1. **Contacts** allows an instructor to create contacts and contact folders for the course. For example, an instructor could create a contact for themselves and any teaching assistants. The first contact an instructor creates should be their own. To create a contact, from the Course Management Menu, under "Course Tools," select "Contacts." Click "Create Contact" from the top of the contact page.
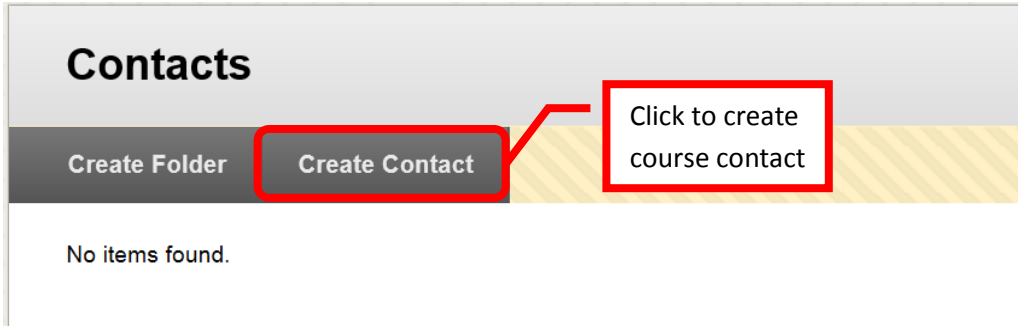
2. Complete the profile information, including title, first name, last name, Email address, work phone number, office location, office hours (include "online" office hours), and any notes.

3. Next, make sure to make the profile available to student, by selecting the check box next to "Yes" under Options. It is strongly recommended that instructors add a picture of themselves. ***Studies have shown that student's relate best and have better outcomes when there is a more personal connection with the instructor.*** To add a picture, click the "**Browse**" button next to "**Attach Image**." Select the image from the computer to upload, then click "Open." Click "Submit" to create the contact.

NOTE: For best results, the image size should be 150x150 pixels. Pictures may need to be cropped before uploading.

Don't have a picture? Contact Joe Pacino at Pacino_Joe@sac.edu to schedule a picture. Joe will be able to take a digital picture and assist in editing it to the correct size. Joe will provide a file ready to be uploaded into Blackboard.
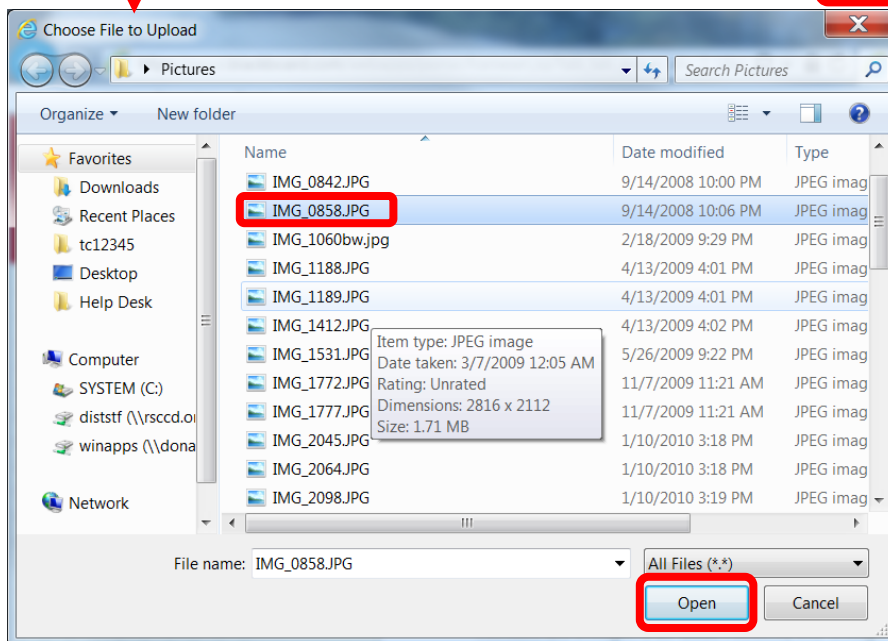
4. A green confirmation will appear when the contact has been created. A red alert will appear if the uploaded picture exceeds the recommended file size. In this case, the photo can be edited and resubmitted. 150 x 150 pixels is the size recommended by Blackboard for images.
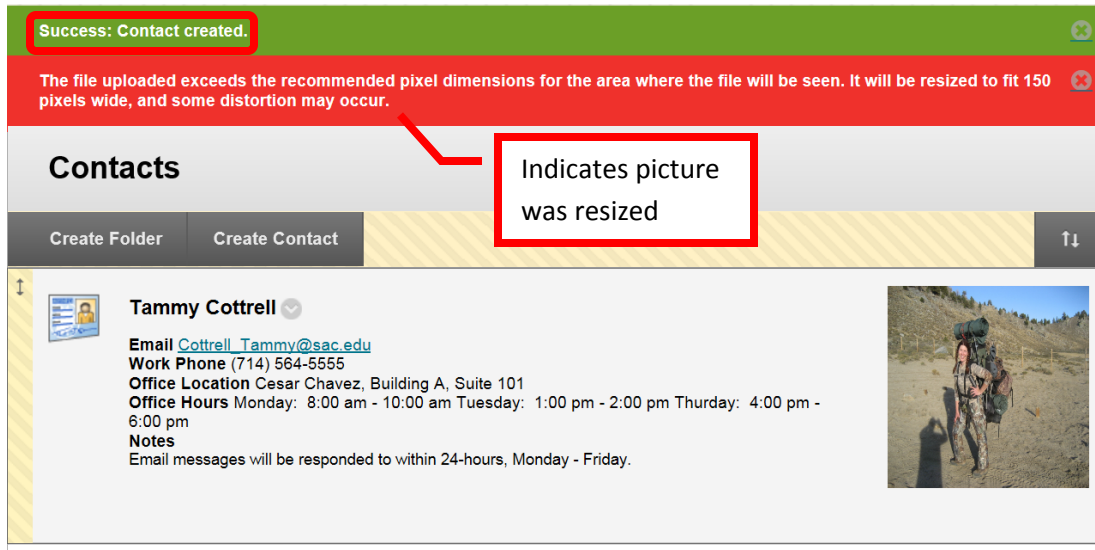

