



## Staff Information on BB 9.1

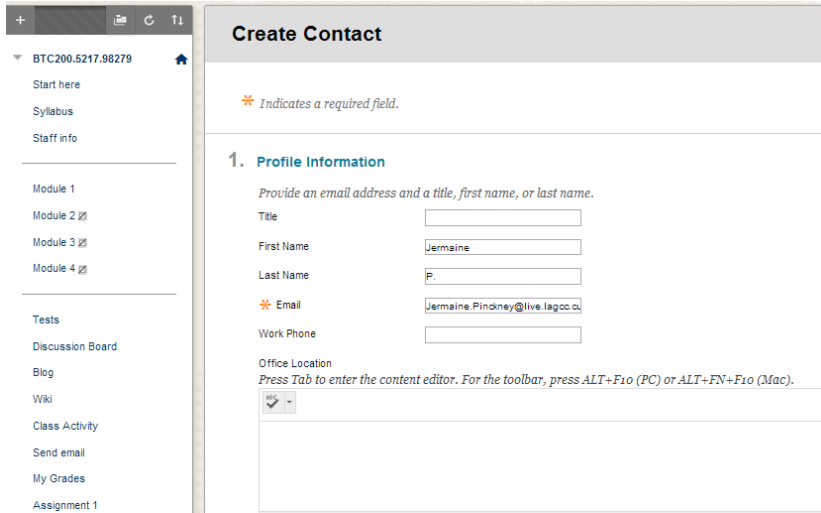
**Step 1.** Once you have accessed your course click **Staff Info**

A screenshot of a Blackboard course page for 'BTC200 INTRO TO INFORMATION'. The left-hand navigation menu is visible, with 'Staff info' highlighted by a red box and a red arrow pointing to it. The main content area shows a 'Welcome to BTC200' message from Jetmir Troshani, including a list of mandatory tasks for students and a warning not to purchase a book for the class.

**Step 2.** Click on **Create Contact**

A screenshot of the 'Contacts' page in Blackboard. The 'Create Contact' button is highlighted with a red box and a red arrow pointing to it. Below the button, the contact information for 'Instructor Jetmir Troshani' is displayed, including email, office location, office hours, and a Twitter account.

### Step 3. Fill out the necessary fields.



**Create Contact**

\* Indicates a required field.

#### 1. Profile Information

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

Title

First Name

Last Name

\* Email

Work Phone

Office Location  
Press Tab to enter the content editor. For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

### Step 4. Click Submit

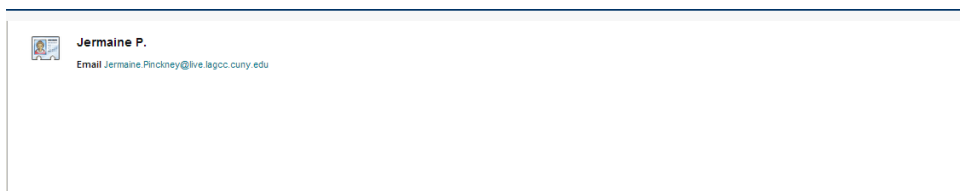


**3. Submit**

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

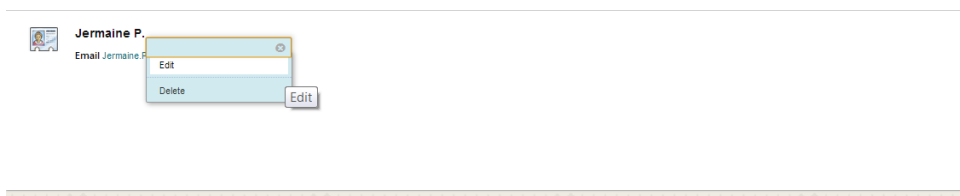
**Submit**

### Step 5. Your profile will look as shown below



**Jermaine P.**  
Email Jermaine.Pinkney@live.lagcc.cuny.edu

**Step 6.** To **edit** or **delete** select the double arrow.



To view the Video Tutorial for this handout access the link below.

<http://youtube.com/LAGCCISMD>