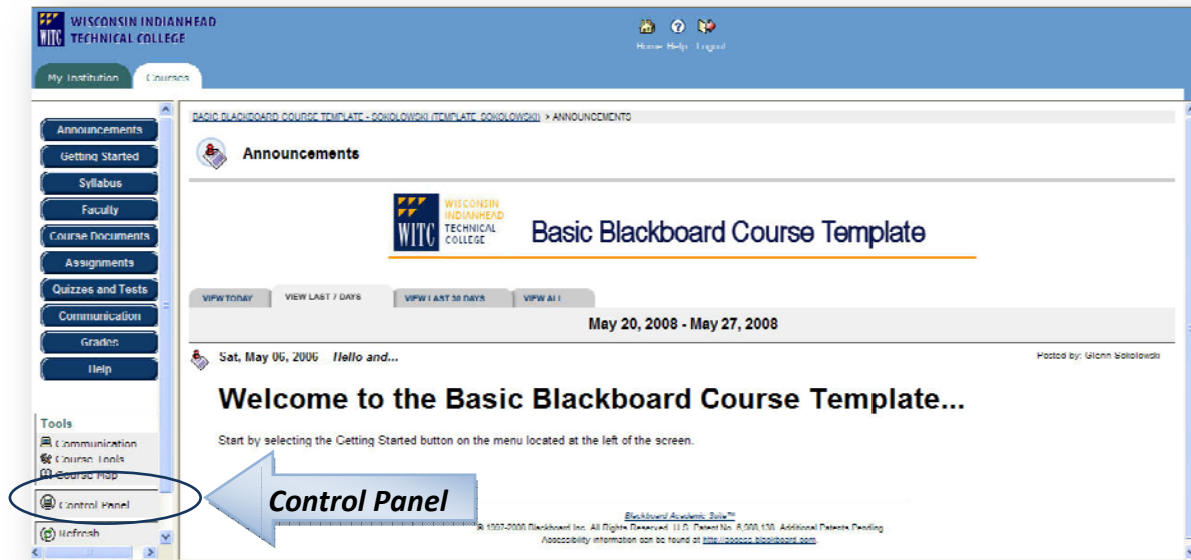


## Creating Multiple Faculty Profiles Linked to the Faculty Button

**Important: The Faculty button should be linked to your WITC faculty bio page. If you do not have a WITC faculty bio page, please fill out the bio document located at the end of this tutorial and submit to Shell Lake. If there are multiple instructors teaching a Blackboard course, please continue with the following instructions to create multiple faculty profiles under the Faculty button.**

**How to create multiple faculty profiles linked to the faculty button:**



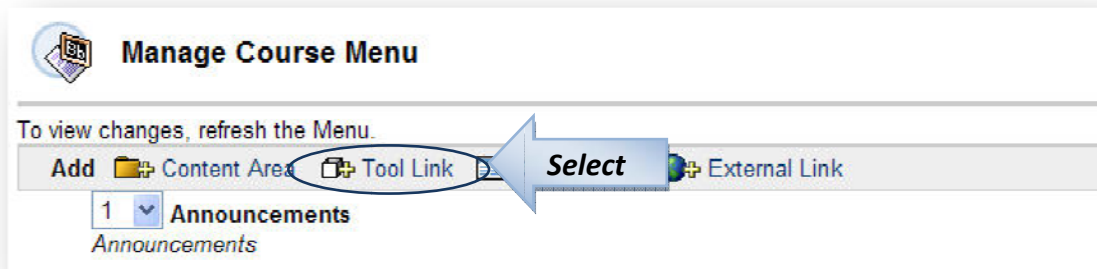
- ☐ Access the **Control Panel** and under **Course Options**, select **Manage Course Menu**



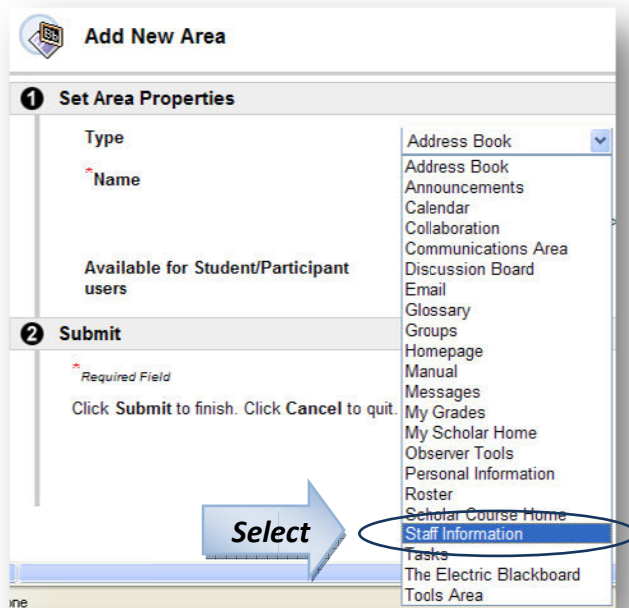
- ❑ Next, locate button #4 Faculty and click on Remove



