

The *Contacts* page allows you to post profile information about yourself, teaching assistants, or guest speakers. In your profile, make sure you include your email address, office location, hours, and any notes. You might want to include a brief biography and picture so that students can see you as a "real person" (especially if the course is completely online).

Add Staff Information

1. From the expanded Control Panel, under Course Tools, select **Contacts**.
2. To add a new contact, click the **Create Contact** button.
 - If there are multiple instructors and TAs for a course, you can first create separate folders, and then create the profiles within the respective folders.
3. Under the *Profile Information* area, provide the following: your title, first name, last name, email (required), work phone, office location, office hours, and notes.
 - When entering office location and hours, you might want to include your physical office location as well as a virtual location (the class Blackboard page or your campus webpage). List your in-person office hours and/or your virtual office hours.
4. Under the *Options* area, set the following options:
 - If you want to make the profile available to students, click the **Yes** button next to *Make the Profile Available*.
 - If you wish to upload a picture, click the **Browse** button and locate an image to upload. Use a digital photo in JPEG format with file size of approximately 150 X 150 pixels (2 inches x 2 inches).
 - If you wish to upload a URL to a personal and/or campus website, put it in the Personal Link field.
5. Click the **Submit** button to create the profile. The banner across the top of the screen will indicate the item was successfully submitted.
6. To modify the contact, select Edit from the double chevron menu.