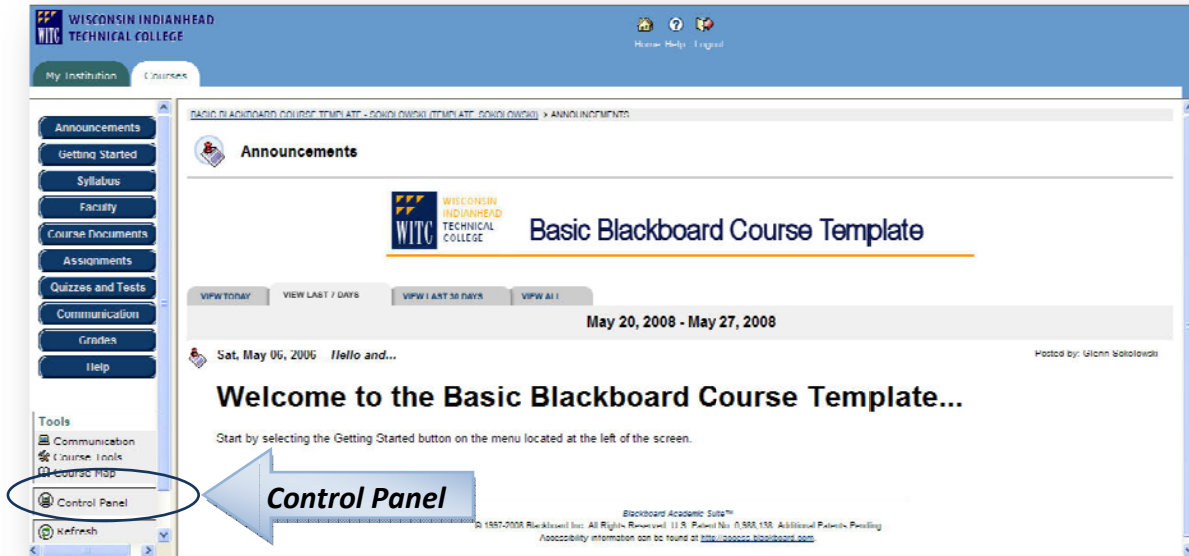


Creating a Faculty Button Linking the Staff Bio Page

This document will help you to create a Faculty Button and link it to your faculty bio page. Begin by accessing the Control Panel link, which is located in the main menu on the left hand side of the Announcements page.

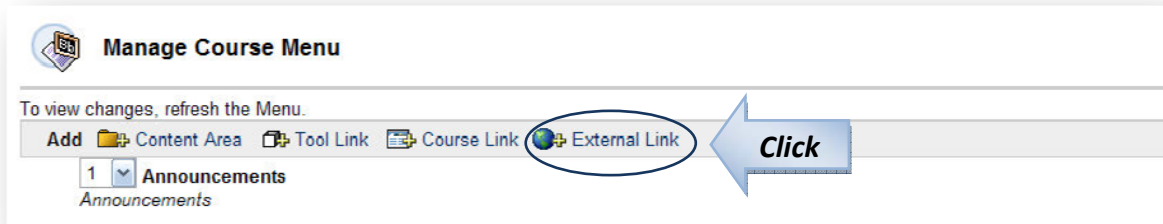
How to create a faculty button and link to the staff bio page:



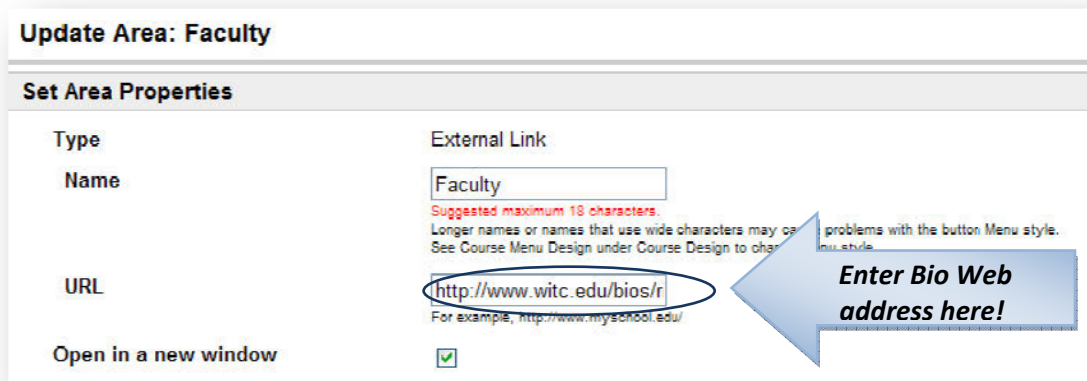
- Access the **Control Panel** and under **Course Options**, select **Manage Course Menu**



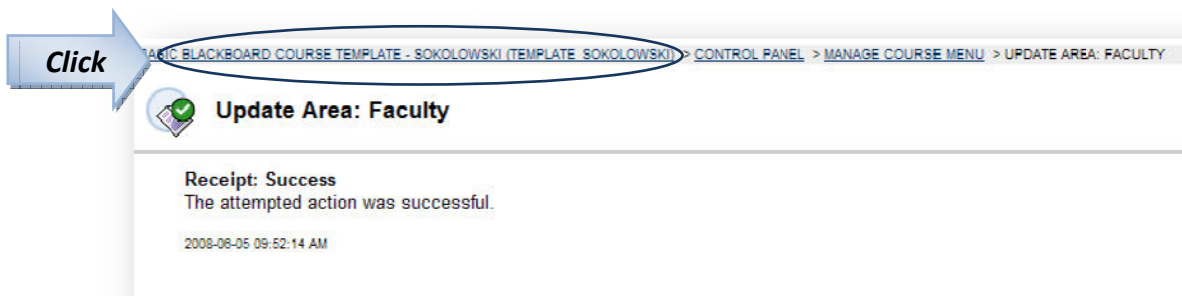
- ❑ Next, in the upper menu, select External Link



- ❑ Locate your Faculty Biography Webpage on the Web and copy/paste the Web address in the URL area shown below.
- ❑ Enter the name, Faculty as shown below.
- ❑ Click on Submit to complete this task.



- ❑ Now, click the breadcrumb trail to return to the Announcements page.



- ❑ Finally, click on the Faculty button on the left side of the Announcements page to test the Faculty Bio link.
- ❑ Make sure to reorder the button so that the Faculty button appears as the #4 button in the left hand menu.

This completes the Creating a Faculty Button and linking the Staff Bio Page tutorial.