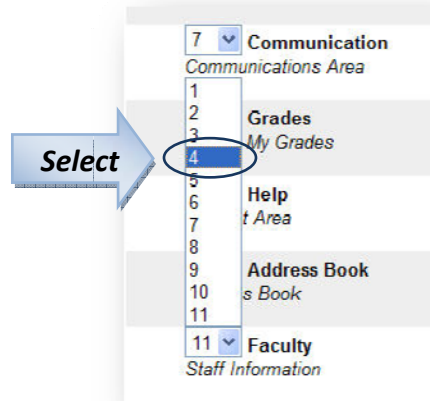
- ❑ Next, select Tool Link in the menu at the top of the page.



- ❑ Now, select Staff Information in the menu.
- ❑ Click Submit to complete this task.
- ❑ At the next window, click Ok.



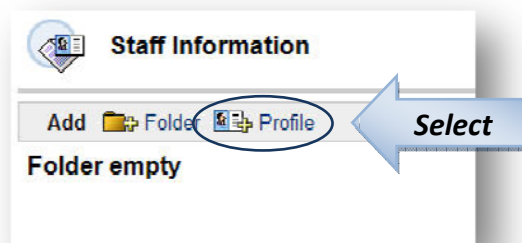
- ❑ Next, click on the drop-down list and select #4 to move the Faculty button in the 4<sup>th</sup> position.
- ❑ Click Submit to complete this task.



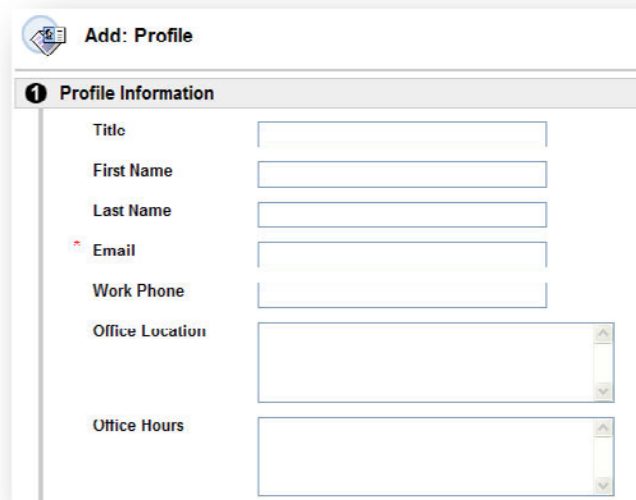
- ❑ Return to the Announcements page by using the breadcrumb trail at the top of the page.
- ❑ Access the Control Panel and under Course Tools, select Staff Information.



- ❑ At the next screen, select the Profile button to create a new instructor profile for your course.



- Complete the information on the Profile Information page.
- Make sure to create a link to your faculty bio page, if there are multiple instructors teaching the course.
- If you choose to attach a photo of yourself, use a photo software to resize the picture to a 150 x 150 pixel size and compress the file size at least 20% to minimize loading time. You should save this file with a .jpg extension. Then attach this saved file to appropriate area in Profile Information.
- Select Submit when you are finished.
- Make sure to return to the Announcements page to test the Faculty button.



The screenshot shows a web form titled "Add: Profile". Below the title is a section header "Profile Information" with a help icon. The form contains several input fields: "Title", "First Name", "Last Name", "Email" (marked with a red asterisk), "Work Phone", "Office Location", and "Office Hours". The "Office Location" and "Office Hours" fields are text areas with vertical scroll bars on the right side.

This completes the Creating Multiple Faculty Profiles Linked to the Faculty Button Tutorial.

## WITC Faculty Bio Information for Web

(Instructor's name) \_\_\_\_\_

(Campus) \_\_\_\_\_

(Program) \_\_\_\_\_

### *Educational Background*

*Degree*

*College/University*

*City/State*

*How has your educational background and work experience enhanced your preparation for your current faculty position?*

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*If you were a WITC recruiter, what would you tell a prospective student about your program? What are the career opportunities that are open to graduates? What are the new or emerging technologies that have been incorporated into the program curriculum? What regional, state, or national trends make your program/career area particularly attractive or interesting? What aspects of the program are unique or interesting to students?*

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*What is your teaching philosophy? How do you approach teaching and learning?*

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*What inspired you to be a teacher? Why do you love teaching?*

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*What do you enjoy doing in your spare time?*

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