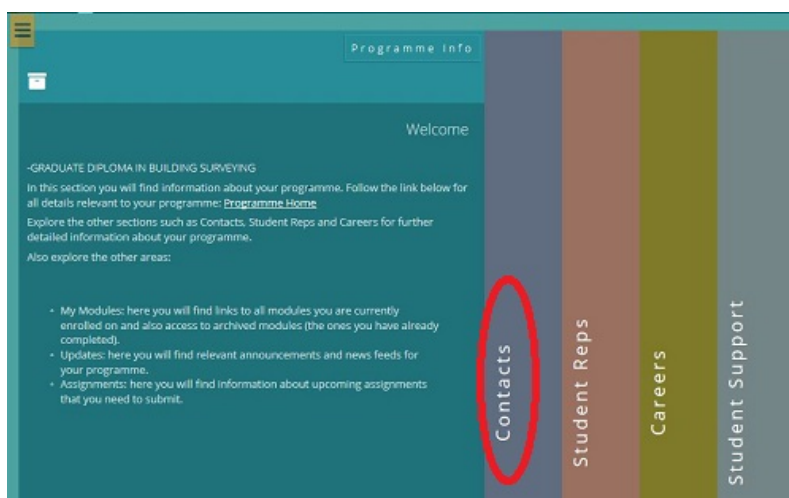


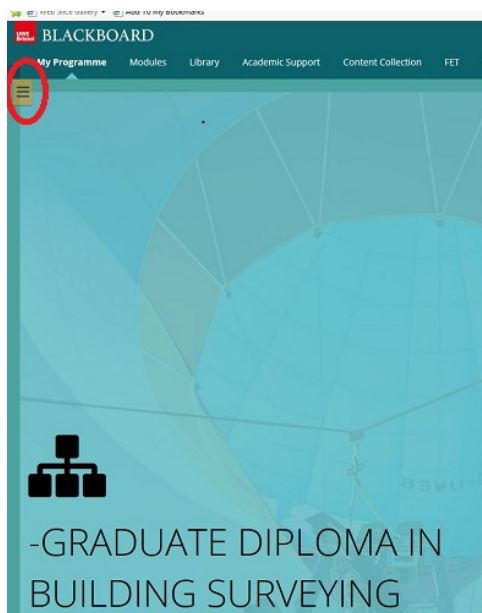
# Programmatic View – Adding Contacts

[For full guidance on the Programmatic Blackboard, please refer to the [New look for Blackboard webpage](#). On this page, there is a link to the [Blackboard Training system](#) where you will find a comprehensive guidance document and a webinar recording on how to customise your Programmatic Blackboard page.]

If you are the Programme Leader, and you notice that the Contacts 'book' (see screenshot below) on your Programmatic Blackboard landing page is empty, you will need to add yourself (and any other staff you want to include in the Contacts book) manually.



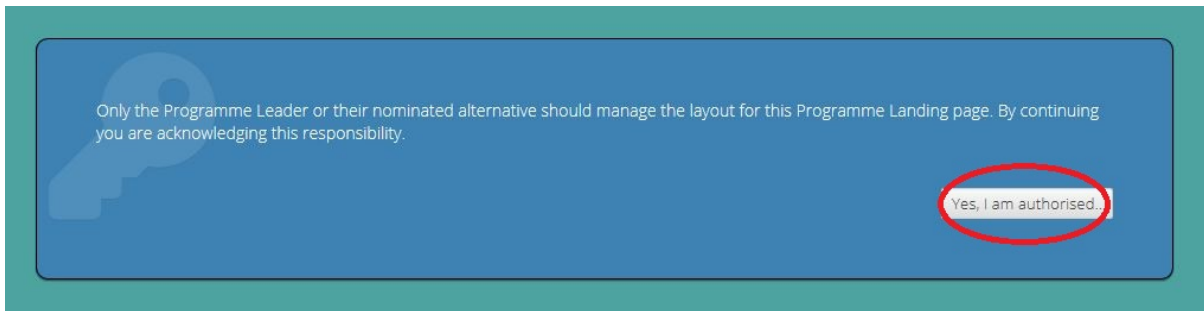
To do this, click on the 'burger' icon in the top left hand corner of the screen (see screenshot below).



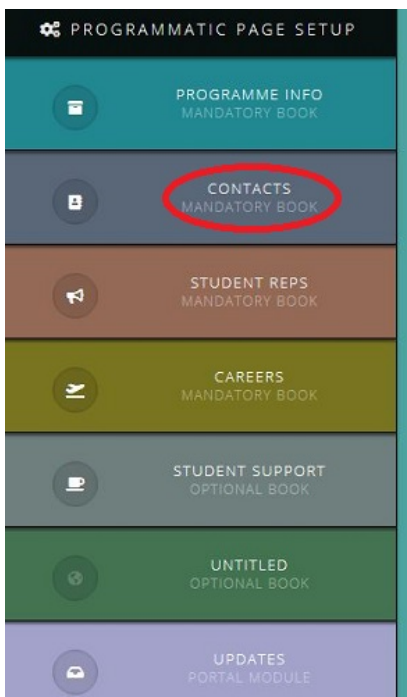
Then click on 'Configure' (see screenshot below).



Click on 'Yes, I am authorised' (see screenshot below).



Click on 'CONTACTS' (see screenshot below).



You will then see a list of staff who are enrolled on the programme. To make them appear under the Contacts book you will need to click on the 'OFF' under Programme Contact to change it to 'ON'.

