

# Setting Up Faculty Profiles in Blackboard Learn

(Formerly Known as “Staff Information”)

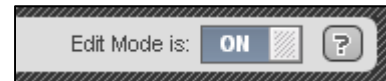
The Staff/Faculty Information area allows you to “introduce” yourself to the class, as well as provide some background information about you. In previous versions of Blackboard this was accomplished through the use of staff information tool.

The staff Information tool no longer exists, but you can utilize other tools to create a Faculty Profile area in a course. What tool you use will vary depending on how many instructor/lecturer/GA profiles are needed. Each of the strategies will be listed along with direction on how they can be set up for student access.

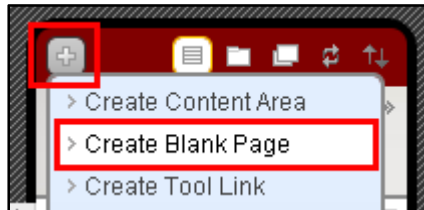
- I. **Blank Page:** The **Blank Page** menu item can be used to create a space that will accommodate a single profile. This method does allow for more flexibility in what content you create for yourself than the previous staff information tool.

## Creating a Faculty Profile as a Blank Page

1. Ensure **Edit Mode** is **ON**. The edit mode toggle is in the action bar, located in the upper right corner of the course area.



2. Click the plus button in the upper left corner of the course menu and select the **Blank Page** menu item.



3. Name the new blank page “**Faculty Information**” or something similarly appropriate. I have opted to not make it available yet, I will do this once the page is complete. If your course is not yet available to students, you could make the Faculty Information page available now and save a step later. Click **Submit** when finished.



