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# Blackboard for Employees

## Adding a Faculty Profile

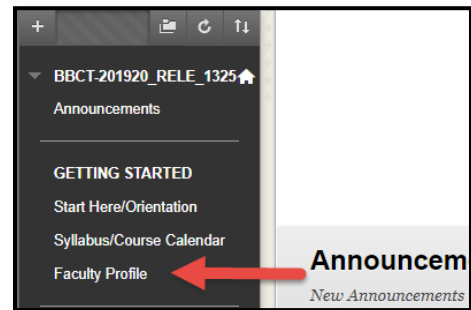
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This document describes how to add a Contact to the Faculty Profile in your Blackboard course.

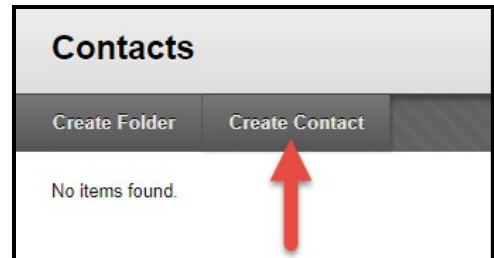
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### Instructions

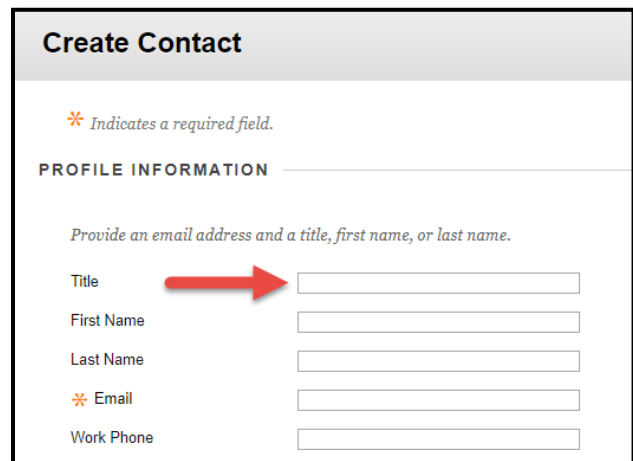
1. Click the **Faculty Profile** link in the course menu.



2. Click the **Create Contact** button.



3. Enter display text in the **Title** field (*optional*).

A screenshot of the 'Create Contact' form in Blackboard. The form has a header 'Create Contact' and a note: '\* Indicates a required field.' Below this is the section 'PROFILE INFORMATION' with the instruction 'Provide an email address and a title, first name, or last name.' The form contains several input fields: 'Title', 'First Name', 'Last Name', '\* Email', and 'Work Phone'. The 'Title' field is highlighted with a red arrow.

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

The screenshot shows a form titled "Create Contact" with a grey header. Below the header, there is a note: "\* Indicates a required field." The form is divided into a section titled "PROFILE INFORMATION" with a horizontal line. Below this, there is a sub-note: "Provide an email address and a title, first name, or last name." The form contains several input fields: "Title", "First Name", "Last Name", "\* Email", and "Work Phone". A red arrow points to the "First Name" input field.

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

The screenshot shows the same "Create Contact" form as above. A red arrow points to the "Last Name" input field.

6. Enter display text in the **Email** field (*required*).

The screenshot shows the same "Create Contact" form as above. A red arrow points to the "\* Email" input field.

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

**Create Contact**

*\* Indicates a required field.*

**PROFILE INFORMATION**


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

Title

First Name

Last Name

\* Email

Work Phone 

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

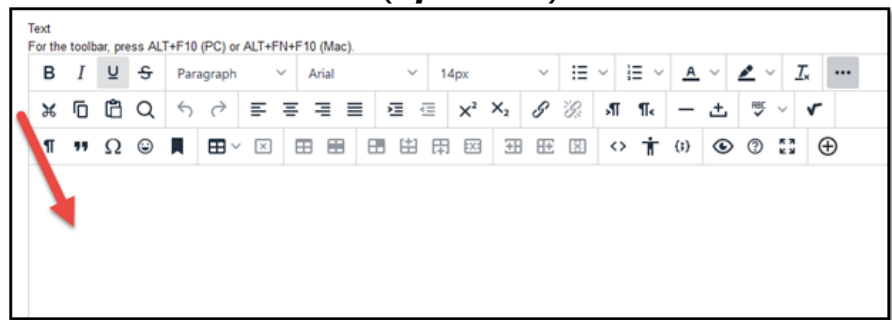
Work Phone

Office Location

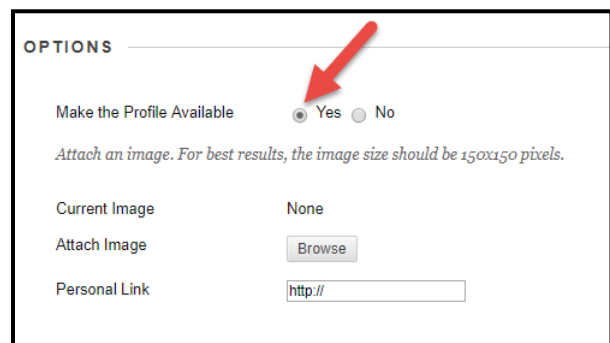
9. Enter display text in the **Office Hours** text box (*recommended*).

Office Hours

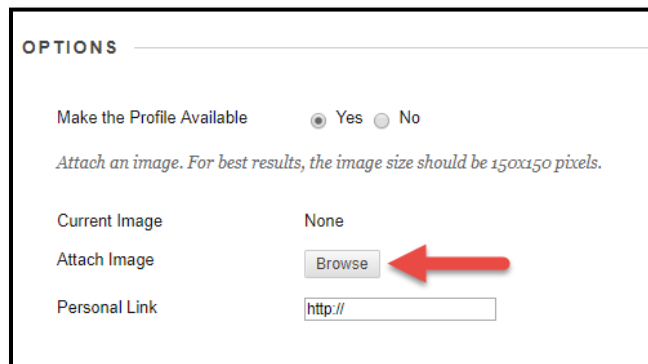
10. Enter display text in the **Notes** text box (*optional*).



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*).



13. Click **Submit** to save the faculty contact information.

