Staff Information - Add, Modify, Delete

Adding Staff Information

Staff Information is a useful area to let students know how, and when, they can contact you. You can also include a photo of yourself to personalise your Blackboard site.

1. Open your Blackboard course.
2. Select Control Panel from the left menu.
3. Select Staff Information under the Course Tools block on the Control Panel screen.
4. Click on the Profile button in the Add toolbar at the top of the screen.

5. Under Profile Information type your:
   - Title
   - First Name
   - Last Name
   - Email
   - Work Phone
   - Office Location usually as Building, Level, Room Number and Campus. E.g. 88.9.21 City
   - Office Hours
   - Notes which may include more specific details about your consulting times, or other details.

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Profile Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Ms</td>
</tr>
<tr>
<td>First Name</td>
<td>Jane</td>
</tr>
<tr>
<td>Last Name</td>
<td>Doe</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:jane.doe@rmit.edu.au">jane.doe@rmit.edu.au</a></td>
</tr>
<tr>
<td>Work Phone</td>
<td>9925 1234</td>
</tr>
<tr>
<td>Office Location</td>
<td>8.10.10 City</td>
</tr>
<tr>
<td>Office Hours</td>
<td>Monday - Friday 9am - 5pm</td>
</tr>
</tbody>
</table>

Notes

Please note: I am available for student consultations on Tuesday and Thursday between 10am - 2pm in my office. Make a booking via email.
6 Under ② Options select:
- **Make Profile Available** as Yes
- **Attach Image** if you have a photo of yourself by browsing to where it is stored.
- **Personal Link** to include your RMIT staff information page by copying and pasting the link address from your browser.

<table>
<thead>
<tr>
<th>Options</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Make the Profile available</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Current Image</td>
<td>None</td>
</tr>
<tr>
<td>Attach Image</td>
<td>C:\Documents and Settings</td>
</tr>
<tr>
<td>Personal Link</td>
<td><a href="http://www.rmit.edu.au/staff/jane_doe">http://www.rmit.edu.au/staff/jane_doe</a></td>
</tr>
</tbody>
</table>

7 Under ③ Submit click the **Submit** button and at the Content Receipt screen click **OK**.

8 **Check** the Staff Information is displayed correctly by selecting the **navigation path** at the top of the screen, or from the **left menu**, choose **Staff Information**.

![Staff Information](image)

Note: You can also access the Staff Information editing area by clicking on Staff Information in the left-hand menu and then clicking on the **EDIT VIEW** button at the top right corner of the Staff Information page.

### Modifying Staff Information

1 Open your Blackboard course.

2 Select **Control Panel** from the left menu.

3 Select **Staff Information** under the Course Tools block.

4 Click the **Modify** button on the right side of the Staff member profile you wish to alter.

5 Make the required changes under:
  - **Profile Information**
  - **Options**, then under
  - **Submit** click the **Submit** button and at the Content Receipt screen click **OK**.

6 **Check** the Staff Information changes are displayed correctly by selecting the **navigation path** at the top of the screen, or from the **left menu**, choose **Staff Information**.

Note: You can also access the Staff Information editing area by clicking on Staff Information on the left menu, then clicking on the **EDIT VIEW** link on the top right corner of the Staff Information page.
Deleting Staff Information

1. Open your Blackboard course.
2. Select Control Panel from the left menu.
3. Select Staff Information under the Course Tools block.
4. Click the Remove button on the right side of Staff member profile you wish to delete.
5. Select OK from the message box confirming the deletion.
6. Check the Staff Profile has been deleted by selecting the navigation path at the top of the screen, or from the left menu.

Further information

- Blackboard Online Instructor Manual – Search “Staff Information” or “Add or Modify Profile”
- Blackboard staff how to guide – Staff First Steps, Using the Online Instructor Manual
- Blackboard (Minimum Online Presence) training http://www.rmit.edu.au/browse;ID=6sgd2h0t970p