This document describes, for faculty, how to add a Contact to the Faculty Profile in your Blackboard course.

**Brief Instructions**

From anywhere within your Blackboard course site:

- Click the Faculty Profile entry.
- Click the Create Contact button.
- Enter display text in the Title field.
- Enter display text in the First Name field.
- Enter display text in the Last Name field.
- Enter display text in the Email field.
- Enter display text in the Work Phone field.
- Enter display text in the Office Location text box.
- Enter display text in the Office Hours text box.
- Enter display text in the Notes text box.
- Click the radio button next to Yes for the Make the Profile Available option.
- Click the Browse button for the Attach Image option.
- Click the Submit button in section 3. Submit.

Process complete.

**Detailed Instructions**

1. Click the Faculty Profile entry.

2. Click the Create Contact button.
3. Enter display text in the *Title* field. (optional)

4. Enter display text in the *First Name* field. (recommended)

5. Enter display text in the *Last Name* field. (recommended)

6. Enter display text in the *Email* field. (required)
7. Enter display text in the *Work Phone* field. (recommended)

8. Enter display text in the *Office Location* text box. (recommended)

9. Enter display text in the *Office Hours* text box. (recommended)

10. Enter display text in the *Notes* text box. (optional)
11. Click the radio button next to Yes for the *Make the Profile Available* option.

12. Click the *Browse* button for the *Attach Image* option.

   (optional)

   Use the Windows *Choose File to Upload* window to select an image from your computer.

13. Click the *Submit* button in section 3. *Submit*. 