

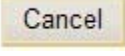
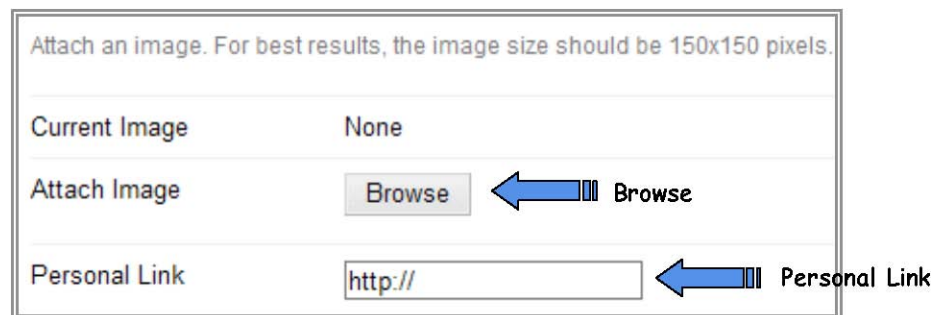




## Add Your Contact Information

- 1 Under the Blackboard **Control Panel**, click the **Course Tools** button and the menu expands.
- 2 In the Course Tools area, click **Contacts**.
- 3 Click the **Create Contact** button. 
- 4 Add your contact information in the corresponding fields.
- 5 To **make your profile available** to students, click the **Yes** button under Options.
- 6 To include a photo of yourself, click the **Browse** or **Choose File** button (depends on your browser) located to the right of **Attach Image**. Then browse through your hard drive to locate and select the photo file.
- 7 To include a link to a Website, enter the Web address/URL in the **Personal Link** field.
- 8 To finish, click **Submit** 
  - Or, if you want to quit, click the **Cancel** button. 




Attach an image. For best results, the image size should be 150x150 pixels.

Current Image	None
Attach Image	<input type="button" value="Browse"/>  <input type="button" value="Browse"/>
Personal Link	<input type="text" value="http://"/>  Personal Link

**Note:** To avoid image distortion, the image size should be 150 x 150 pixels.

## Modify or Remove Your Contact Information

- 1 Access the **Contacts** area:  
Under Control Panel > click Course Tools > click Contacts.
- 2 To change your contact information, click the **double "v"** icon. In the menu of options that drops down, select **Edit**.
- 3 To remove your contact information, click the **double "v"** icon, then select **Delete**.  
**Note:** A warning pop-up box displays asking you to confirm your action, which cannot be undone.
- 4 To finish, click **Submit**. 
  - Or, if you want to quit, click **Cancel**. 