

Faculty Bio and Staff Information
Goucher College

Faculty Information

This module will cover how to complete the page called **Staff Information**.

*Note: The original name is Staff Information, even though it is possible to change the name on the navigation button. In the **Control Panel** it will always appear as **Staff Information**.*

This page is very important because it contains the instructor's contact information.

The screenshot shows the top navigation bar with 'HomePage' and 'Courses' tabs. Below are several buttons: Announcements, Syllabus, Faculty (highlighted with a red box), Course Documents, Assignments, Discussion Board, External Links, and Groups. A secondary menu includes Communication, Course Tools, Course Map, Control Panel, Refresh, and Detail View. The main content area features a header for 'SPECIAL PROJECTS > ANNOUNCEMENTS' with a colorful nebula image and the text 'ED 677'. Below the image are view filters: 'VIEW TODAY', 'VIEW LAST 7 DAYS', 'VIEW LAST 30 DAYS', and 'VIEW ALL'. A date range 'September 29, 2006 - October 06, 2006' is displayed. A post from 'Wed, Oct 04, 2006' titled 'Suggestions for Week 1' is shown, posted by 'adriana val'.

Click on **Control Panel**

The **Staff Information** page can be completed from the **Control Panel**.

This screenshot is identical to the one above, but the 'Control Panel' button in the secondary menu is highlighted with a red box and a hand cursor pointing to it.

From Course Tools click on the **Staff Information** link.

The screenshot shows a 'Course Tools' menu with two columns of links. The first column includes: Announcements, Course Calendar, Staff Information (highlighted with a red box and a hand cursor), Tasks, and Send Email. The second column includes: Discussion Board, Collaboration, Digital Dropbox, Glossary Manager, and Voice Announcements.

Adding a Profile

The **Staff Information** page opens.

The example shows a **Profile** of the instructor. Profiles can be modified or removed by instructors.

Instructors may add several profiles inside a **Folder**.

SPECIAL PROJECTS > CONTROL PANEL > STAFF_INFORMATION.FACULTYINFORMATION.LABEL

Staff Information

Add Folder Profile

1 Mark Jones

Email email@goucher.edu

Work Phone 410-337-1235

Office Location Office-122

Office Hours By appointment

Personal Link <http://www.goucher.edu>

Modify Remove

Click on **Profile**

Profiles look like the example shown.

SPECIAL PROJECTS > CONTROL PANEL > STAFF_INFORMATION.FACULTYINFORMATION.LABEL

Staff Information

Add Folder Profile

1 Mark Jones

Email email@goucher.edu

Work Phone 410-337-1235

Office Location Office-122

Office Hours By appointment

Personal Link <http://www.goucher.edu>

Modify Remove

The **Add Profile** page opens.

This template allows instructors to complete the information and create an organized page for students. Complete the appropriate information for your audience.

SPECIAL PROJECTS > CONTROL PANEL > STAFF_INFORMATION.FACULTYINFORMATION.LABEL > ADD: PROFILE

Add: Profile

1 Profile Information

Title

First Name

Last Name

Email

Work Phone

Office Location

Office Hours

Notes

2 Options

Make the Profile available

Yes No

An image can be attached to the above information. For best results, the image size should be 150x150 pixels. A personal link can also be added.

Current Image

None

Attach Image

Personal Link

3 Submit

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

Profile Information

Complete as much contact information as possible. If your class is online, you may have online office hours using the chat or virtual class.

In the textbox called **Notes**, instructors may add a personal biography to share with the students.

Note: Separate profiles can be uploaded for courses with more than one professor, as well as teaching assistants.

1 Profile Information

Title	<input type="text" value="Dr."/>
First Name	<input type="text" value="John"/>
Last Name	<input type="text" value="Smith"/>
* Email	<input type="text" value="Smith@goucher.edu"/>
Work Phone	<input type="text" value="410-337-6666"/>
Office Location	<input type="text" value="Welch Center #220"/>
Office Hours	<input type="text" value="8 to 9 AM and by appointment"/>

Notes

Options:

By default the profile is available. To make it unavailable click **No**.

