Overview

This guide shows how to make contact information available within a myBU unit or community. This is useful so that students can see who their primary points of contact are for particular units / communities and how they can be contacted.

Creating a Contact

1. Within your unit / community, ensure Edit Mode is ON

2. Click on Contacts on the unit menu.  
   (If Contacts is not visible then mouse over the ‘plus’ sign in the top left hand corner of the unit menu, click Tool link. Now add the name Contacts and select Contacts from the Type drop down list, make it available to users and click Submit).

3. Click Create Contact.

Adding contact information

1. Add your profile information such as title, first name, last name and email (which is a required field) together with your work telephone number
2. Add your office location, campus and the hours you work together with any other contact information or notes you wish to share with your students
3. Make your profile available by selecting Yes so that students and other colleagues can see the information you have posted
4. You may also wish to add an image by clicking on browse, and a personal link to a webpage
   Try to keep any image uploaded to a minimum file size, e.g. 10k (150 x 150 pixels). A head-shot is normally sufficient.

5. Click Submit.

   If you would like to amend any of the details select the drop down menu which appears next to the contact name and click Edit.

Further support

- All myBU queries should be reported to the IT Service Desk. (01202 9) 65515.
- myBU resources and guides are available from within the myBU Staff Support community, contact learningtechnology@bournemouth.ac.uk for further information