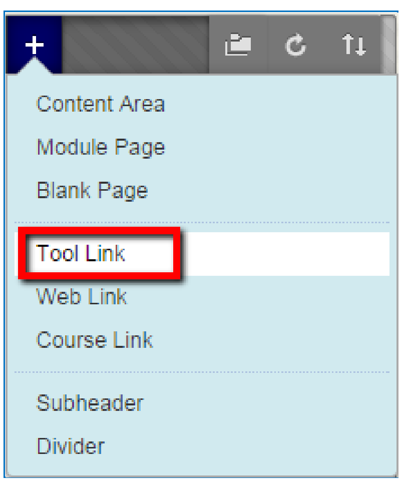
# The Contacts Tool

Unlike Contacts in the Blackboard Address Book, which is a global tool, the Contact tool is designed for use within a course, to be shared with all users enrolled in that course. When you place a link to Contacts in a Content Area or on the Course Menu, you can add contact information for Instructors, Teaching Assistants, Guest Lecturers, or other persons of importance to the class.

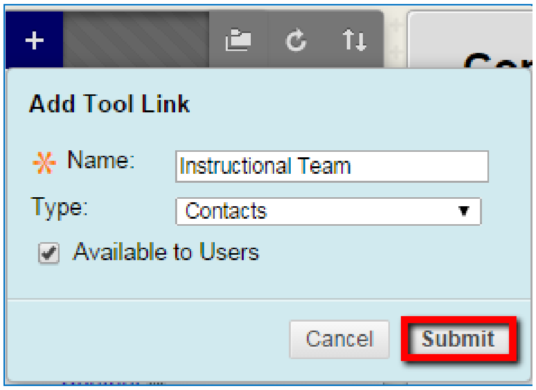
If the course requires a large number of Contacts, the tool permits the creation of Folders in which to organize the information by role or other attributes.

## Adding a Contacts Link to the Course Menu

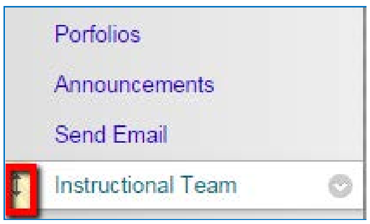
1. Log into Blackboard, and navigate to the correct course.
2. Point to the **Add Menu Item** icon above the Course Menu, and select **Tool Link**.




3. In the dialog box, provide an appropriate Name, and select **Contacts** from the **Type** drop-down list; make the link available to students if desired, and click **Submit**.

