

## Adding Staff Information

The staff information section is provided for instructors to post information about themselves and other instructors involved in the course. This personal touch will provide the students with a resource to look up the name, e-mail, office hours, or a picture of the course leader(s).

**Step 1:** Click on the “Control Panel” button (at bottom left of the welcome screen in your class)

**Step 2:** Click on **Staff Information** in the *Course Tools*.



**Step 3:** Click on the **Add Profile** button



**Step 4:** Enter appropriate information in the **Profile Information** area


A screenshot of the 'Add: Profile' form in Blackboard. The form is divided into sections: 'Profile Information' with fields for Title, First Name, Last Name, Email, Work Phone, Office Location, Office Hours, and Notes; 'Options' with a 'Make the Profile available' checkbox, 'Current Image' and 'Attach Image' buttons, and a 'Personal Link' field; and a 'Submit' button at the bottom. Annotations with arrows point to various parts of the form: one to the profile information fields, one to the 'Make the Profile available' checkbox, one to the 'Browse...' button, and one to the 'Personal Link' field.

Enter all the information you wish to provide to students.

Choose to make your profile available to your students or not

Click the “Browse” button to search your computer to find your picture. It should be stored as a “.jpeg” file and no larger than 150X150 pixels.

Add a link to your SWC College web site, or your personal web site.

**Step 5:** Click the **Submit** button  to upload your staff information to your Blackboard course.