Image:

For online courses uploading a photograph is recommended. You need to have a photo already stored in your local computer files (i.e. My Pictures). The image should be small (150 x 150 pixels).

Personal Link:

Add the complete URL address to a personal Web site if you have one. Click **Submit** to finish.

2 Options

Make the Profile available

Yes No

An image can be attached to the above information. For best results, the image size should be 150x150 pixels. A personal link can also be added.

Current Image

None

Attach Image

Personal Link

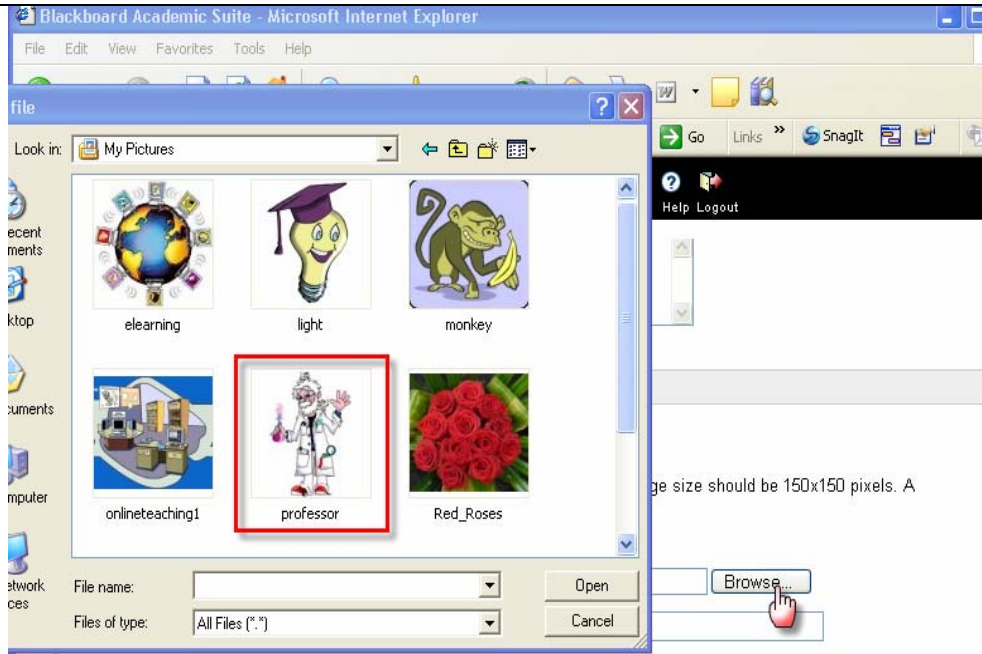
3 Submit

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

Uploading a picture

Click on **Browse**, and select the picture

Click **Open**



A **Receipt** is given if the information was successfully uploaded.

Note: The picture in the example is 150x150 pixels, the recommended size. Use a Photo editor to resize your picture.

Click **OK** to finish.

Receipt: Staff Information

Profile added

Dr. John Smith
Email Smith@goucher.edu
Work Phone 410-337-6666
Office Location Welch Center #220
Office Hours 8 to 9 AM and by appointment

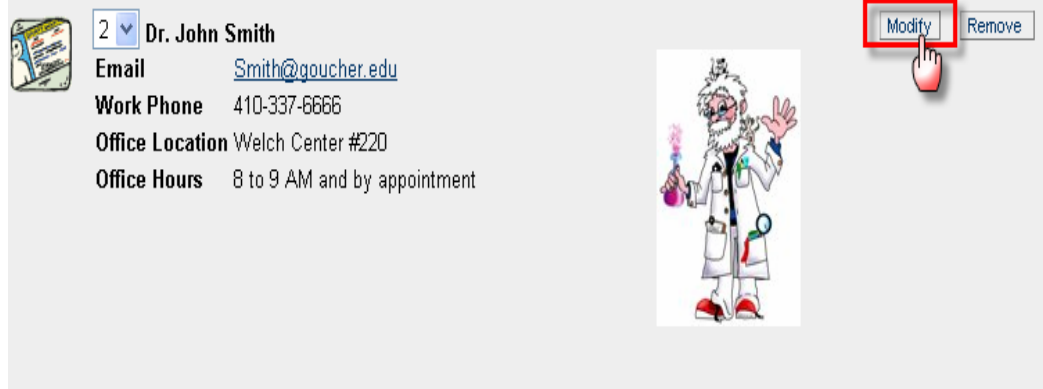


2006-10-06 10:03:59 AM

OK

After finishing the profile, instructors can make changes.