**Add Blank Page**

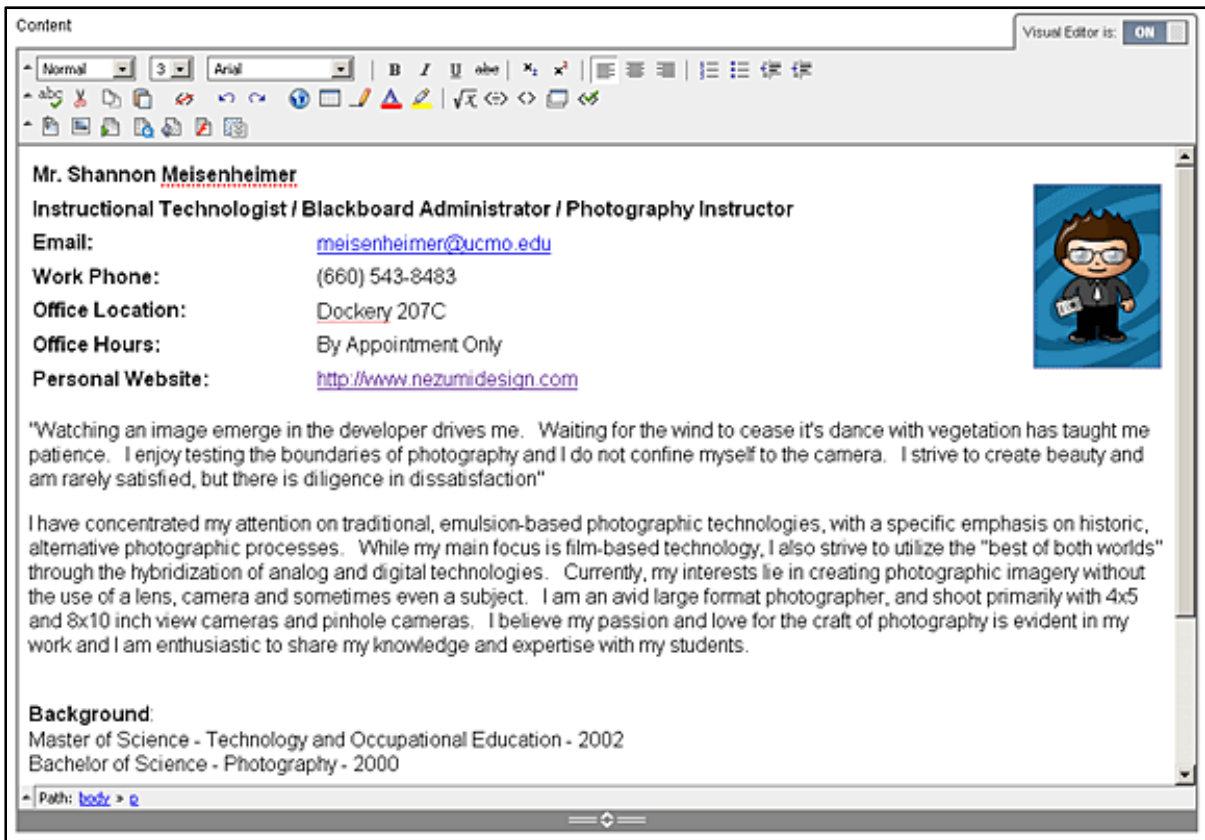
\* Name:  
Faculty Information

Available to Users

Cancel Submit

4. Upon submission, the new page will open and be available for you to edit. You can shape your profile as you see fit. You are not restricted to the “canned” pieces of information required by the

previous staff information tool. I did, however, use the textbox tools to create a profile very similar to the old staff information area.



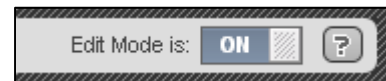
5. Configure other options and click **Submit** when finished.

6. A sample of this method can be seen in the **Blackboard Faculty Resource** section by accessing the **"Faculty Information"** link under the Samples subheader.

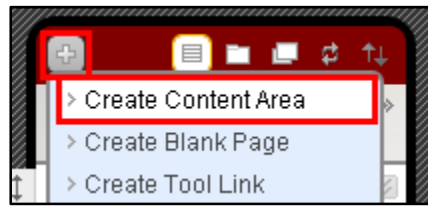
II. **Content Area:** A **Content Area** menu item can be used to create a space that will accommodate multiple profiles. This method does allow for more flexibility in what content you create for yourself than the previous staff information tool.

### Creating a Faculty Profile with as a Content Area

1. Ensure **Edit Mode** is **ON**. The edit mode toggle is in the action bar, located in the upper right corner of the course area.



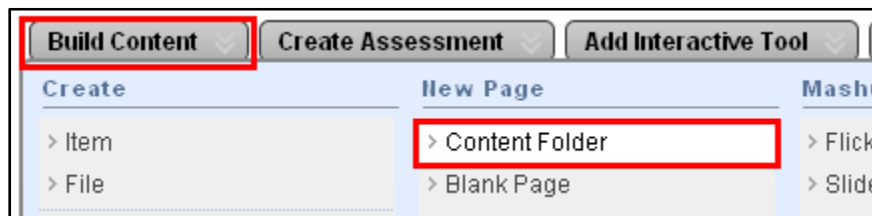
2. Click the plus button in the upper left corner of the course menu and select the **Content Area** menu item.



3. Name the new content area "**Faculty Information**" or something similarly appropriate. I have opted to not make it available yet, I will do this once the profiles are complete. If your course is not yet available to students, you could make the Faculty Information area available now and save a step later. Click **Submit** when finished.

A screenshot of a dialog box titled 'Add Content Area'. It has a light blue background. There is a field labeled 'Name:' with a red asterisk icon to its left. The text 'Faculty Information' is entered in this field and is highlighted with a red box. Below the name field is a checkbox labeled 'Available to Users' which is currently unchecked. At the bottom right of the dialog are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red box.

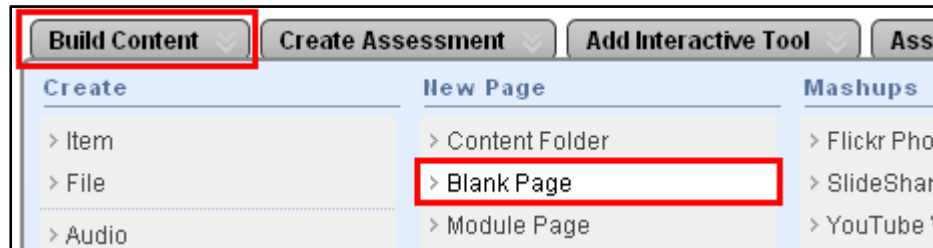
4. Upon submission, the new content area will be the last item in the menu. You will need to click the new menu item to add content to it.
5. Once inside the new, empty content area, you will need to make a decision on how the profiles are to be displayed. You can create folders here if you will be separating GA or Guest Lecturer profiles from those of the instructor(s).
6. To create folders use the **Content Folder** content type from the **Build Content** menu button.



