



DESIGN & DEVELOPMENT

OPERATIONS

CREATING FACULTY CONTACT INFORMATION

Version 3

LEARNING OBJECTIVES

Upon completion of this training manual, users will be able to:

- ✓ Add a profile
- ✓ Understand the requirements of Instructor information
- ✓ Know the dimension requirements of photos

TABLE OF CONTENTS

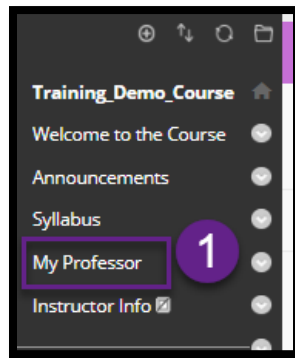
LEARNING OBJECTIVES	1
OVERVIEW	3
CREATING FACULTY CONTACT INFORMATION	3
VERSIONS	6
DISCLAIMER	6

OVERVIEW

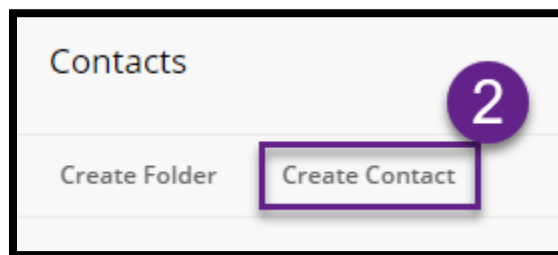
Contact information allows the Instructor/Faculty member to introduce themselves to the students. It also allows the students to put a name with the face.

CREATING FACULTY CONTACT INFORMATION

1. Select the **CONTACT** button
 - a. This button can be presented under different names, such as: Professor [Name], My Professor, Contacts, etc.



2. Click on **CREATE CONTACT**



3. Complete the **PROFILE INFORMATION** fields



In order for your Office Hours to show, you must also enter an Office Location. If you are remote, please enter REMOTE OFFICE.

4. **CONTACT INFORMATION** should include the following:
 - a. Professional Photo

- b. Short Biography (notes section)
- c. Full-Time Faculty – Office Hours
- d. Adjuncts/Part-Time – Preferred method of contact

PROFILE INFORMATION

Provide an email address and a title, first name, or last name.

Title

First Name

Last Name

✦ Email

Work Phone

Office Location
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

REC ✓ ▾

3

4

Must have Location field filled out in order for Office Hours to populate

P

Office Hours
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

REC ✓ ▾

Part-Time: Preferred Method of Contact
Full-Time: Office Hours

- 5. Select **YES** to make the profile available to users
- 6. Click **BROWSE** to attach a **PROFESSIONAL PHOTO**



For best results, your Professional Photo should be 150x150 pixels. The system will distort any images that are not that size to fit the size.

- 7. Click **SUBMIT**

Notes
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

The screenshot shows a rich text editor interface. At the top is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough), paragraph alignment, font color, background color, link, unlink, and other functions. Below the toolbar is a text area containing the text "Short Biography" which is highlighted with a purple box and a purple circle containing the number 4. Below the text area is an "OPTIONS" section. The first option is "Make the Profile Available" with a checked radio button and a purple circle containing the number 5. Below this is a note: "Attach an image. For best results, the image size should be 150x150 pixels." The next option is "Current Image" with a dropdown menu set to "None". Below that is "Attach Image" with a "Browse" button and a purple circle containing the number 6. The final option is "Personal Link" with an empty text input field and a note: "For example, http://www.myschool.edu/". At the bottom right of the options section, there are "Cancel" and "Submit" buttons, with a purple arrow pointing to the "Submit" button and a purple circle containing the number 7.

Short Biography

0 WORDS POWERED BY TINY

OPTIONS

Make the Profile Available Yes No

Attach an image. For best results, the image size should be 150x150 pixels.

Current Image: None

Attach Image:

Personal Link:

For example, <http://www.myschool.edu/>

Click **Submit** to finish. Click **Cancel** to quit.

VERSIONS

Version	Date	Developer Name	Description of Changes
2	10.11.2017	Liesl Grubbs	Creating Faculty Contact Information – New Template/Screenshots
3	12.9.2020	Misti Shurila	Updating Images

DISCLAIMER

Process for this Training Manual is outlined using Mozilla Firefox browser; screen captures may vary if utilizing a different browser but the steps are the same.

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