Add Your Contact Information

“Contacts” is a place where you add profile information about yourself. Add such information as office hours, phone numbers, a photo of yourself, etc.

1. On the course menu, click the Tools link. On the Tools page, select Contacts

-OR-

On the Control Panel, click on the arrow to expand the Course Tools section and select Contacts.

2. Click on Create Contact

3. Type in information such as your title, name, email, location, office hours.
4. Select Yes to make the contact available to students.

5. To add an image click Browse next to Attach Image. Find and Select your jpeg image on your computer and click open.

6. (Optional) Add a personal link if needed by copying and pasting the url into the Personal Link box.

7. Click Submit