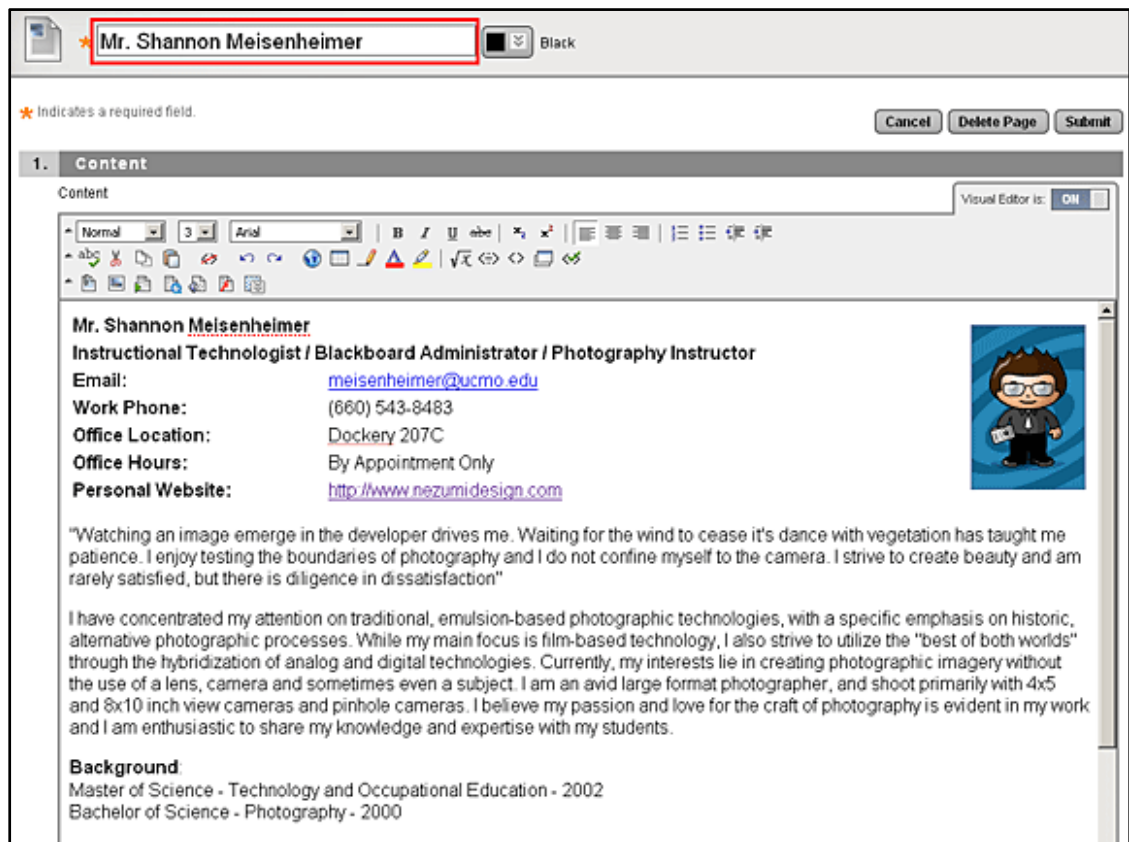
7. You can add the individual profiles 1 of 2 ways, depending on how you want them to be viewed. Use **Blank Pages** to present the students with a list of profiles, using faculty names as the list items, or use **Items** to display the actual profiles together as a list. I will demonstrate both...

a. **Blank Pages:**

1. Select **Blank Page** from the **Build Content** menu button.

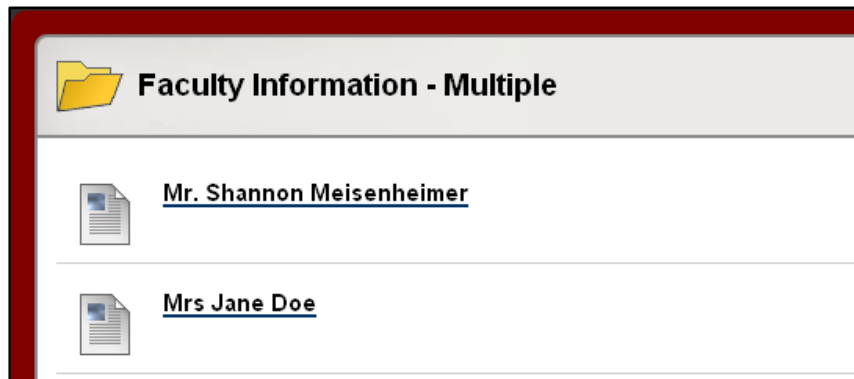


2. The new page will open and be available for you to edit. Provide a name and you can shape your profile as you see fit. You are not restricted to the “canned” pieces of information required by the previous staff information tool. I did, however, use the textbox tools to create a profile very similar to the old staff information area.