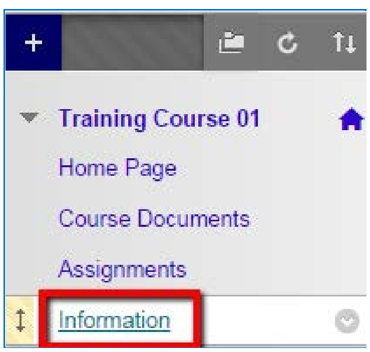



4. The **Contacts** link appears at the bottom of the Course Menu. You may drag it up to a different location.

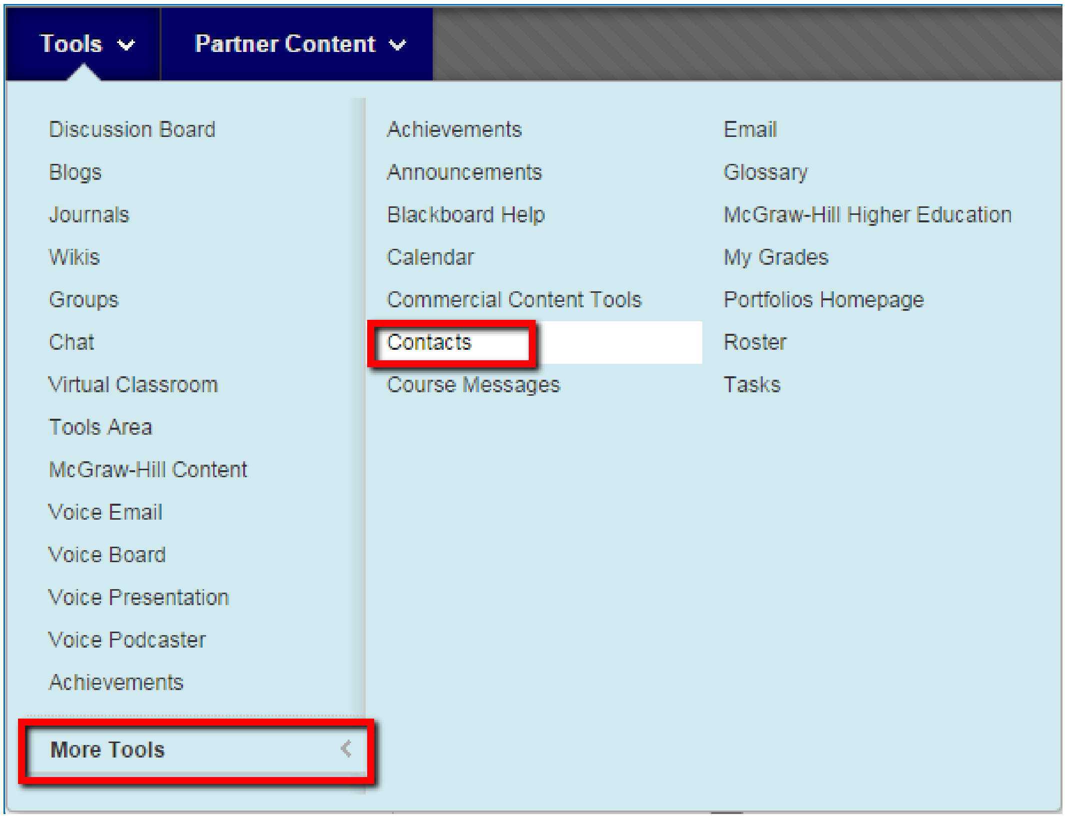



## Adding a Contacts Link to a Content Area

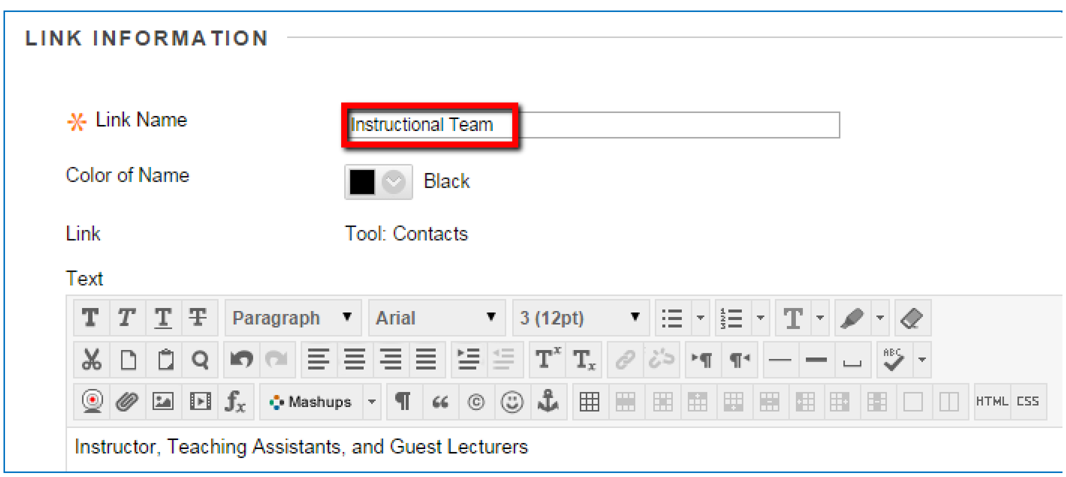
1. Log into Blackboard, and navigate to the correct course; open a Content Area, Folder, or Learning Module.



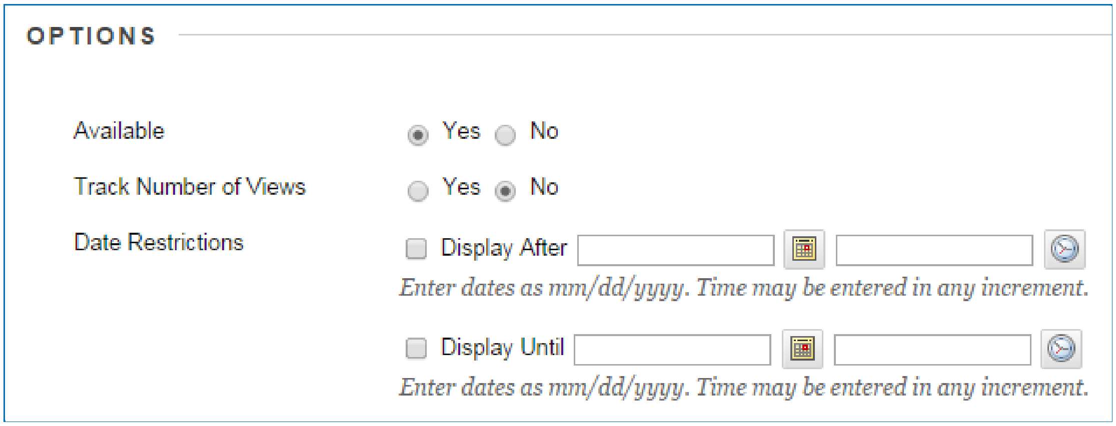

2. On the action bar, point to the **Tools** button; click **More Tools**, then **Contacts**.



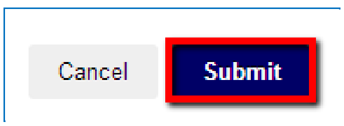

3. In the Link Information section, provide a short and meaningful name, select a text color, and type a textual description of the Contacts.



