



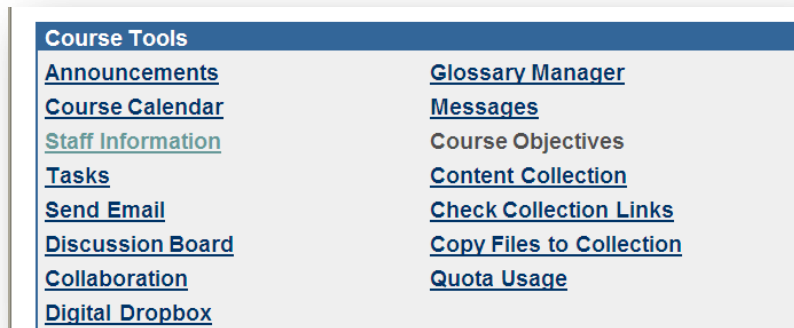
## Blackboard Basics- Faculty Profile

### Create a Faculty Profile

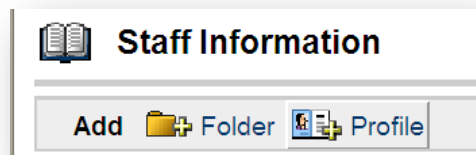
This is an area for posting information about instructors and teaching assistants. This information should be limited to professional experiences, writings, and degree attainment. Do not list any personal information such as home phone numbers, address, or personal information that might pose a security risk.

**Step 1:** Open the course Control Panel.

**Step 2:** Click the Staff Information link under the **Course Tools** area.



**Step 3:** Click the Add **Profile** button.



**Step 4:** Fill in the form with Title, Name, etc.

**Step 5:** Select Options – Attach Image or Personal Link (optional). Taking the time to attach a picture provides a means of connection for the students. Jpeg or pdf formats work best. The **Personal Link** area provides the opportunity to link to a webpage or other electronic media area.

**Note:** Faculty are reminded to refrain from providing any personal information not directly related to Lincoln Memorial University (i.e. avoid personal address or home phone numbers)





# LINCOLN MEMORIAL UNIVERSITY CENTER FOR TEACHING & LEARNING EXCELLENCE

## 2 Options

Make the Profile available

Yes  No

An image can be attached to the above information. For best results, the image size should be 150x150 pixels. A personal link can be added.

Current Image

None

Attach Image

Browse...

Personal Link

**Step 6: Click Submit.**

