Add Faculty Contact Information

The Faculty Information section is the area that instructors can add profile information about themselves and others so that it is available to students. This is an excellent area to add office hours, phone numbers, and other links so that students will have easy access to instructor contact information.

Follow the steps below to create a faculty contact profile:

1. The Edit Mode must be On.
2. Click the Faculty Information or Faculty Info button within the course menu.
3. Click Create Contact.

4. Within the Create Contact page, fill in the form with profile information.
5. Select Yes to make the profile available to students. Click Browse to attach an image (the image size should be 150x150 pixels). The Personal Link box may contain the URL to your faculty page. If not URL is supplied, the text “http://” will be displayed as part of your profile information. It cannot be omitted.

6. Click Submit to finish.
How to Add Faculty Information Button to the Course Menu Bar:

1. Click the “+” sign on top of the course menu bar and select Create Tool Link.
2. Enter the name “Faculty Information” and select Contacts from the drop down arrow.

3. The new button will be put at the bottom of the list of the course menu. You need to hold and drag the double arrow next to the new button to re-locate it within the list of the menus. You may also use the Reorder tool in the upper right corner of the course menu.

*Note:* Faculty can also access Create Contact page by selecting Control Panel > Course Tools > Contacts.