5. Once a contact has been created, a direct link can be added on the course menu. Click the "+" icon at the top left of the course menu. Select "Course Link" from the menu.
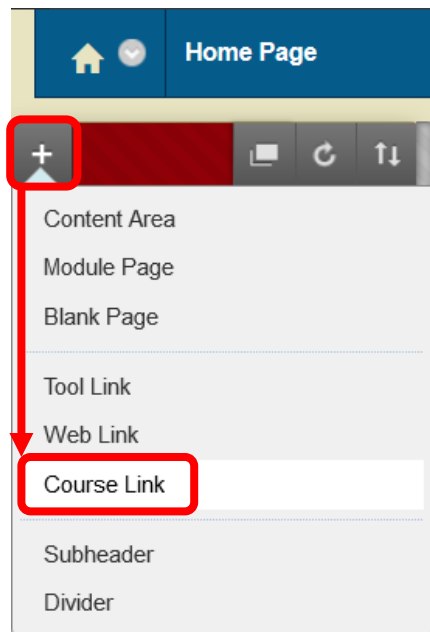

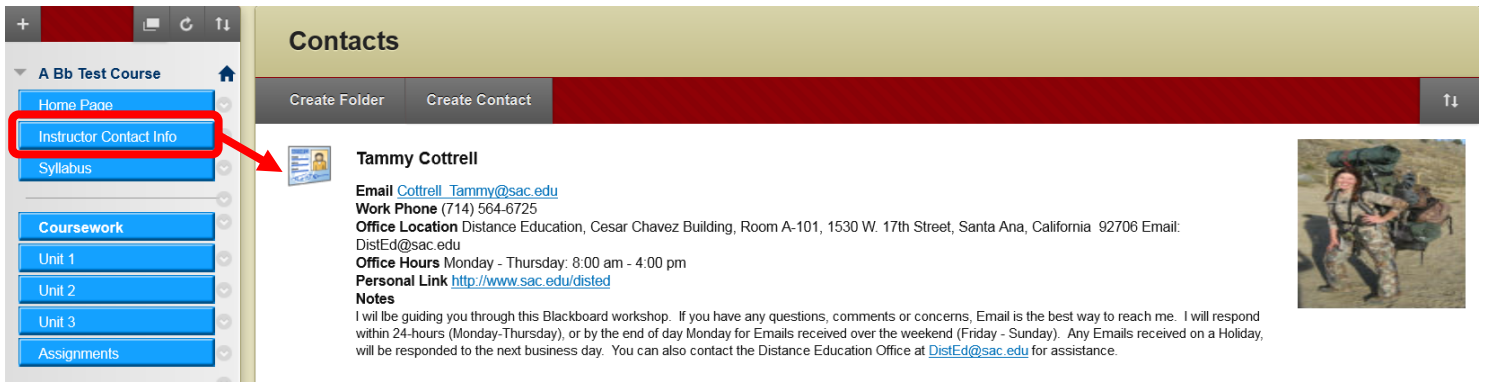6. Click the "Browse" button under the "Location" field.

