

## Entering Faculty Information

The **Staff Information** area gives you a place to post faculty contact information, office hours, and a brief bio. All these help to connect you and your students, building a sense of a “classroom community,” even at a distance. (This button shows up by default on the course menu as **Faculty**.)

1. Click the **Control Panel** button.
2. In the Course Tools menu (middle left), click **Staff Information**.



3. Click **Profile**.



4. Complete the form. If you wish to add a photo, use a JPEG with resolution between 72 and 100 pixels per inch. (Blackboard suggests using a file no larger than 150 x 150 pixels.)
5. Click **Submit** and **OK** when prompted.

1 Profile Information	
Title:	<input type="text"/>
First name:	<input type="text" value="Carla"/>
Last name:	<input type="text" value="Blackboard"/>
E-mail:	<input type="text" value="carla.blackboard@maine.edu"/>
Work phone:	<input type="text" value="123-4567"/>
Office location:	<input type="text" value="45 Blackboard Hall"/>
Office hours:	<input type="text" value="Mondays 1:00-3:00&lt;br/&gt;Thursdays 11:00-1:00"/>