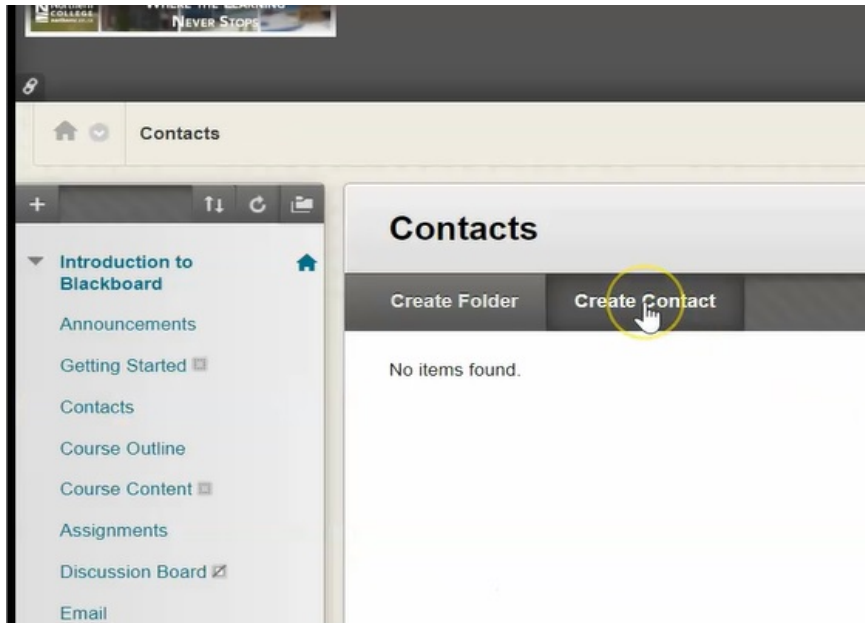


## ADDING CONTACT INFORMATION TO BLACKBOARD

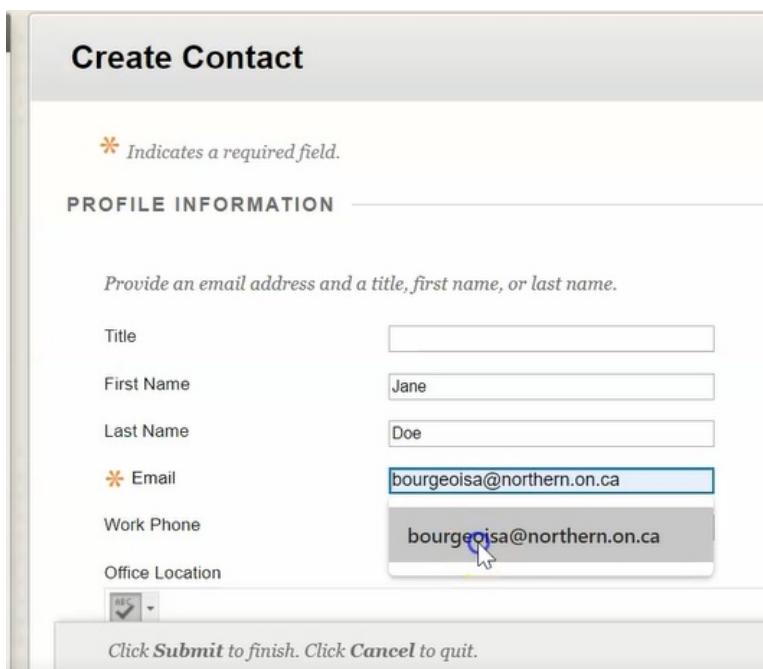
### A. Create Contact

1. To include staff contact information, click on the **“Contacts”** link on the left, then click on **“Create Contact”**.

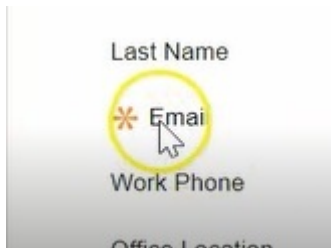


### B. Input Contact Information

1. Enter the relevant information that you would like the students to have.

A screenshot of the 'Create Contact' form. At the top, it says 'Create Contact'. Below that is a note: '\* Indicates a required field.' The form is divided into sections. The first section is 'PROFILE INFORMATION' with a sub-instruction: 'Provide an email address and a title, first name, or last name.' There are several input fields: 'Title' (empty), 'First Name' (Jane), 'Last Name' (Doe), '\* Email' (bourgeoisa@northern.on.ca), 'Work Phone' (bourgeoisa@northern.on.ca), and 'Office Location' (empty). At the bottom, there is a 'Submit' button and a note: 'Click Submit to finish. Click Cancel to quit.'

2. Make sure that you are entering the information that is required indicated by the orange asterisks.



3. You can enter office location, the office hours that you work, or any notes that you wish the students to see. This note section is particularly helpful if you are a part time instructor who may not have on campus office hours.

A screenshot of a web form interface. At the top right, it says 'Character count: 0'. Below that is the 'Office Hours' section with a dropdown menu showing 'REG'. Below that is the 'Notes' section. It has a rich text editor toolbar with various icons. The text in the notes field is 'Please send me an email and i will respond within 24 hours.' At the end of the text, the letter 'I' is circled in yellow. At the bottom right of the notes field, it says 'Words:12'. At the bottom of the form, there is a footer with the text 'Click Submit to finish. Click Cancel to quit.' and two buttons: 'Cancel' and 'Submit'.

## C. Make Profile Visible/Hidden

1. At the bottom of the page, you will see the options for your contact information. By default, the profile is not available for the students to see. Change this to “**Yes**” if you would like your students to see this information.

