
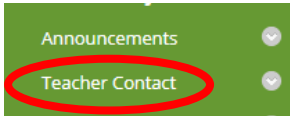
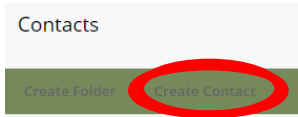


Blackboard "How To's"

Teacher Contact Page

Add Your Contact Information:	
Log into Blackboard and go to your class or school Blackboard course. Make sure Edit Mode is turned on. Edit mode is on if you see a green dot.	
Click on the Teacher Contact menu button.	
Click Create Contact .	
Enter your Profile Information .	<p>* Indicates a required field.</p> <p>PROFILE INFORMATION -</p>
Under Options , check yes to make the profile available.	<p>OPTIONS _____</p> <p>Make the Profile Available <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
Under Options , select Browse to attach an image. <i>Resize the image to 150 x150 before uploading. Use the BB Help handout Resizing a Contact Photo for additional support.</i>	<p>Attach Image <input type="button" value="Browse"/></p>
Click Submit .	<p><input type="button" value="Cancel"/> <input checked="" type="button" value="Submit"/></p>
Once the Contact page is created, click the grey down arrow next to your name in the newly created contact to edit or delete it.	