INSTRUCTIONAL COMPUTING & **INFORMATION TECHNOLOGY**

Engage the Students. Infuse the Curriculum.
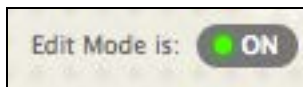*Empower the Faculty. Enhance the Administrative Process.*
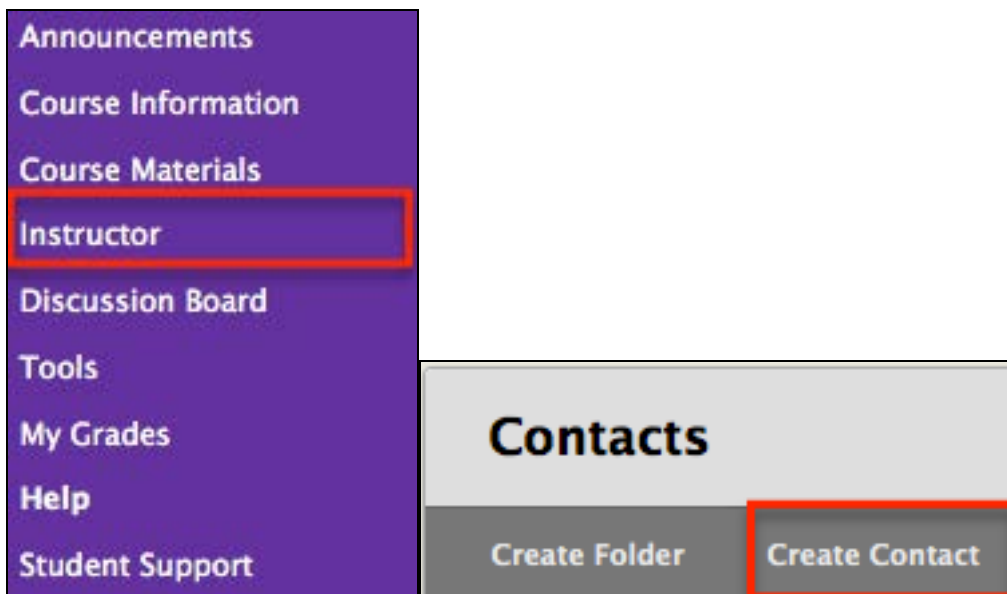
Creating an Instructor Profile

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.

Edit Mode is: ● ON

2. Click on **Instructor**.

Announcements
Course Information
Course Materials
Instructor
Discussion Board
Tools
My Grades
Help
Student Support

Contacts

Create Folder   Create Contact

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 hourse

1. Profile Information

Provide an email address and a title, first name, or last name.

Title

First Name

Last Name

✳ Email

Work Phone

Office Location

Character count: 0

Office Hours

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Character count: 0

Notes

Path: p

Words:0

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.