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.