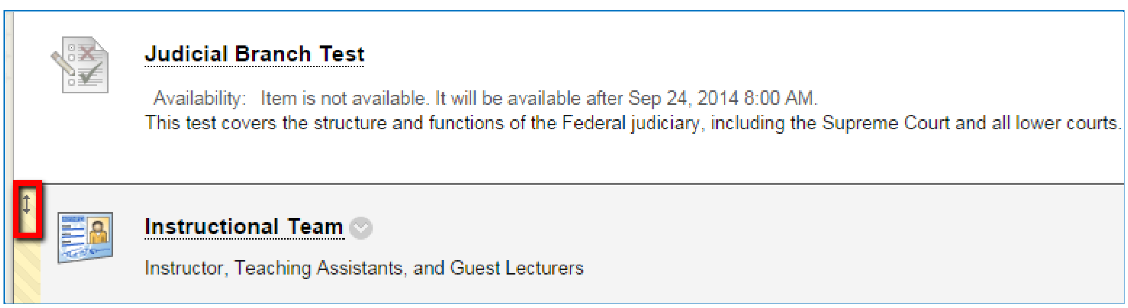

4. In the Options section, determine the usual settings: whether to make the link Available, whether to Track the Number of Views, and the date range during which the link will be visible.




5. Click **Submit**.

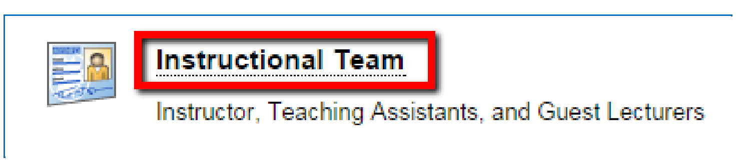



6. The new Contacts link appears at the bottom of the Content Area. You may drag it up to a different location.

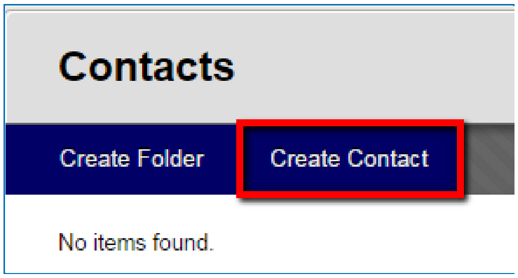



## Adding Contacts

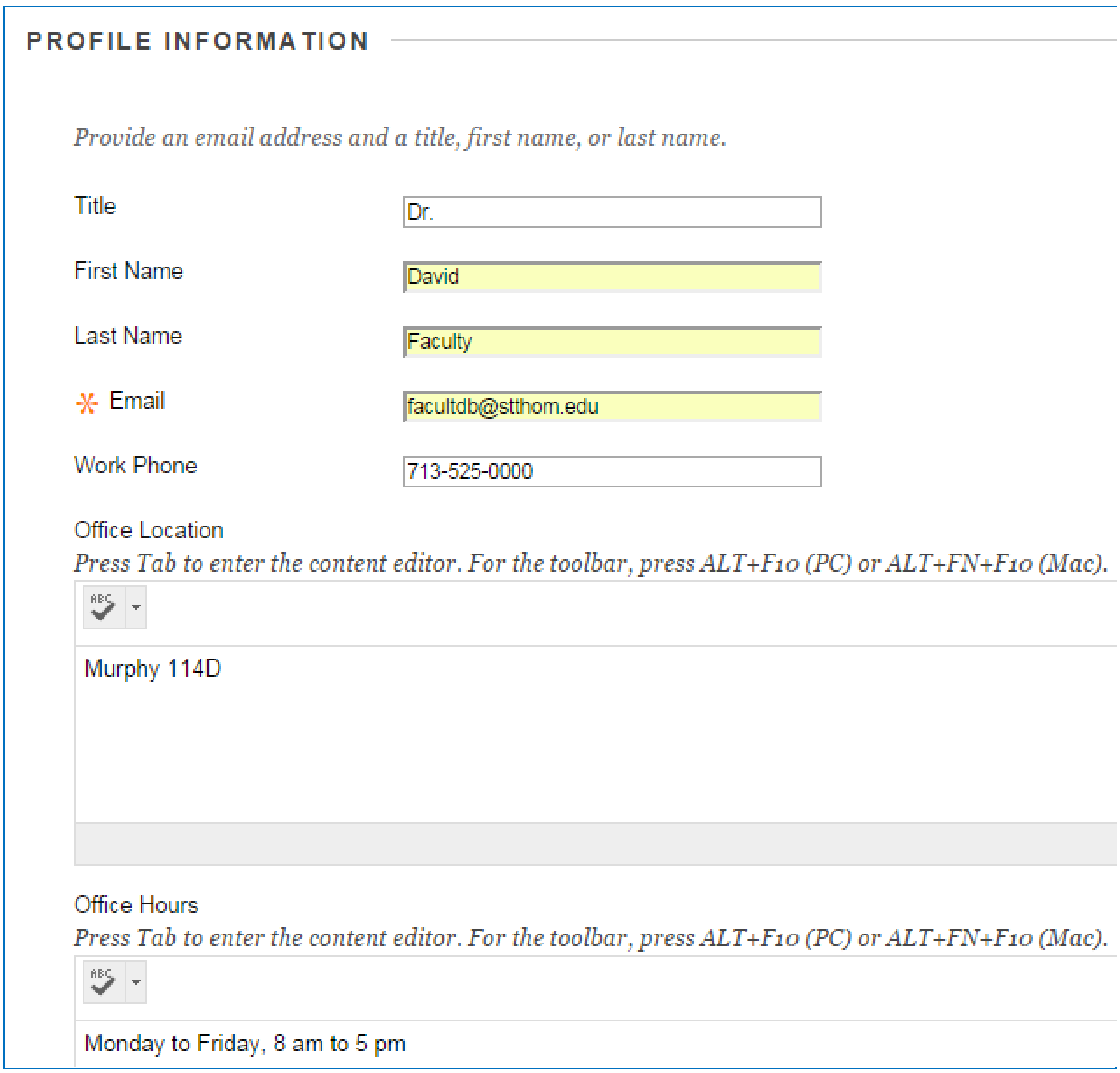
1. Navigate to the correct Content Area in a course, and click the Contacts link.




