Creating an Instructor Profile

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 course shell).

To add Staff Information:

1. Ensure that edit mode is ON, located on the upper right-hand side of your screen.

2. Click on Instructor.

3. Click Create Contact.

4. Enter the information you would like to provide for your students, including title, first name, last name, and email address, office location, 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.
6. **Submit** the information.

7. Create profiles for additional instructors by repeating steps 3 – 6 above.

If you have further questions, faculty members can email bb@hunter.cuny.edu or contact the Technology Resource Center at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or studenthelpdesk@hunter.cuny.edu.