7. Scroll down to the "Tools" section, and if needed, click the "+" to the far left to expand the section. Find the "Contacts" tool, and if needed click the "+" to the far left to expand the tool. Click the previously created contact to select it.
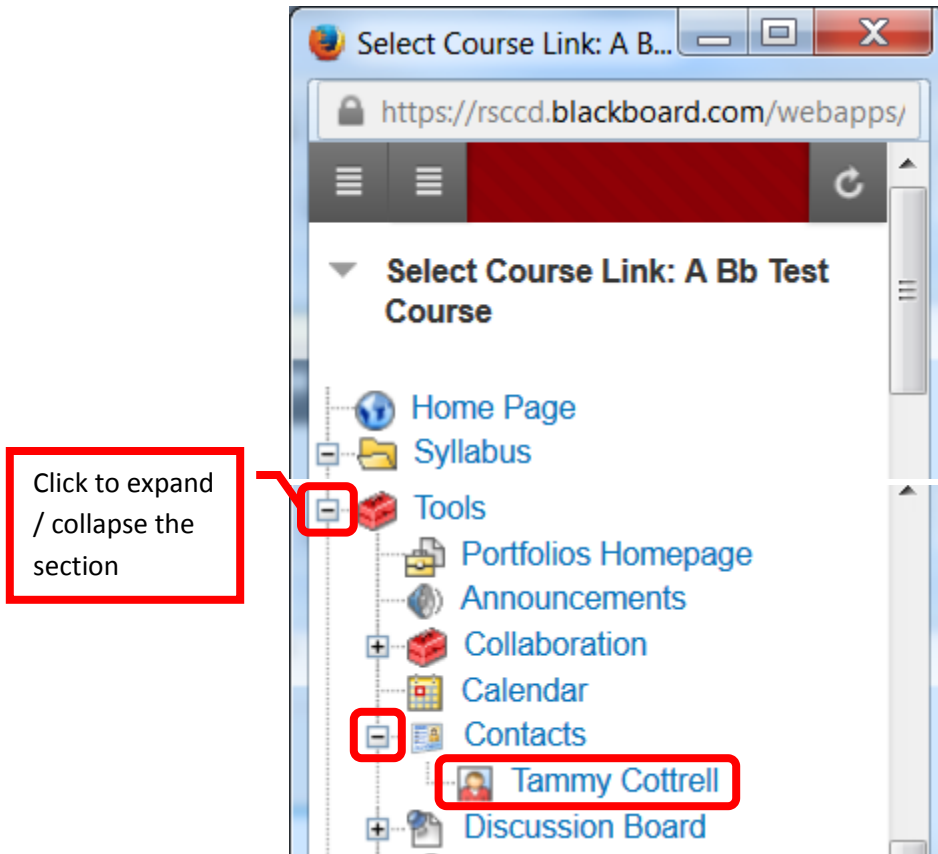
8. The path for the selected contact will appear in the "Location" field. The name will appear in the "Name" field. This can be changed by clicking on the name to highlight it, then retyping the link name (e.g. Instructor Contact Info). Click the check box next to "Available to Users" to select it and make the link available to students. Click the "Submit" button, located at the bottom right, to complete the course link creation.
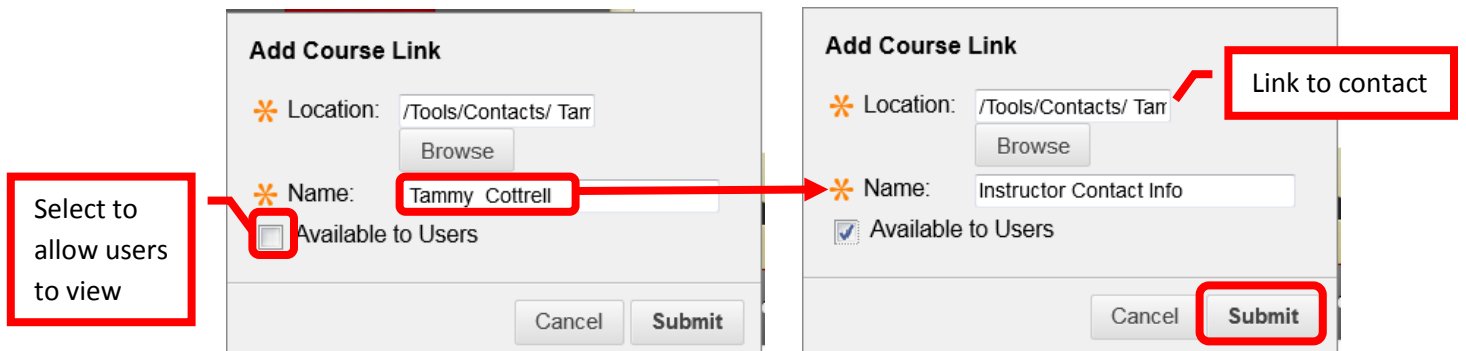
9. The link will appear at the bottom of the course menu, and may need to be moved. To move, hover over the link and click on the up/down arrow to the left side. Drag and drop the menu item in the desired location.

Contacts

Create Folder | Create Contact

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Notes
I wil lbe guiding you through this Blackboard workshop. If you have any questions, comments or concerns, Email is the best way to reach me. I will respond within 24-hours (Monday-Thursday), or by the end of day Monday for Emails received over the weekend (Friday - Sunday). Any Emails received on a Holiday, will be responded to the next business day. You can also contact the Distance Education Office at DistEd@sac.edu for assistance.