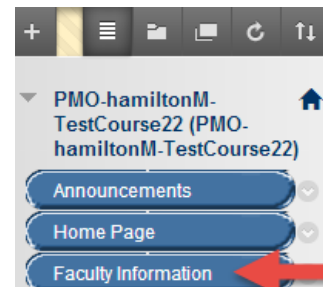



## Blackboard Learn

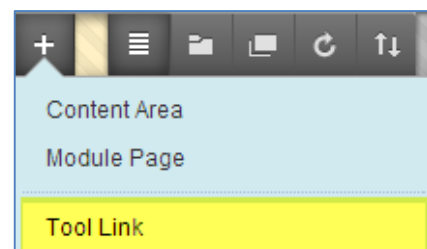
Every new Blackboard course shell automatically comes with a “Faculty Information” contacts tool button. This is a place where you can add profile information about yourself and other staff to whom students in the course can refer. This is a good location to provide information about office hours, phone numbers, and other links to help students find the people who have important roles in the course.



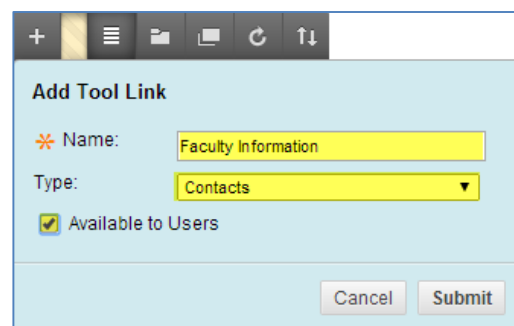
## CREATING A FACULTY INFORMATION BUTTON

If you do not have this button in your course, but would like to add it to your course menu, turn **EDIT MODE** on in your course and follow these steps:

1. Above your course’s menu, roll your mouse over the **ADD** button  and select **TOOL LINK** from the menu that appears.



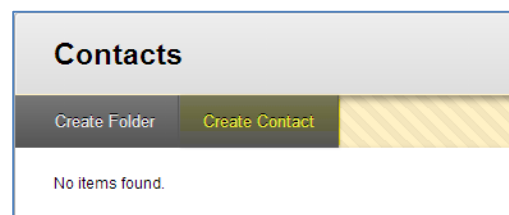
2. In the **ADD TOOL LINK** form that appears, give the button a logical name. In the **TYPE** drop-down menu, select **CONTACTS**. Click the **AVAILABLE TO USERS** checkbox. Then, click **SUBMIT**.
3. The new tool button will be added to the bottom of your course menu. You may drag and drop your menu buttons into the preferred order using your mouse.



## ADDING YOUR CONTACT INFORMATION

In a new course, you may find that your contact’s tool page is blank. You may add information to it by following these steps.

1. Click on your new contact’s tool link button to access your **CONTACTS** page.



2. On the **CONTACTS** page, click the **CREATE CONTACT** button.
3. On the **CREATE CONTACT** page, fill in the fields located under section one, **PROFILE INFORMATION:**
  - a. Title
  - b. First Name
  - c. Last Name
  - d. Email
  - e. Work Phone
  - f. Office Location
  - g. Office Hours

4. Next, scroll down the page to the **OPTIONS** section. Here, you have the option to add a profile picture or web link to your contact information.

To make the profile available to students, next to **MAKE PROFILE AVAILABLE**, choose **YES**. Then, click **SUBMIT**.

#### Options

Make the Profile Available  Yes  No

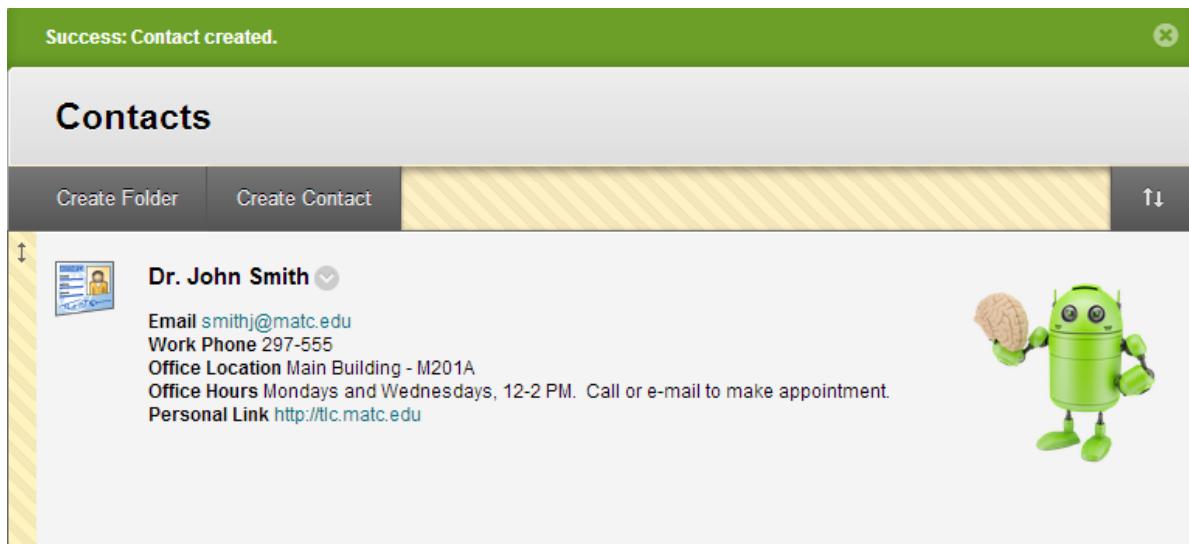
*Attach an image. For best results, the image size should be 150x150 pixels.*

Current Image None


Attach Image

Personal Link

5. If successful, you will be taken back to the Contacts page and see your new contact profile listed there.



You may add additional contact profiles, if desired, by performing these steps again.

To **EDIT** or **DELETE** a profile, roll your mouse over the profile and click on the on gray context arrow button  that appears to access the profile's context menu of options.