Blackboard for Employees

Adding a Faculty Profile

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

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*).

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**.