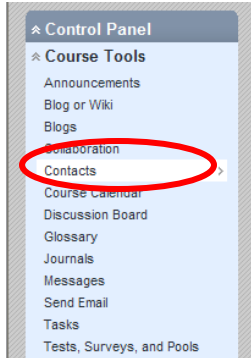


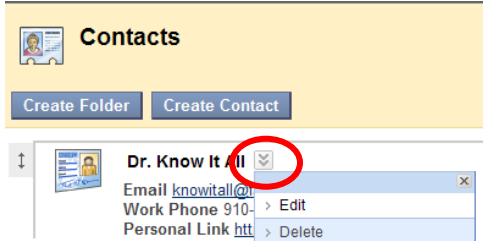
Modify Faculty Information

In this instance we will modify faculty information in a blackboard course site.

Step 1: In the Control Panel, select **Contacts** from the Course Tools.



Step 2: Click the double down arrow beside the Faculty name to edit.



Step 3: Complete Area 1.

* Indicates a required field.

Cancel Submit

1. Profile Information Customize Name Information

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

Title

First Name

Last Name

* Email Add Office Location

Work Phone

Office Location

Modify Faculty Information

Office Hours

Tues: 1-2
Wed: 10-12
Thurs: 2-3
Eastern Time Zone

Add Office Hours

Be sure to include time zone (Online Standards)

Notes

This course is completley online. If you need help with this course please keep an eye out for online chat help sessions, notify me through email or stop by my office during office hours.

Add any additional notes for students. See example.

Step 4: Complete Area 2.

2. Options

Select to make profile available

Make the Profile Available Yes No

Attach an image. For best results, the image size should be 150x150 pixels.

Current Image None

Attach Image aaa.jpg Remove

Click Browse button to add your image

Personal Link

Step 5: Complete Area 3.

Click Submit.

3. Submit

Click Submit to finish. Click Cancel to quit.

Cancel Submit

End Product:

Contacts

Create Folder Create Contact

↑ Mrs. Jane Doe

Email doej@faytechcc.edu
Work Phone 910-678-0000
Office Location ATC 555B
Office Hours Mon: 9-10 Tues: 1-2 Wed: 10-12 Thurs: 2-3 Eastern Time Zone
Personal Link <http://>

Notes
This course is completley online. If you need help with this course please keep an eye out for online chat help sessions, notify me through email or stop by my office during office hours. Email communication will receive the quickest response.

