

Flexible Learning - Blackboard

Adding Instructor Information

This help document will cover how to add Instructor information to your course so students can quickly find who their instructor is and how to contact them.

While in the course you wish to add instructor information to, follow the directions below:

- Click on the **My Instructor** menu item
- Click on **Create Contact**
- Enter your information in the text entry areas provided (notice that **Email** is the only required field)

1. Profile Information

Provide an email address and a title, first name, or last name.

Title	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
✉ Email	<input type="text"/>
Work Phone	<input type="text"/>



▼ Spring 2014 Template 

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Instructor Resources 

- To add an image of yourself, click on **Browse** in the **Attach Image** area and select the image you want associated with your contact information
- Click **Submit**

Students will now be able to easily access your contact information when they have questions or concerns about the course.