Contact Information

Blackboard provides an area to add instructor/staff contact information within each course. It is an easy-to-find location for instructors to add information about their preferred contact methods, including email address, phone number, office location, office hours, etc.)

**Adding contact information**

1. Log into Blackboard, click on the course name and go to the Control Panel.

2. Click on the **Contacts** link in the Course Tools section.

3. Click on **Create Contact**.

4. Fill in the profile information (title, first name, last name, email address, work phone number, and office location). You can write more about yourself, your educational background, research interests, teaching experience, etc. in the “Notes” section.

5. Under the Options area, select **Yes** to **Make the Profile available**.

6. To add a photo (150x150 pixels is the recommended size), click **Browse**, locate the photo on your computer and click **Open** to attach it.
7. If you have a personal web site you wish to include, enter the URL in the Personal Link field.

8. Click **Submit** to finish. Click **Cancel** to quit.

**Modifying Existing Contact Information**

1. Click on the **Contacts** link under the Course Tools section of the Control Panel.

2. Click on the Action Link (double-arrows) next to the existing contact and select **Edit**.

3. Make the needed changes to title, name, email address, office phone number, office location, office hours or notes.

4. If necessary, you can modify the photo or change link to your personal website.
   
   4.1. To change the image, click on the box next to “Remove this image” or browse for the new image to upload.

   4.2. To change a personal link, delete the current URL and enter a new URL.

5. Click **Submit** at the top or bottom of the page.

**Removing Existing Contact Information**

1. Click on the **Contacts** link in the Course Tools section.

2. Click on the Action Link (double-arrows) next to the existing contact and select **Delete**.
3. Click **OK** to confirm that you want to remove the information.

4. The contact information is removed.