

Faculty Information Tool




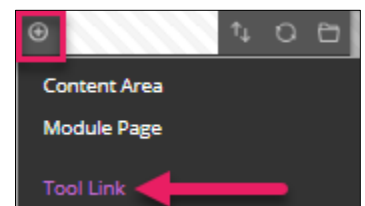
Blackboard Learn

Every new Blackboard course shell automatically comes with a “Faculty Information” contacts tool link. 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, 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.



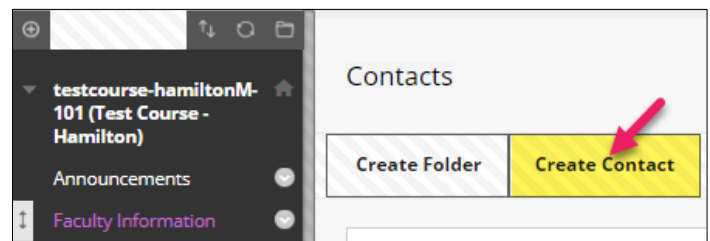
2. In the **ADD TOOL LINK** form that appears, give the button a logical name. In the **TYPE** drop-down menu, select **CONTACTS**. Click the **AVAILABLE TO USERS** checkbox. Then, click **SUBMIT**.

A screenshot of the 'Add Tool Link' form. The 'Name' field contains 'Faculty Information'. The 'Type' dropdown menu is set to 'Contacts'. The 'Available to Users' checkbox is checked. There are 'Cancel' and 'Submit' buttons at the bottom right.

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

1. In the course menu, click on your new contact’s tool link. On the **CONTACTS** page, click the **CREATE CONTACT** button.



2. On the **CREATE CONTACT** page, complete your **PROFILE INFORMATION**:
 - a. Title
 - b. First Name
 - c. Last Name
 - d. Email
 - e. Work Phone
 - f. Office Location
 - g. Office Hours

PROFILE INFORMATION

Provide an email address and a title, first name, or last name.

Title

First Name

Last Name

* Email

Work Phone

Office Location
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Office Hours
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Character count: 10

3. Scroll down the page to the **OPTIONS** section. Next to **MAKE PROFILE AVAILABLE**, choose **YES**. If desired, upload a profile image. When you are done, 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

4. 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.

Contacts

Create Folder Create Contact

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EDITING OR DELETING CONTACT INFORMATION

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.

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Edit
Delete