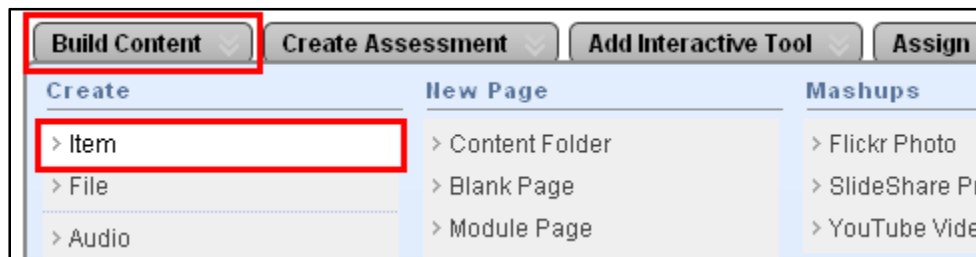
3. Configure other options and click **Submit** when finished.

4. Repeat steps a1- a3 for each profile needed.
5. When creating profiles as **Blank Pages**, the profile list would display as follows:

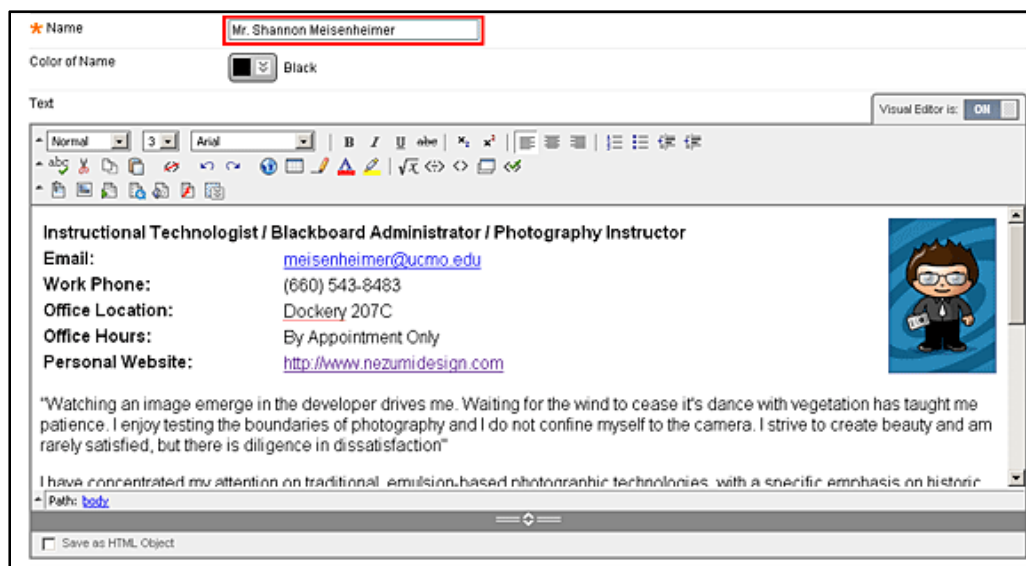


b. **Items:**

1. Select **Item** from the **Build Content** menu button.



2. The new item will open and be available for you to edit. Provide a name and you can shape your profile as you see fit. You are not restricted to the “canned” pieces of information required by the previous staff information tool. I did, however, use the textbox tools to create a profile very similar to the old staff information area.



3. Configure other options and click **Submit** when finished.
4. Repeat steps b1 - b3 for each profile needed.
5. When creating profiles as **Items**, the full profiles will be displayed on the screen together in a list.
6. A sample of this method can be seen in the **Blackboard Faculty Resource** section by accessing the “**Faculty Information – Multiple**” link under the Samples subheader.