**OPTIONS**

Make the Profile Available  Yes  No

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

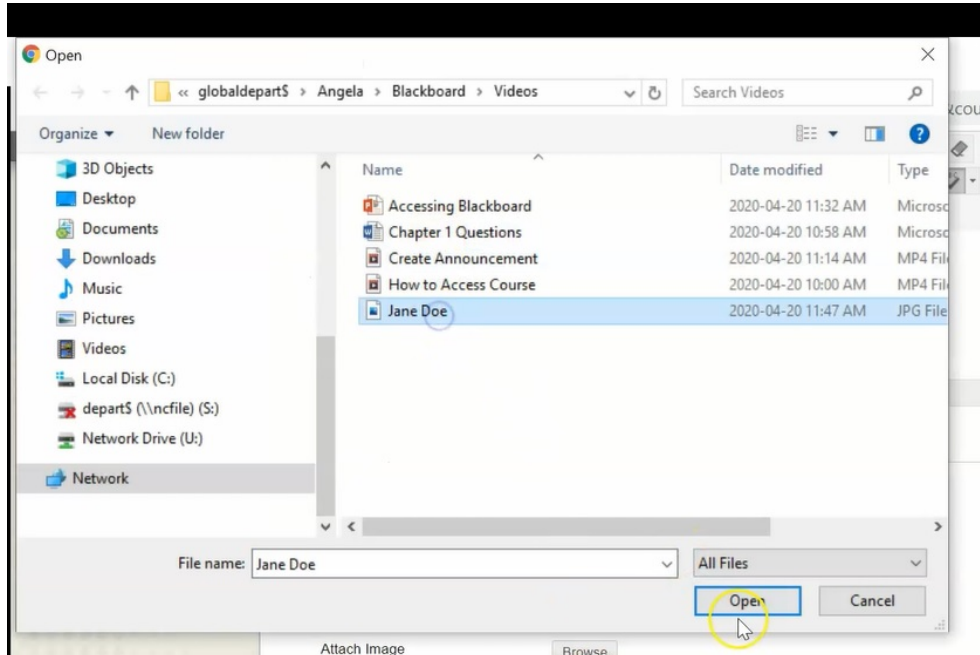
Current Image: None

Attach Image:

## D. Add Profile Photo

If you would like to attach an image for your contact information click “**Browse**” and find the picture that you wish to upload.

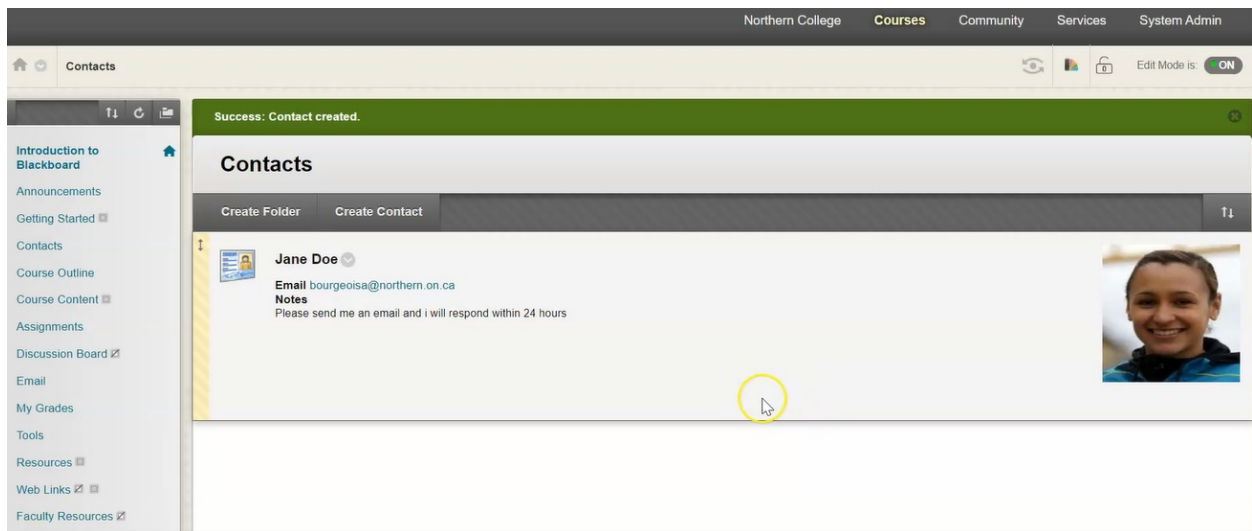
Please note that pictures in this section should be ***no more than 150 by 150 pixels.***



When you are done, hit “**Submit**”.

## E. Review/Confirm

You will now see that you have created your contact information along with your picture for the students to see.



The screenshot displays the Blackboard interface for the 'Contacts' section. At the top, a navigation bar includes 'Northern College', 'Courses', 'Community', 'Services', and 'System Admin'. Below this, a breadcrumb trail shows 'Contacts'. A green success message at the top of the main content area reads 'Success: Contact created.' The main content area is titled 'Contacts' and features two tabs: 'Create Folder' and 'Create Contact'. A single contact entry is visible, for 'Jane Doe', with a verified email address 'bourgeois@northern.on.ca' and a note: 'Please send me an email and i will respond within 24 hours'. A profile picture of Jane Doe is shown to the right of the contact information. A yellow circle highlights a mouse cursor hovering over the contact entry. On the left side, a sidebar menu lists various course and system navigation options, including 'Introduction to Blackboard', 'Announcements', 'Getting Started', 'Contacts', 'Course Outline', 'Course Content', 'Assignments', 'Discussion Board', 'Email', 'My Grades', 'Tools', 'Resources', 'Web Links', and 'Faculty Resources'.