Adding Staff Information

1. Log in to Blackboard
2. Select a course
3. Select Control Panel
4. Select **Staff Information**
5. Select **Add Profile**
6. Enter contact information
7. Upload a picture from your computer.
   *Note: Image should be 150 x 150 dpi. If you need help formatting a picture to 150 x 150, contact the Instructional Technology Department.*
8. Enter a web address if applicable.
9. Select **Submit**
10. The profile is added, as shown below.