2. Click the **Create Contact** button on the action bar.

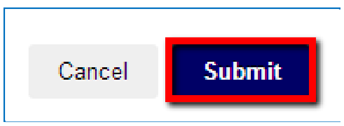



3. In the Profile Information section, fill in any necessary information. Note that **Email** is the only required field.

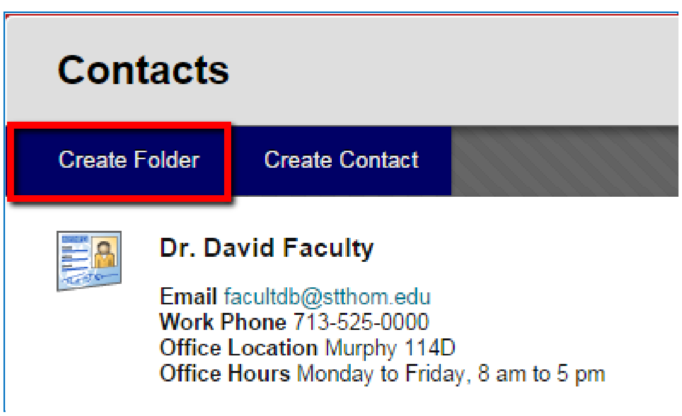


4. In the Options section, you may determine whether to Make the Profile Available. If desired, browse your computer to Attach an Image. You may also provide a URL for a personal website, professional website, or social networking page. **NOTE:** *Any photo you upload will be resized to 150 by 150 pixels, which may result in some distortion.*

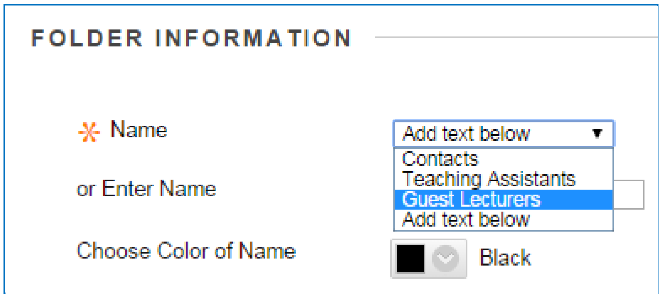

5. Click **Submit** to save the Contact.




The Contact appears on the page for the Content Area or folder. Click the Email link to begin composing a message in your default email application. You may also click the **Create Folder** button on the action bar to add a folder to the Contacts page. This type of folder may contain only Contacts.




When creating a Contact Folder, all you really need to do is supply a Name for the folder, decide whether to make it available, and click **Submit**. You may choose a preset name from the drop-down list or enter one in the text box below that. Click the link to the Folder to open it. Once it is open, click the **Create Contact** button to add Contacts to it. You may even create folders within folders.




## Managing Contacts

Each Contact and Contact Folder comes with a contextual arrow. The menu on that arrow features **Edit** and **Delete** commands. Use **Edit** to modify the information in any Contact or folder, or **Delete** to remove it.