How to....

Create an Instructor Profile Page in 3 Easy Steps

Help your students find you. Create your Instructor Profile Page today!

When students are searching for contact information for their instructors, they will usually go to the personnel pages first. Create a profile so that students can find your contact information and more! You can add a link to your course syllabus or Welcome Page and you can give students information they might need without delay! These instructions will take you step by step to enable you to set-up your own Instructor Portfolio page.

To see an example of a profile page go to http://www.gavilan.edu/dir/index.php and click on an underlined name in the directory.

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Start Here

Step 1
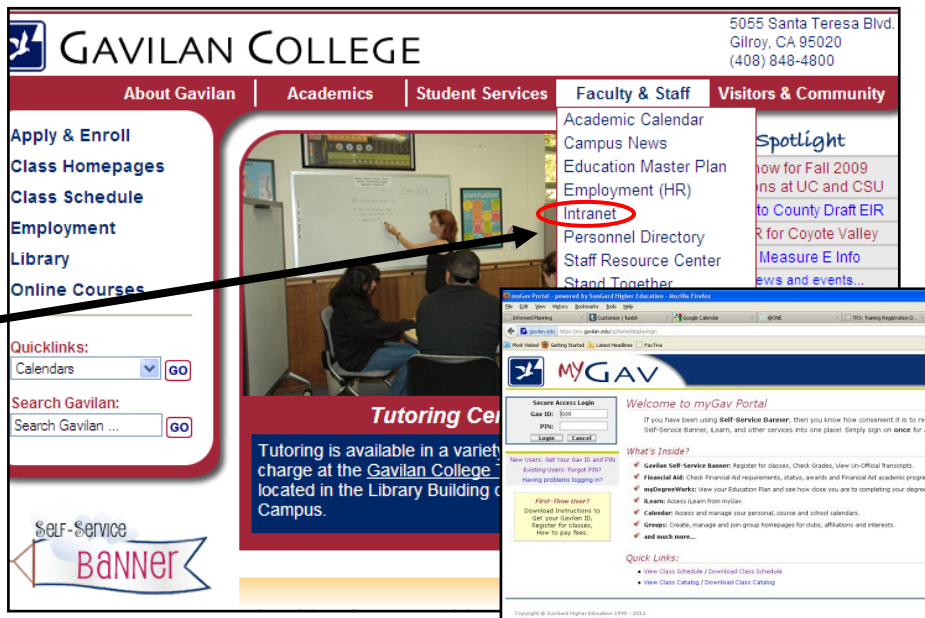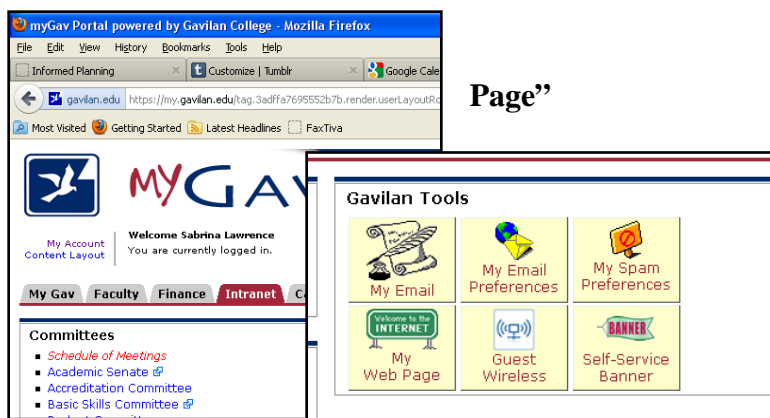Logging in to the **Instructor Portfolio page** editor

A. Open your web browser and type in the URL: **www.gavilan.edu**

B. Select from the **Faculty & Staff** drop down menu: **Intranet**

C. Type in your user name (g00) and password (PIN). (Your MyGAV login.)

D. Click on **Intranet Tab**
   a. **Select "My web Page"**

E. Type in User ID and Password (the same as for your EMAIL, different then MyGav)

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Step 2
Editing your **Welcome Page**

Table of Contents window: This is your main menu for editing your Instructor Portfolio page, adding your photo, and adding links to your courses Welcome page or syllabus.