Click on **Modify**



The **Modify Profile** page opens.

It contains the previous information. Instructors may make text changes, remove the picture and browse for a new picture.

After making changes, click **Submit**.

A **Receipt** will be given if changes are successfully updated.

Modify: Profile

1 Profile Information

Title

First Name

Last Name

Email

Work Phone

Office Location


Office Hours

Notes

2 Options

Make the Profile available Yes No

An image can be attached to the above information. For best results, the image size should be 150x150 pixels. A personal link can also be added.

Current Image 

Remove this image

Attach Image

Personal Link

3 Submit

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

Click on **Remove** to delete the profile


2 Dr. John Smith

Email Smith@goucher.edu

Work Phone 410-337-6666

Office Location Welch Center #220

Office Hours 8 to 9 AM and by appointment



Removing a Profile is final. Click **OK** to continue or **Cancel** to Quit.


2 Dr. John Smith

Email Smith@goucher.edu

Work Phone 410-337-6666

Office Location Welch Center #220

Office Hours 8 to 9 AM and by appointment



Microsoft Internet Explorer

This action is final and cannot be undone. Remove this item?

Adding a Folder

To add more information or organize it differently, instructors may use the **Add Folder** button.

Click on **Folder**

Staff Information

Add Folder Profile



1 Mark Jones

Email email@goucher.edu
Work Phone 410-337-1235
Office Location Office-122
Office Hours By appointment
Personal Link <http://www.goucher.edu>

Modify

Remove



[SPECIAL PROJECTS](#) > [CONTROL PANEL](#) > [STAFF INFORMATION.FACULTYINFORMATION.LABEL](#) > [ADD: FOLDER](#)

Add: Folder

1 Folder Information

Name

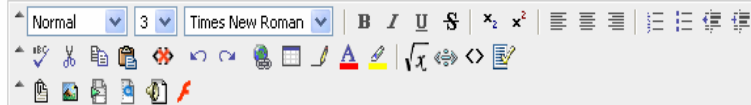
Staff Information

or enter name

Choose Color of Name



Text



Path: [body](#)

2 Options

Make the folder available

Yes No

3 Submit

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

Cancel

Submit

Folder Information

Name: Instructors may select a name for the folder from the combo menu or type a new name selecting **Add Text Below**

Folders are useful in courses with several Teaching Assistants or Guest Lecturers.

Add: Folder

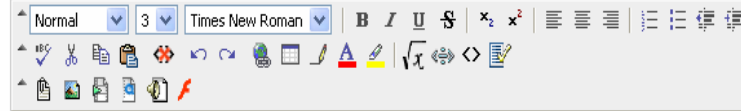
1 Folder Information

Name

or enter name

Choose Color of Name

Text



Select the **Name** for the folder

Choose a **Color** for the Name

Add a description inside the textbox if needed.

By default the folder is visible. Instructors may hide the folder until needed by selecting **No** in options.

Click **Submit** to finish.

