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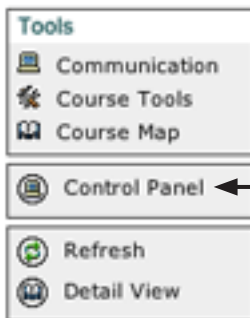
# Creating a Faculty Profile

## OVERVIEW

Faculty can create profiles for their courses by using the Staff Information tool. This feature allows instructors to create a profile including their contact information, office hours and profile pictures for their students to view.

## CREATING A PROFILE PAGE

[Announcements](#)  
[Syllabus](#)  
[Assignments](#)  
[Resources](#)  
[Faculty Info](#)

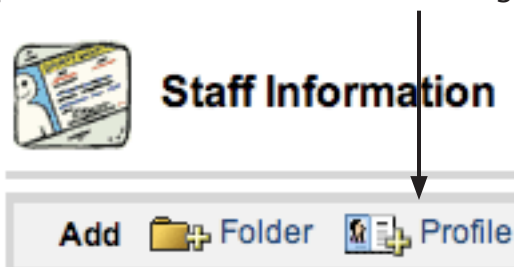


1. In the course, go into the **Control Panel**.

2. Under "Course Tools," choose **Staff Information**.



3. Click the **+Profile** button to create a new profile. (Note: use +Folder to put additional profiles into, such as student teaching assistants or guest speakers.)



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## Creating a Faculty Profile (continued)

The "Add: Profile" page will appear on screen.

4. Under section 1, "Profile Information," add your title, first and last name, email address, work phone, office location and hours, and any additional notes.



### Add: Profile

**1 Profile Information**

Title	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
* Email	<input type="text"/>
Work Phone	<input type="text"/>
Office Location	<input type="text"/>
Office Hours	<input type="text"/>
Notes	<input type="text"/>

5. Under section 2, "Options," choose to make the profile available, attach an image, or include a link to a personal web page for students.

**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.

6. Click **Submit** to create the profile.

