

Entering Your Contact Information (formerly Faculty / Staff Information)

The **Contacts** area gives you a place to post faculty contact information, office hours, and a brief bio.

1. Select **Contacts** from the **Course Tools** menu in the **Control Panel**.
2. Click **Create Contact**.
3. Complete the form. If you wish to add a photo, use a JPEG with resolution between 72 and 100 pixels per inch. (Blackboard suggests using a file no larger than 150 x 150 pixels.)
4. Click **Submit**.
5. You can also create a folder with multiple profiles.