
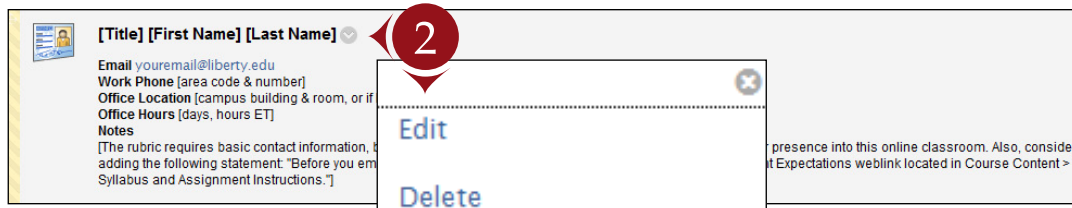
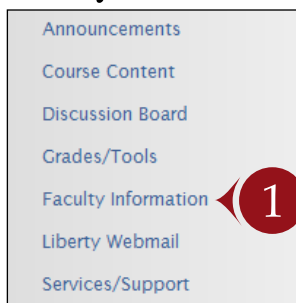


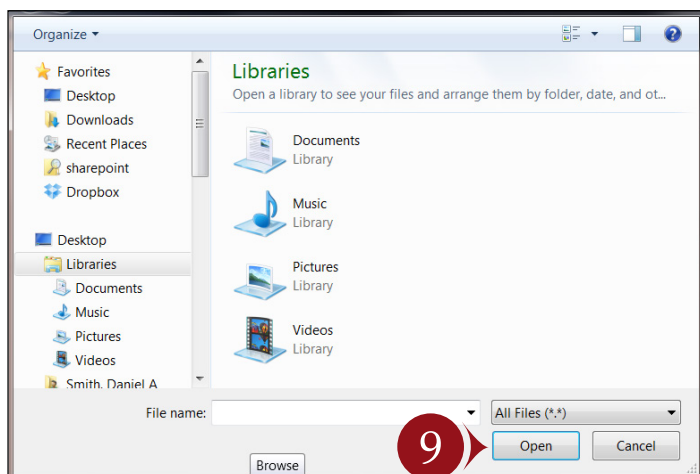
Faculty Information

1. From the course menu, click Faculty Information.
2. Next, click the chevron () and then on Edit to modify the template.



3. Add your title and name.
4. Add your email address and phone number.
5. Fill in your office location/place of residence.
6. Add your hours of availability.
7. Provide a short autobiography.
8. Browse your computer for a picture.
9. Select a picture and click Open.

Note: For best results, upload an image that has been resized or cropped to 150x150 pixels.



10. Once your picture has been attached, click Submit.