Creating a Link to Instructor Contact Information with the Contacts Tool

Through the Contacts Tool, an instructor can establish an online presence and provide students with resources to communicate with and receive help from the instructor. The instructor can create a personalized contact profile to inform students about contact information, such as email addresses and phone numbers, office hours, and further instructions or notes. The instructor profile is published to the Contacts page, which students can view if the instructor creates an accessible Contacts Tool link in the course navigation.

1. To create a new Contacts Tool link, roll your mouse over the blue plus-button and select **CREATE TOOL LINK** from the pop-up menu.

2. In the Add Tool Link box, give the tool a logical name and select **CONTACTS** from the drop-down list.
3. Be sure to **CHECK** the **AVAILABLE TO USERS** checkbox to so students will be able to view this tool link and access the Contacts page. Click **SUBMIT** when done.

![Add Tool Link](image1)

4. The **CONTACTS TOOL LINK** will appear, labeled as how you named it, in your course navigation. Click this link to get to the Contacts page. Note that by default, no contact information is listed yet.

![Contacts](image2)

5. To add your contact information, click on **CREATE CONTACT**. This will take you to the Create Contact page.

![Create Contact](image3)
6. On the Create Contact page, fill in the fields located under section one, **PROFILE INFORMATION**. An email address is the only required contact info, but you can choose to also supply your title, name, phone number, office location and hours, and any additional notes regarding contacting you.

7. **SCROLL DOWN TO SECTION TWO** on the Create Contact page. This is where you set your contact **OPTIONS**. Be sure to **SELECT** the **YES** radio button to make this contact profile available for your students to view when they navigate to the Contacts page.

---**OPTIONAL**---

If you would like to include a personal touch by attaching a small image of yourself to this profile (150x150 pixels), click on the **BROWSE** button next to **ATTACH IMAGE** and navigate to your image file on your computer.

If you have a personal website you would like to link to this contact profile, copy and paste your URL link in the input box next to the words **PERSONAL LINK**.
When you are done creating your profile, **CLICK SUBMIT**

8. Your new contact profile will now appear on the Contacts page. To **EDIT** or **DELETE** a profile, click on the **DOUBLE-DOWN ARROWS** next to your name. A pop-up menu will appear, giving you options to edit or delete the profile.