

Create Contacts

Use the contacts tool to add profile information about yourself and other staff for students. You can provide information about office hours, phone numbers, and other links to help students find the people who have important roles in your course. In every new Blackboard course, there is an Instructor Information tab designed for you to create these contacts.

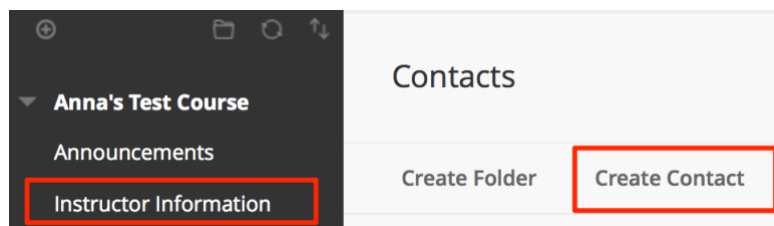


The screenshot shows a list of contacts in a Blackboard interface. Each contact entry includes a small profile icon, a name, and several fields of contact information.

- Anna Mennenga**
 - Email: mennenan@gvsu.edu
 - Work Phone: (616) 331-8526
 - Office Location: 4450 Kindschi Hall
 - Office Hours: Monday - Friday: 9am - 4pm
- IT HelpDesk**
 - Email: helpdesk@gvsu.edu
 - Work Phone: (616) 331-2101
 - Personal Link: <https://www.gvsu.edu/it/helpdesk/>

To create a contact...

1. On the course menu, select Instructor Information
2. Select Create Contact on the Contacts page



The screenshot shows the Blackboard course menu on the left and the Contacts page on the right. The 'Instructor Information' option in the course menu is highlighted with a red box. On the Contacts page, the 'Create Contact' button is also highlighted with a red box.

3. On the Create Contact page, provide the necessary information, including: name, email, phone, office location, and office hours.
4. Select Yes to make the profile available to students
5. To add a picture, click Browse
6. Optionally, add a Personal Link
7. Select Submit