone

Office Location

Office Hours

Notes

4. Under the Options area, select Yes to **Make the Profile available**.

**2 Options**

Make the Profile available  Yes  No

5. If you have a photo (150x150 pixels), click Browse, locate the photo from your computer and click Open.
6. If you have a personal web site, enter the URL.

Current Image None

Attach Image

Personal Link

7. Click **Submit** at the bottom of the page and **OK** on the next screen.