

Add Instructor Contact Information to Blackboard

1. Login to your Blackboard course and click on the "Control Panel"

The screenshot shows the Blackboard course interface. On the left, there is a navigation menu with categories: **Announcements**, **Syllabus \ Schedule**, **Instructor / Contact Documents**, **Lectures**, **Assignments**, **Communication**, **Discussion Forums**, **Tests / Quizzes**, **Student Tools**, and **External Links**. Below these are **Help Desk**, **UC Denver**, and **Libraries**. A **Tools** section contains **Communication**, **Course Tools**, **Course Map**, **Control Panel** (highlighted with a red box), and **Quick Unenroll**. The main content area shows the breadcrumb [BLOGS, WIKI'S, PODCASTS \(PATRICK6000\)](#) > **ANNOUNCEMENTS**. Below this is an **Announcements** header with a calendar icon. There are four tabs: **VIEW TODAY**, **VIEW LAST 7 DAYS**, **VIEW LAST 30 DAYS**, and **VIEW ALL**. The date range **June 18, 2009 - June 25, 2009** is displayed. The message **No announcements found.** is shown. At the bottom right, there is a copyright notice: *Blackboard Academic Suite™* © 1997-2009 Blackboard Inc. All Rights Reserved. U.S. Patent No. 6,988,138. Add Accessibility information can be found at <http://access.blackboard>

2. Click on "Staff Information"

The screenshot shows the Blackboard course interface. The breadcrumb is [BLOGS, WIKI'S, PODCASTS \(PATRICK6000\)](#) > **CONTROL PANEL**. Below this is a header for **PATRICK6000: Blogs, Wiki's, Podcasts - Patrick Lowenthal (Instructor)**. The interface is divided into several sections:

- Content Areas**: [Syllabus \ Schedule](#), [Documents](#), [Lectures](#), [Assignments](#), [Tests / Quizzes](#), [External Links](#)
- Course Tools**: [Announcements](#), [Course Calendar](#), [Staff Information](#) (highlighted with a red box), [Tests](#), [Send Email](#), [Discussion Board](#), [Collaboration](#), [Digital Dashboard](#), [Course Health Check](#), [Advanced Group Management](#), [Blackboard Scholar®](#), [Configure Blog Tool](#), [Recycle Blogs](#), [Manage Podcast](#), [Configure Wiki Tool](#), [Access Wikis](#)
- User Management**: [List / Modify Users](#), [Create User](#), [Batch Create Users](#), [Remove Users from Course](#), [Manage Groups](#)
- Assessment**: [Test Manager](#), [Survey Manager](#), [Pool Manager](#), [Course Statistics](#), [Grade Center](#), [Performance Dashboard](#), [Early Warning System](#)
- Help**: [Support](#), [Manual](#), [Contact System Administrator](#), [Quick Tutorials](#)

3. Click on +Profile

[BLOGS, WIKI'S, PODCASTS \(PATRICK8000\)](#) > [CONTROL PANEL](#) > [INSTRUCTOR/CONTACT](#)



Staff Information

Add Folder Profile

Folder empty

4. Update the Profile Information

[BLOGS, WIKI'S, PODCASTS \(PATRICK8000\)](#) > [CONTROL PANEL](#) > [INSTRUCTOR/CONTACT](#) > [ADD: PROFILE](#)



Add: Profile

1 Profile Information

Title

First Name

Last Name

* Email

Work Phone

Office Location

Office Hours

5. Update the Optional information and click submit

Office Hours

Notes

2 Options

Make the Profile available Yes No

An image can be attached to the above information. For best results, the image size should be 150x150 pixels. A personal link can also be added.

Current Image

Attach Image

Personal Link

3 Submit

Click **Submit** to finish. Click **Cancel** to quit.

6. You should get confirmation that your profile has been added. Click OK

[BLOGS, WIKI'S, PODCASTS \(PATRICK8000\)](#) > [CONTROL PANEL](#) > [INSTRUCTOR/CONTACT](#) > RECEIPT: STAFF INFORMATION

Receipt: Staff Information

Profile added

Note: The uploaded file exceeds the recommended pixel dimensions. The image is 3648 pixels by 2736 pixels. It will be resized to fit, and some distortion may occur.

2009-08-25 05:01:12 PM

7. View your profile. If you added an image, make sure it looks okay

[BLOGS, WIKI'S, PODCASTS \(PATRICK8000\)](#) > [CONTROL PANEL](#) > [INSTRUCTOR/CONTACT](#)

Staff Information

Add

Patrick Lowenthal

Email patrick.lowenthal@ucdenver.edu

Work Phone 303-315-3687

Office Location 1250 14th Street, Room 720G
Campus Box 198, P.O. Box 173364
Denver, CO 80217

Office Hours Monday and Friday 1:00 pm - 2:00 pm

Personal Link <http://www.patricklowenthal.com>



8. Click "Modify" or "Remove" to modify or remove your profile

BLOGS, WIKI'S, PODCASTS (PATRICK8000) > CONTROL PANEL > INSTRUCTOR/CONTACT

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Modify Remove

9. If your image is distorted, find a new image or go to www.picnik.com to edit your original image

Picnik - edit photos the easy way, online in your browser - Windows Internet Explorer

http://www.picnik.com/

McAfee SiteAdvisor

Picnik - edit photos the easy way, online in your browser

picnik

Photo editing made fun

Picnik makes your photos fabulous with easy to use yet powerful editing tools. Tweak to your heart's content, then get creative with oodles of effects, fonts, shapes, and frames. It's fast, easy, and fun.

Get started now!

Free! No registration required.

A job aid on how to use picnik is available online - <http://tinyurl.com/nhqrmj>