

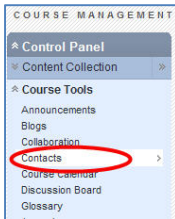
Blackboard Training – University of St. Thomas

Contacts

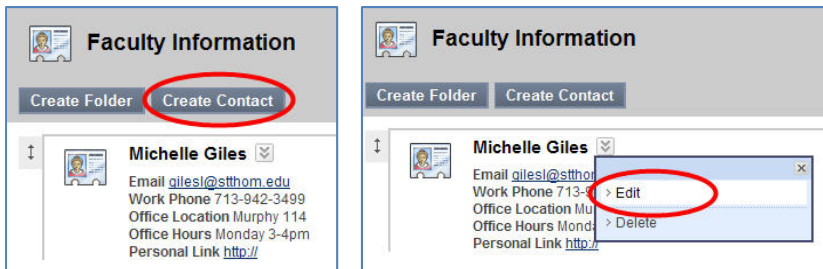
Contacts are a place where instructors can add profile information about themselves and others that is distributed to students. This is a good place to add office hours, phone numbers, and other links to help students identify people who have a role in the course.

Accessing and Managing Contact Information:

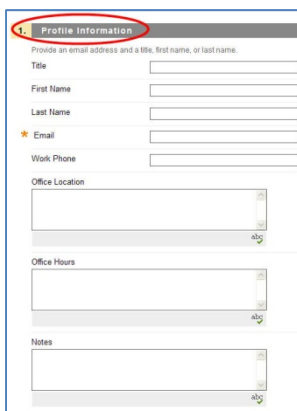
1. Click Contacts in the Course Tools of the Control Panel.



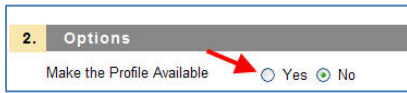
2. Click Create Contact. To edit a profile, click Edit from the contextual menu.



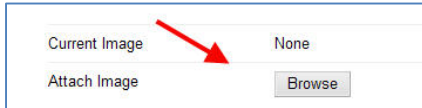
3. The Profile Information window appears. Enter your information in the fields provided: title, first and last name, email, work phone, office location and hours, and/or any additional note.

A screenshot of the Blackboard Profile Information form. The 'Profile Information' title is circled in red. The form contains fields for Title, First Name, Last Name, Email, Work Phone, Office Location, Office Hours, and Notes.

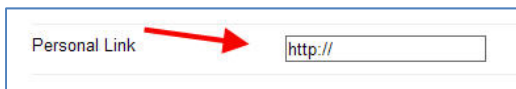
4. Select whether or not you would like to make your profile available (visible) to users within the course.



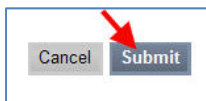
5. You may also choose Browse to select a photo of yourself to add to your profile.



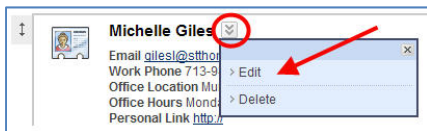
6. You may also choose to enter a personal link such as to your website if you have one.



7. Once you are finished, click on Submit to post the information.

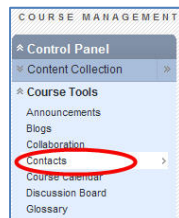


8. Contact Information can be edited or deleted by clicking Edit or Delete from the contextual menu.

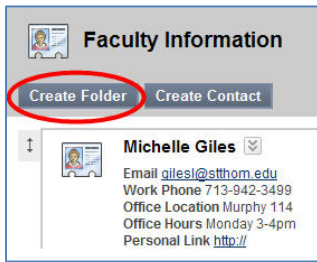


Adding a Folder to a Contact

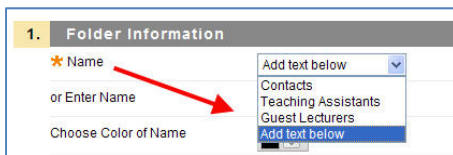
1. Click Contacts in the Course Tools area of the Control Panel.



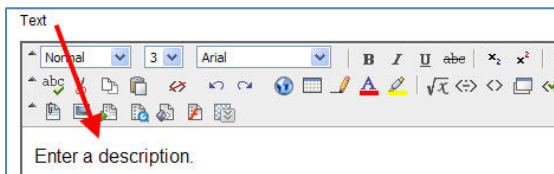
2. Click **Create Folder**.



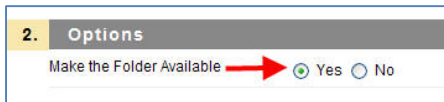
3. Select a **Name** from the drop-down list or enter a new name.



4. Enter a description of the Folder in the Text field.



5. Click **Yes** to Make the Folder Available (visible).



6. Click **Submit**.

