

# Blackboard: staff information

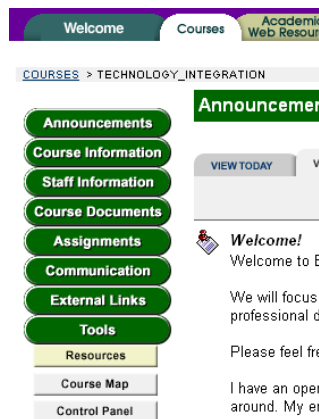
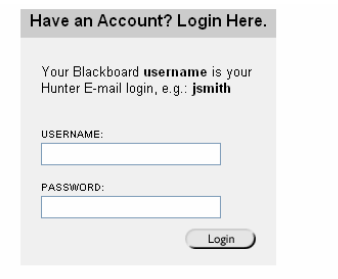


## Introduction


This HOWTO explains how to change and edit your staff information. This includes phone number, office hours, etc...

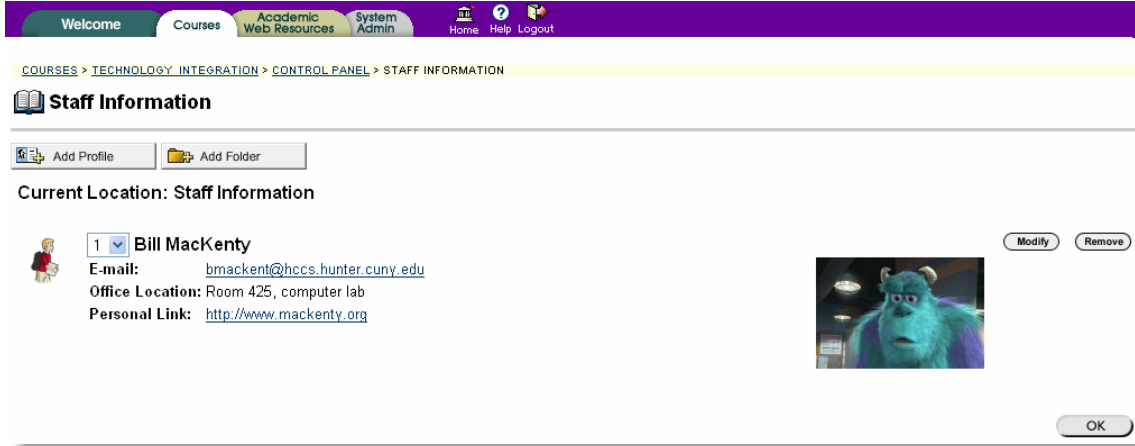
## HOWTO

- 1) Login in
- 2) Click on control panel
- 3) Click on staff information



4) To **add** a profile (you can have multiple profiles for one class)

4.1) Click the Add Profile button: 



4.2) fill in as much of the form as you want:

### 1 Profile Information

**Title:**

**First name:**

**Last name:**

**E-mail:**

**Work phone:**

**Office location:**

**Office hours:**

**Notes:**

4.3) If you would like to upload a picture, or enter a personal link (for example, to your blog) please do so here:

**2 Options**

Do you want to make the profile visible:  Yes  No

A picture may be attached to the above information. For best results, the picture size

Current Image: None

Profile image:

Personal link:

4.4) Don't forget to click submit!

5) To **modify** a profile:

5.1) click on   modify

Welcome Courses Academic Web Resources System Admin Home Help Logout

COURSES > TECHNOLOGY INTEGRATION > CONTROL PANEL > STAFF INFORMATION > MODIFY P

**Modify Profile**

**1 Profile Information**

Title:

First name:

Last name:

E-mail:

Work phone:

Office location:

Office hours:

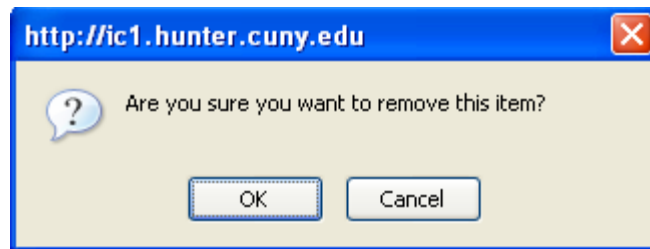
5.2) Change whatever you'd like to change.

5.3) Don't forget to click submit!

6) To **remove** a profile

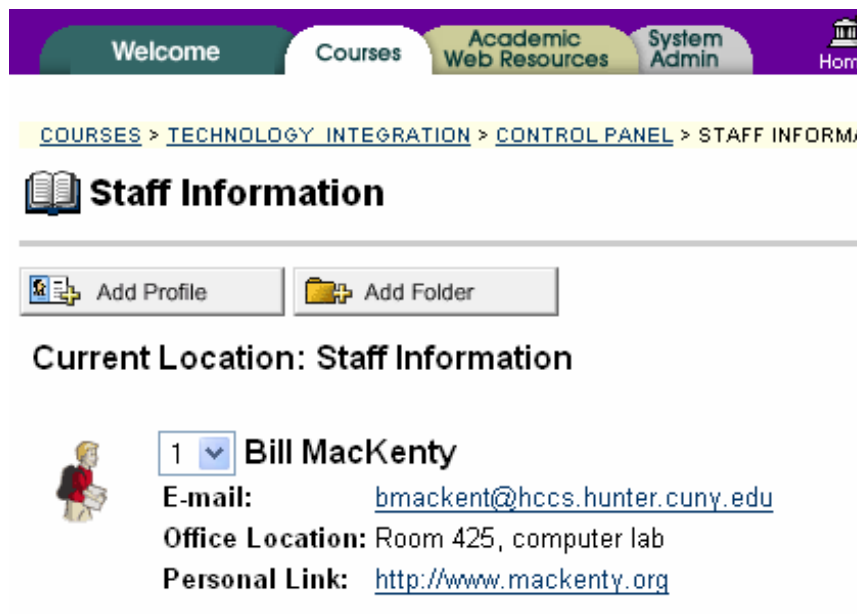
6.1) Click   Remove next your profile.

6.2) Verify you want to remove it, and you are done!



7) To **add** a folder

7.1) Click the Add Folder button: 



7.2) Choose a folder name which makes sense

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COURSES > TECHNOLOGY INTEGRATION > CONTROL PANEL > STAFF INFORMATION > ADD FOLDER

### Add Folder

#### 1 Folder Information

**Name:**    
or specify your own name:

**Choose Color of Name:**

**Text:**

Plain Text  HTML

7.3) Click on the appropriate visibility choice, and click submit!

#### 2 Options

Do you want to make the folder visible:  Yes  No

#### 3 Submit

Click **"Submit"** to finish. Click **"Cancel"** to abort this process.

*If you remove a folder, you will remove any and all profiles inside of it. Best to just set your folders as "not visible" rather than remove them...*

8) Changing the **order** of instructors.



1 ▾ **Bill MacKenty**  
**E-mail:** [bmackent@hccs.hunter.cuny.edu](mailto:bmackent@hccs.hunter.cuny.edu)  
**Office Location:** Room 425, computer lab  
**Personal Link:** <http://www.mackenty.org>

8.1) If you have more than one instructor in a class, you can simply click the drop-down box to change the order in which they appear.

