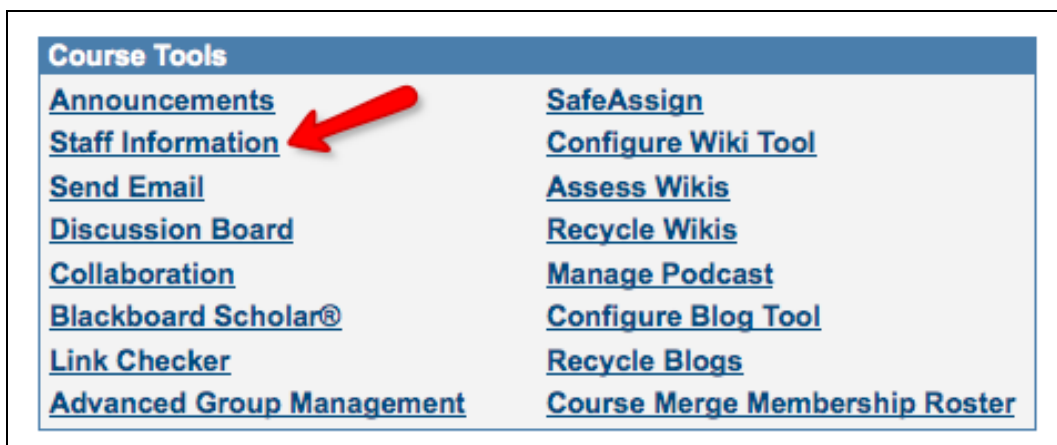


Posting Instructor Information

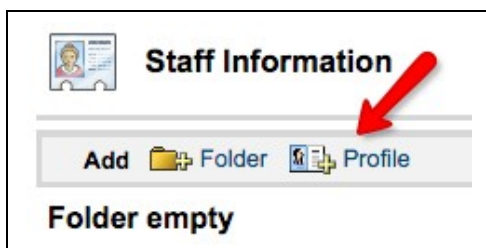
The **Staff Information** area of your Blackboard course is a useful way to provide students with information about your office hours and how you may be contacted. Once you provide this information, students will be able to view it when they click on the **Instructor** link on the navigation menu (if you are using the default menu provided in the Blackboard 8 course shell).

To add **Staff Information**:

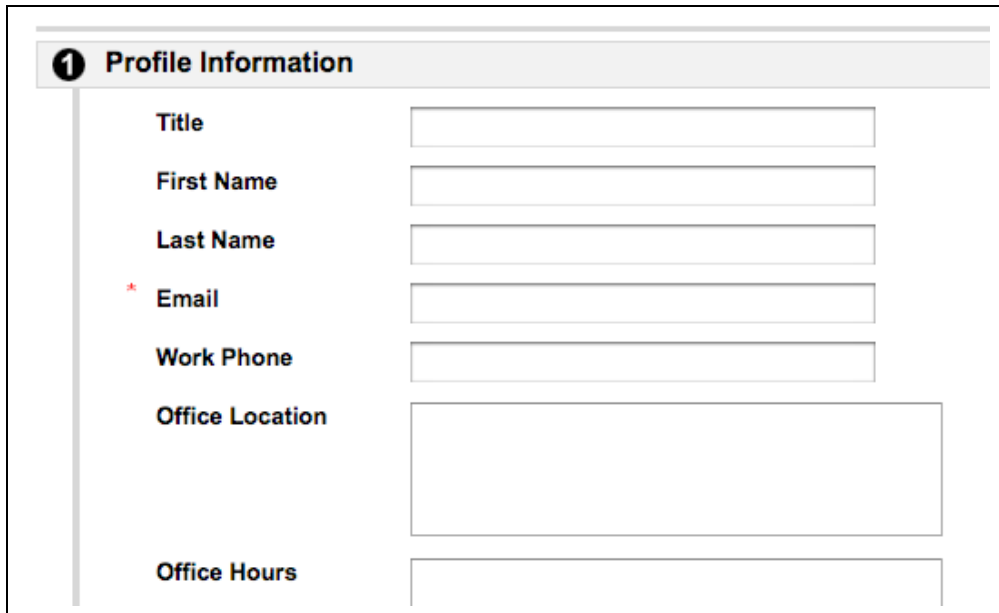
1. Go to the **Control Panel**.
2. Click **Staff Information**.



3. Click **Add Profile**.

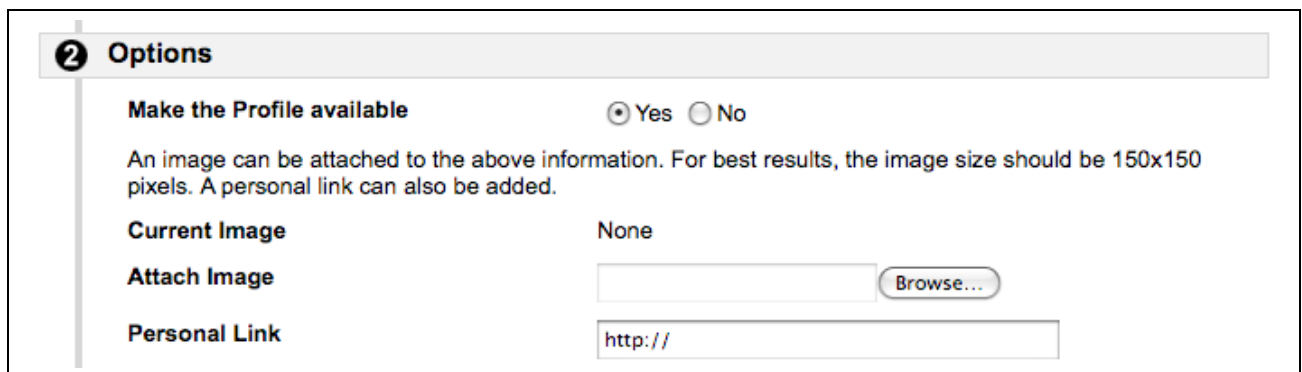


4. Enter the information you would like to provide for your students.



The screenshot shows a form titled "1 Profile Information". It contains several input fields: "Title", "First Name", "Last Name", "Email" (marked with a red asterisk), "Work Phone", "Office Location" (a larger text area), and "Office Hours".

5. Select **Yes** to make the profile available to students. You may also choose to upload a picture or post a link to a website of your choice.



The screenshot shows a form titled "2 Options". It includes a section for "Make the Profile available" with radio buttons for "Yes" (selected) and "No". Below this is a note: "An image can be attached to the above information. For best results, the image size should be 150x150 pixels. A personal link can also be added." There are three main sections: "Current Image" with a dropdown menu set to "None"; "Attach Image" with a text input field and a "Browse..." button; and "Personal Link" with a text input field containing "http://".

6. **Submit** the information.
7. Create profiles for additional instructors by repeating steps 3 – 6 above.

If you have further questions or need assistance, please email bb@hunter.cuny.edu or contact the [Technology Resource Center](#) (C104 Hunter North) at 212-650-3358.