A. Select **edit my web page.**

B. Select the area you want to add your information to (all areas are optional):

- **Short Biography**
- **Education**
- **Title**
- **Personal Web Page**
  Add a URL to syllabus or Welcome page
- **Picture**
  Come to the SRC to have your picture. taken
- **Office Hour**
- **Courses**

C. When finished adding information select **Save Changes**

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Step 3
Uploading a Picture

A. Select **upload a picture** from the **Table of** upload a picture **Contents** menu.
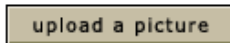
B. Click on **Browse** and find your photo that you have already stored on your computer.
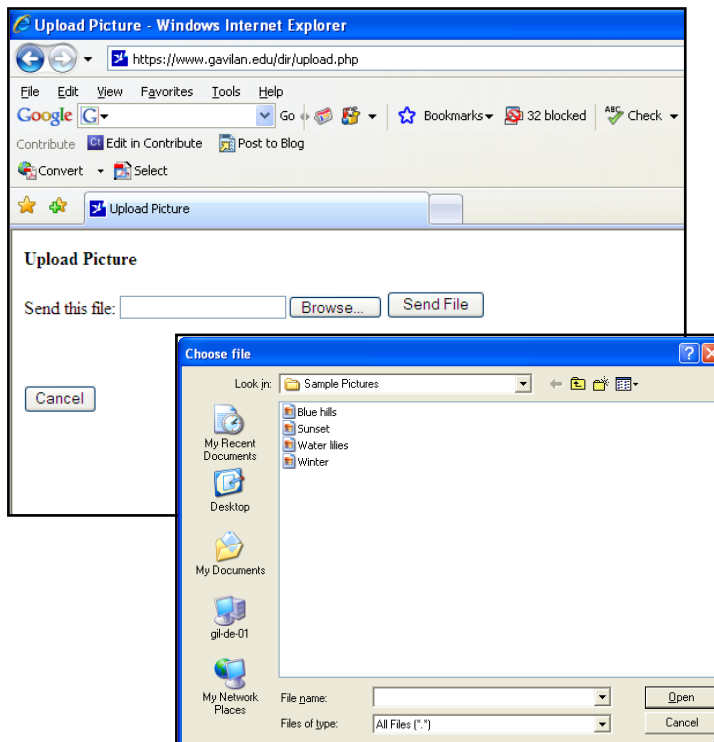
C. Once you have located your photo, select it and click **Open**.

D. Then select **Send File.**

That's it! You are finished! To see the finished product, go back to the **Table of Contents** menu and click on the listed URL in blue.

To edit your Instructor Portfolio page, repeat the steps above. To utilize other options in the **Table of Contents** menu, please see the following directions for Step 4 - **Editing Directory Info** and Step 5 - **Editing My Classes**

How to....

4 **Step 4**
Edit your Personnel Directory Information

A. From the **Table of Contents** menu select **Edit Directory Info**

edit directory info

B. Edit your personal information.

	PERSONAL INFO
User ID slawrence	Department Distance Learning
First Name Sabrina	Staff type Full-time Faculty
Last Name Lawrence	
Phone number 408-848-4885	
Extension 4885	
Email slawrence@gavilan.edu	
Room PB11E	

Cancel   Save Changes

C. Select **Save Changes**

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Step 5

Adding your Course Web Page or Syllabus to Gavilan's Class Homepages Directory: https://www.gavilan.edu/dir/classlist.php

A. Select **edit my classes.**

edit my classes

B. Select **Add New Class**

This is your list of classes.
These classes appear on Gavilan's List of Class Homepages.
If you maintain a web page for any of your classes, please add it here, to make it easy for your students to locate it.

Add New Class

Done

C. Fill in the fields next to each box. Select the **department** the course belongs to from the drop down menu. **Notes** are optional.

EDITING:

Class Code and Name

Instructor   Sabrina Lawrence

Web Address

Department   Accounting

Notes

D. Select **Save Changes**.

Save Changes   cancel