Add: Folder

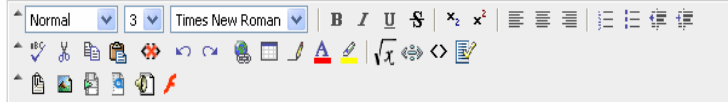
1 Folder Information

Name

or enter name

Choose Color of Name

Text



2 Options

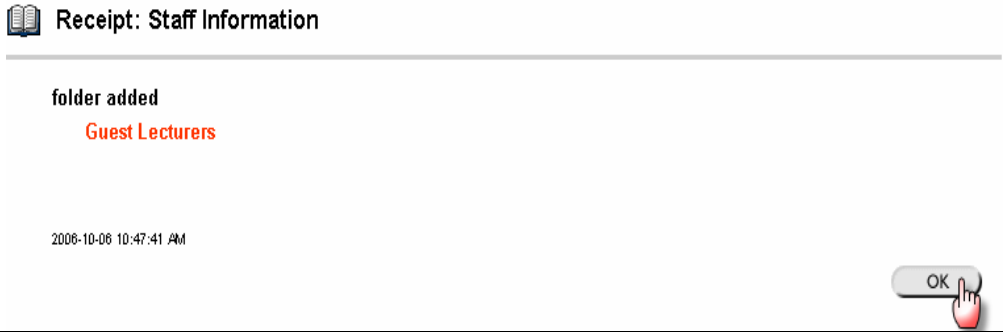
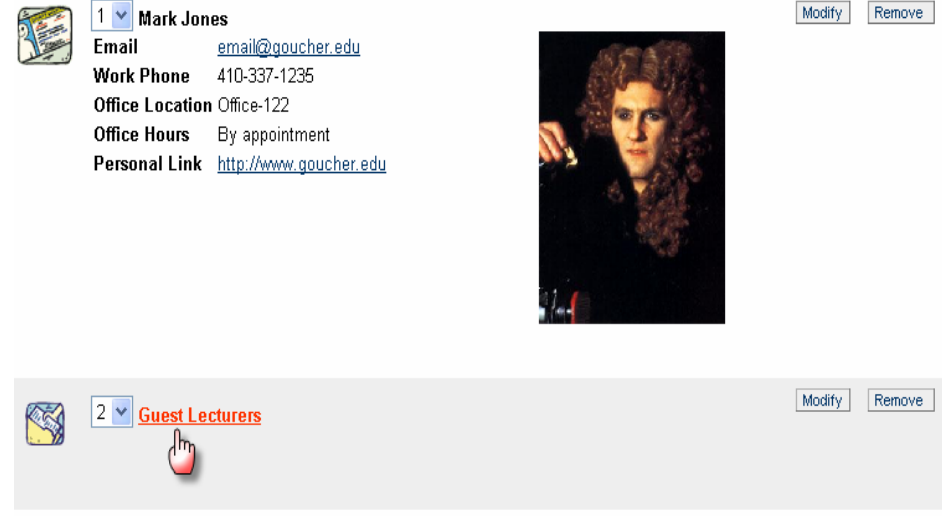
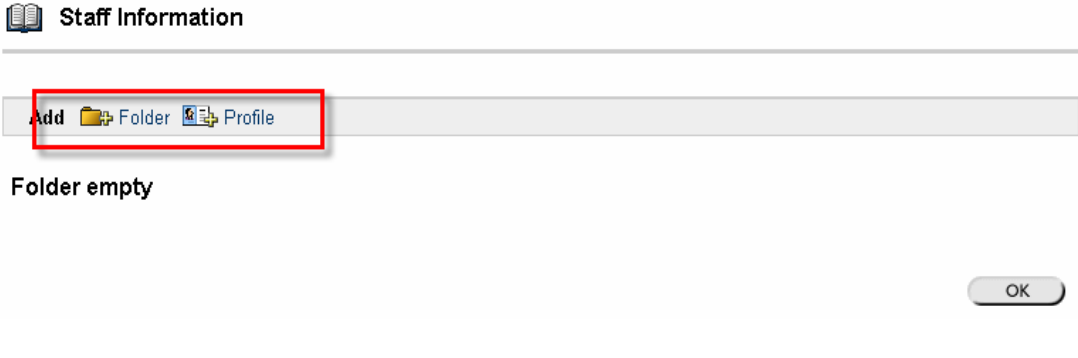
Make the folder available

Yes No

3 Submit

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

Cancel Submit

<p>A Receipt is given.</p> <p>Click OK to finish</p>	
<p>The Folder appears below the instructor's profile.</p> <p>Folders allow instructors to organize the content. Click on the Folder link to add information.</p>	
<p>Inside each folder instructors may add several profiles.</p> <p>The profile page works exactly the same as explained above.</p>	

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