

Blackboard 6: *Adding Staff Information*

Use the Staff Information tool to provide information about the instructors of a course.

1. Click on **Control Panel** on the bottom left side of your course page.
2. Click on **Staff Information** in the **Course Tools** control panel (Figure 1) to open the Staff Information page.

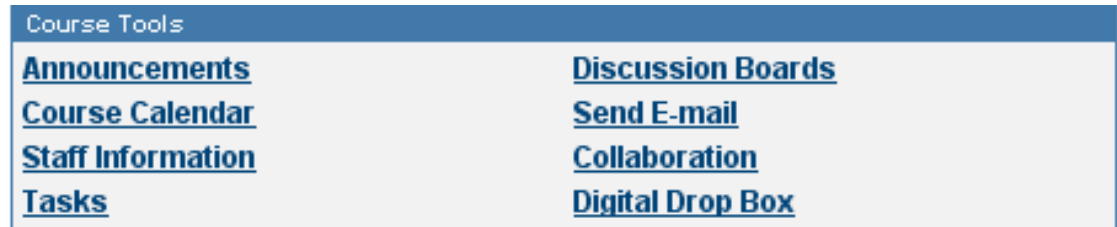



Figure 1 – Click on Staff Information

3. Click on the **Profile**  **Profile** button on the Staff Information page to create a new staff profile.
4. Enter the relevant information in the **Profile Information** (Figure 2) section of this page.

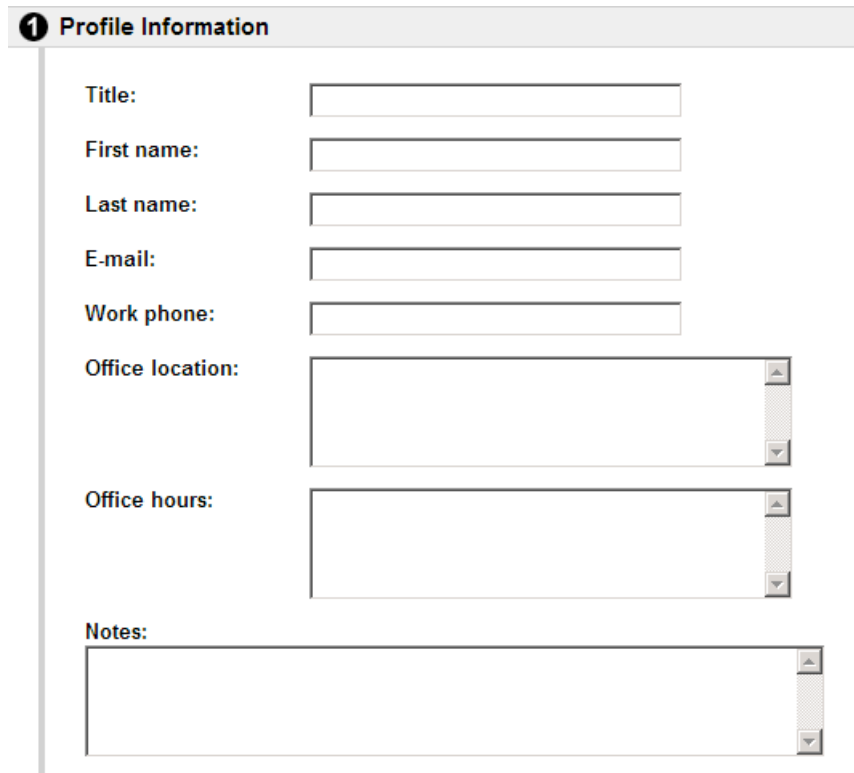
A screenshot of the "Profile Information" form. The form has a grey header with a "1" icon and the text "Profile Information". Below the header, there are several input fields: "Title:" (text box), "First name:" (text box), "Last name:" (text box), "E-mail:" (text box), "Work phone:" (text box), "Office location:" (text box with a vertical scrollbar), "Office hours:" (text box with a vertical scrollbar), and "Notes:" (text box with a vertical scrollbar).

Figure 2 - Enter information about the instructor

Note the scroll bars in the Office location, Office hours, and Notes fields, which allow you to enter as much information as needed.

5. In the **Options** section (Figure 3), click on the **Yes** radio button to make the profile visible.

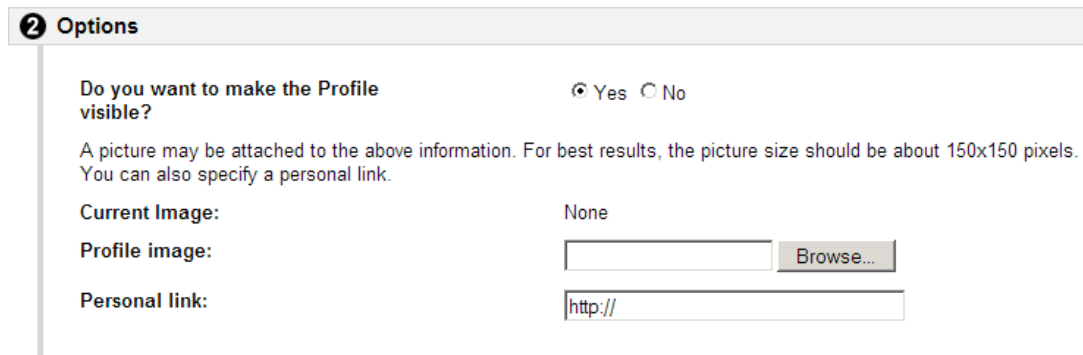


Figure 3 – Make profile visible, include an image and provide a web link

- To add an image, click on **Browse** and locate the image you want to include. **NOTE:** Keep the image size below 150 x 150 pixels. If necessary, use your graphic application (e.g., PhotoShop or Canvas) to modify the image.
- To include a link to a web page (e.g., your personal home page), enter the URL in the Personal link field.

8. Click on the **Submit** button, then click on the **OK** button on the next page.

Repeat these steps for each individual who will be involved with teaching this course.

Modify the Staff Information

If you need to make changes to any portion of the information, click on the Staff Information in the Course tools control panel and click on **Modify** next to the information you want to change.

When the Modify Profile page appears, make the changes, click on **Submit** at the bottom of the page, and click on **OK** on the Staff Information Receipt page.

Remove the Staff Information

To remove a staff profile, click on **Remove** next to the profile you want to remove. When asked whether you're sure you want to remove the selected item, click on **OK**.

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