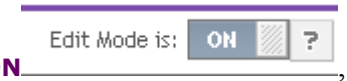
CUNY
Blackboard 9.1

Providing Contact Information to Your Students

The **Staff Information** area of 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 link on the navigation menu labeled with your name.

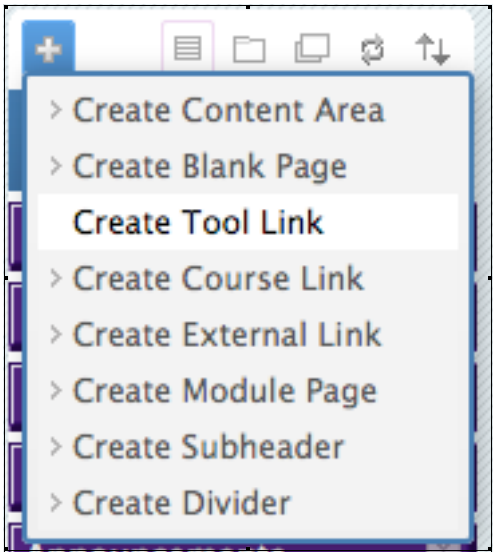
In Blackboard 9.1, there is not the same Staff Information feature listed under Course Tools as there was in previous versions. You must create contact information by using the new Course Tool called "Contacts."

To add your contact information to the navigation menu:

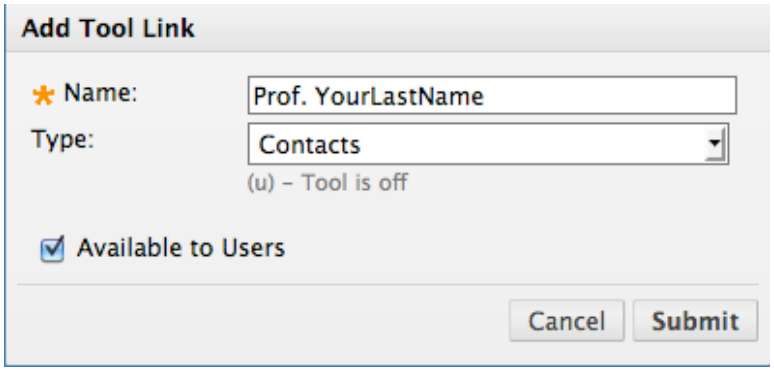
1. Ensure that edit mode is **ON** 

, located on the upper right-hand side of your screen.

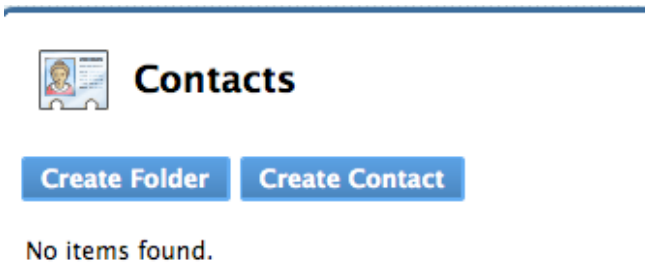
2. Click on the at the top left of the navigation menu and choose **Create Tool Link.**



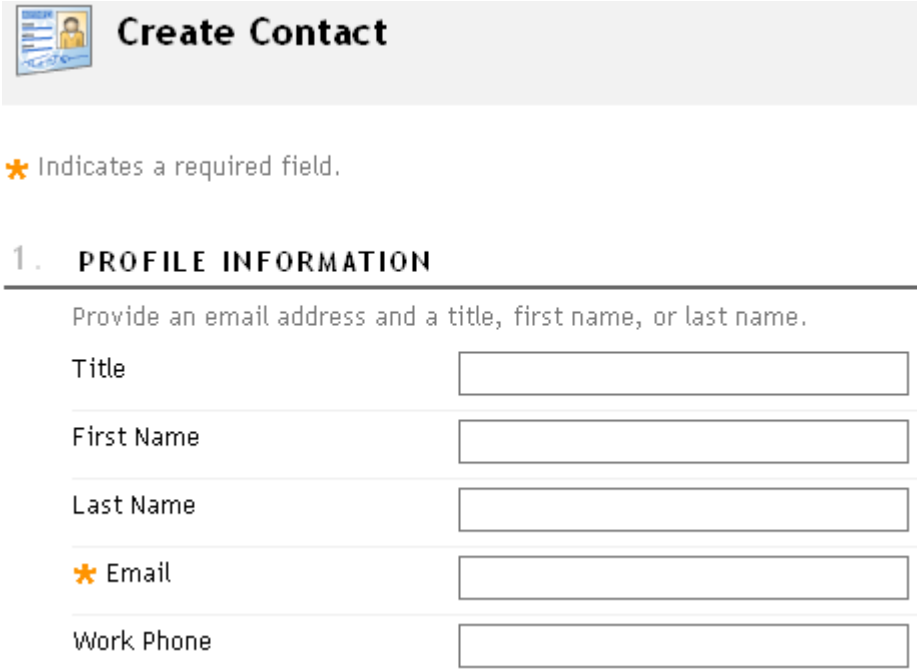
3. Put your name in the text box, choose **Contacts** from the drop-down box and check the box to make the menu item Available to Users (students). The item is then added to your navigation menu.



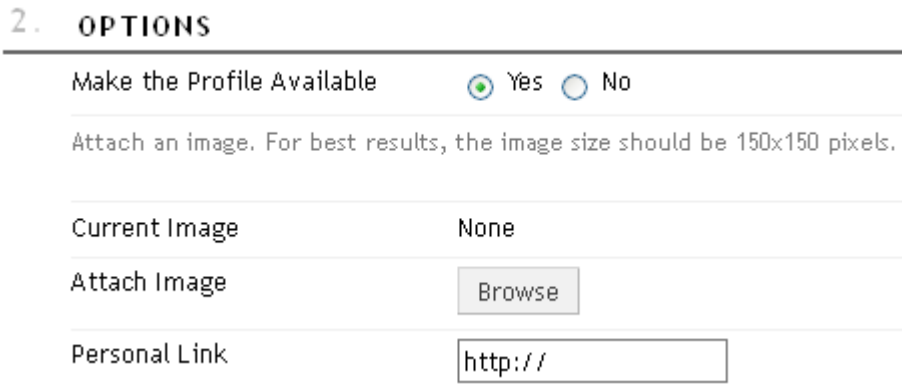
4. Click on the button or menu link with your name and choose **Create Contact**.



5. Enter the information you would like to provide for your students, including title, first name, last name, and email address.



6. 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.



7. **Submit** the information.

8. If you need to create profiles for additional instructors, you may decide to create the button in the navigation menu with only a general name, e.g. "Contacts." You may then provide information for all instructors in the course by repeating by steps 4 – 7 above.

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