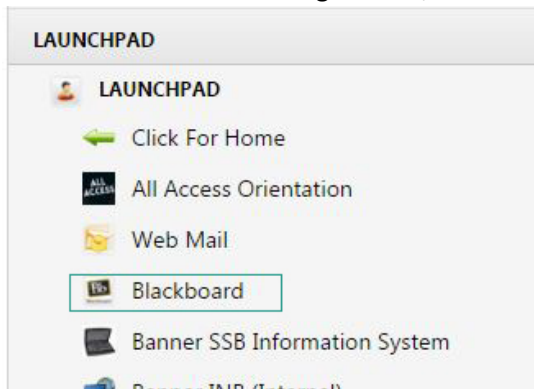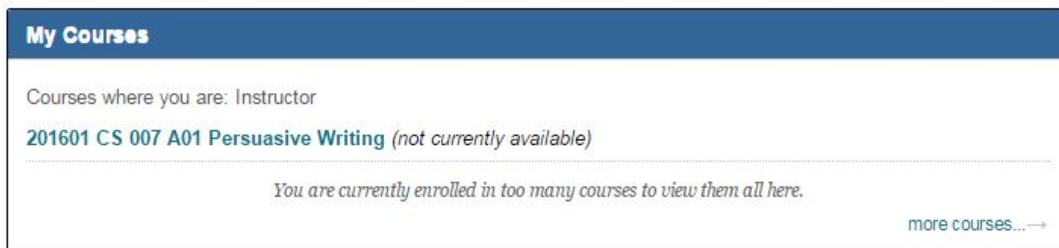# Adding Information to the My Instructor section

Follow these steps to add your information to the My Instructor link in your Blackboard course.

1. In the Confederation College Portal, access **Blackboard** from the **Launchpad** section.

   LAUNCHPAD

   - LAUNCHPAD
   - Click For Home
   - All Access Orientation
   - Web Mail
   - Blackboard
   - Banner SSB Information System
   - Banner INB (Internal)

2. Once Blackboard has opened, access the course in your course listing that you would like to share your contact information with.

   My Courses

   Courses where you are: Instructor

   201601 CS 007 A01 Persuasive Writing *(not currently available)*

   You are currently enrolled in too many courses to view them all here.

   more courses...→

3. Within your course, you will see the **My Instructor** link on the course main menu. Click this link.

   My Instructor

   My Grades
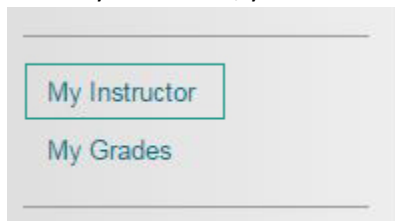
4. This will bring you to an empty page. This is the Blackboard Contacts tool. To add your information, click on the Create Contact button.
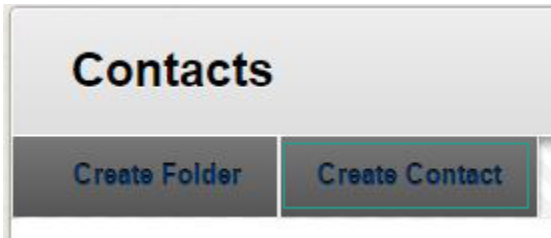
5. The following screen will ask for your contact information, including your Title, First Name, Last Name, email address, and any extra information you may want to provide. Note that only the Names and email address are necessary fields.

6. Once you have entered all of the desired information, ensure that you check the **Make the Profile Available** option reads 'Yes', and then click the **Submit** button.

7. You will be taken back to the **My Instructor** page, where your contact has been created.