

## **Instructor/Course Profile Webpage Instructions:**

**Purpose:** The Instructor/Course Profile was designed to give students a “snap shot” of courses before registering. The instructor/course profile will be a “hot link” on the Richland College browseable schedule. The information will not only be used by students, but by the advising center. The purpose is to promote student success and retention by providing students with information before they register.

### **To add a new Instructor profile:**

1. You will need your employee ID number to create an instructor profile.
2. Go to <http://www.richlandcollege.edu/faculty>
3. Click on “Create New Profile” button
4. Enter all requested information
5. Click on the “Instructor Confirmation” button at the bottom of the page. (This checks to make sure person is employed at Richland; if there is a problem with your account, contact ext. 3768)
6. Fill in all requested information on next screen to create your Instructor Profile. (Note: All fields are required including semester and year. This determines if your profile will show up on the web for that semester.)
7. Click on the “Submit My Profile” button at the bottom of the page when you are done.

### **To add a new Course profile from login screen:**

(If you are not already logged in go to: <http://www.richlandcollege.edu/faculty> and click on the “Login to my Profile” button. Enter Employee ID and password that you chose when you created your profile.)

1. On the Instructor profile page, click on the “Add a new course profile” button.
2. Enter all requested information (Note: Semester and year fields are required. This determines if your profile will show up on the web for that semester.)
3. Click on the “Submit My Profile” button at the bottom of the page when you are done.
4. Your course profile will be added to your instructor profile at the bottom.

### **To edit your Instructor profile:**

1. On the Instructor profile page, click on the “Edit my Instructor Profile” button.
2. Edit any information that needs to be changed or updated. (Note: Semester and year fields are required. This determines if your profile will show up on the web for that semester.)
3. Click on the “Submit My Profile” button at the bottom of the page when you are done.

**To edit your Course profile:**

1. On the Instructor profile page, click on the “Edit” button next to the course you need to edit.
2. Edit any information that needs to be changed or updated. (Note: Semester and year fields are required. This determines if your profile will show up on the web for that semester.)
3. Click on the “Submit My Profile” button at the bottom of the page when you are done.

**To add your picture:**

1. On the Instructor profile page, click on the “Add My Picture” button.
2. If you have a picture already in the staff directory on our server, the screen will display the picture and you can decide to add it or not.
3. If you do not have one in the directory, the screen will indicate that and you will need to contact the webmaster.

**To duplicate class information for a new section** *(this is to reuse information for those instructors that are teaching multiple sections of the same class):*

1. On the Instructor profile page, click on the “Duplicate Class” button next to the course you need to duplicate.
2. Edit any information that needs to be changed or updated. (Note: Semester, year and section fields are required.)
3. Click on the “Submit My Profile” button at the bottom of the page when you are done.
4. Your new course profile will be added to your instructor profile at the bottom.

**Suggestions:**

- Most of the information will be in your syllabus, try to cut/paste information from your syllabus
- If you have questions or have difficulty please contact Leslie Wendling or Mark Murray (972-238-3768) or Audra Barrett (972-238-6396)

Important: Remember, this is just a preview not a complete syllabus. The information that you populate is only meant to act as a “snap shot” of your course for students.