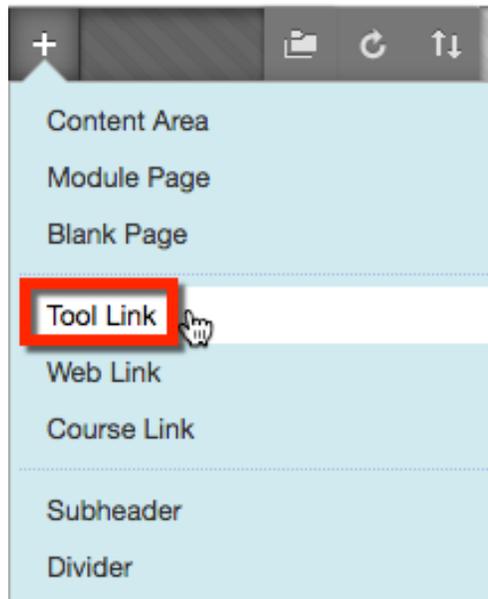


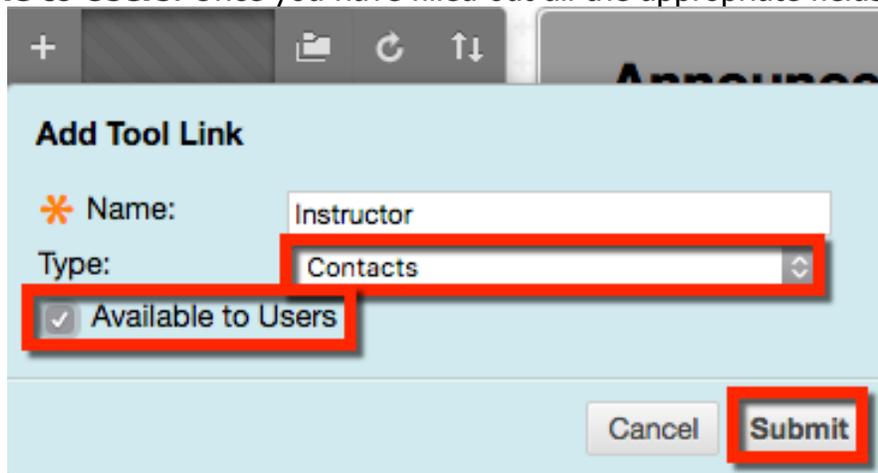
Create Contact Information

Note: If you have a Contacts/Instructor tab in the left menu, please skip this step.

Log into the course you would like to create an announcement for and find the "+" symbol at the top of the left hand menu. Click **Tool Link**.



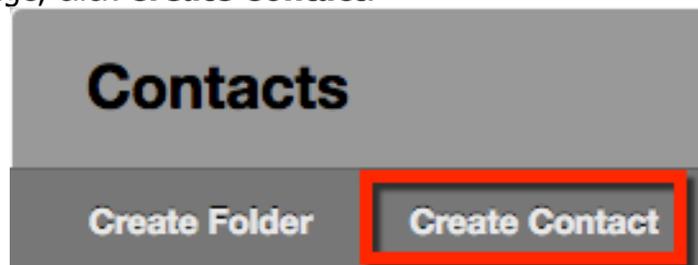
Type an appropriate title of the tool link, make sure Contacts is selected from the dropdown menu, and check **Available to Users**. Once you have filled out all the appropriate fields, click **Submit**.

A screenshot of a form titled 'Add Tool Link'. The form has a light blue background. It contains the following fields: 'Name:' with the text 'Instructor' entered; 'Type:' with a dropdown menu showing 'Contacts' selected; and a checkbox labeled 'Available to Users' which is checked. At the bottom right of the form are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red rectangular box.

The new tool link is created. Click on this link to take you to the Contacts home page.



On the Contacts home page, click **Create Contact**.



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Email: blackboard@govst.edu Phone: (708) 534-4115

Fill out the appropriate fields and provide as much information as you would like to give. Once all is complete, click **Submit**.

* Indicates a required field.

Cancel

Submit

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

Digital Learning Section D1445

Character count: 30

Office Hours

Monday: 10-3 Tuesday: 12-5 Thursday: 12-5 Friday: 12-5

You have successfully created your contact information.

Contacts

Create Folder

Create Contact



Email [blurred]
Work Phone [blurred]
Office Location G482
Office Hours Monday through Friday 9:00 A.M. to 5:00 P.M.

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