

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.

The screenshot shows the Gavilan College Directory website. At the top, there is a search bar and navigation links for About Gavilan, Academics, Student Services, Faculty & Staff, and Visitors & Community. Below the search bar, the title "Gavilan College Directory" is displayed. A table lists various faculty members with columns for Last Name, First, Department, Extension, Phone Number, and Email. The name "Sabrina Lawrence" is highlighted in blue. To the right of the table, a detailed profile for Sabrina Lawrence is shown. The profile includes a photo, her title "Distance Education Coordinator", a biography, her education (San Jose State University and California State University Monterey Bay), contact information (408-848-4885, slawrence@gavilan.edu), and a section for "Classes This Semester" which includes help with online course delivery modalities. Her office hours are listed as 8am-3pm.

Last Name	First	Department	Extension	Phone Number	Email
Alfaro-Cardinali	Marilyn	Fine Arts	4764	408-848-4764	mahad@gavilan.edu
Adams	John	Spanish			jadams@gavilan.edu
Addison	Tito	P.E. & Athletics	4918	408-406-4918	taddison@gavilan.edu
Adkins	Jason	Fine Arts			jadkins@gavilan.edu
Akrop	Martha	Allied Health	4883	408 848-4883	makrop@gavilan.edu
Alfaro	Richard	TRIO	4883	408 848 4883	alfar@gavilan.edu
Alfaro-Lemus	Maria (Lupe)	Business Lab			
Alonzo	Susan	Child Development C			
Amaro	Debbie	Allied Health			
Amirkhanian	Maria	Music			
Andrada	Adrian R.	Communications			
Andrada	Neal	P.E. & Athletics			
Andre	Maree	Cosmetology			
Apuzzo	Denise	Public Information Off			
Arballo	Elaine	Allied Health			
Arid	Ali	DRC/Mathematics			
Armstrong	Rosie	Community Education			
Arteaga	Bianca	EOP&S			
Arvizu	Mimi	MIS			
ASB	Diana Alfaro	Associated Student B			
Au-Yeung	Shuk Chun	Library			
Aviles	Martha	Child Development C			
Baameur	Kathy	ESL Department			
Bailey	Nancy	Administrative Service			
Balancio	Pablo	Media Services			

Sabrina Lawrence
Distance Education Coordinator



Biography

I have been facilitating the design and implementation of distance education since 2001. I have worked with Blackboard/eCollege/Moodle and the administration of student and faculty accounts. I have also trained faculty on designing and maintaining a web presence to provide students with coursework online.

Education

San Jose State University, MA Education, Instructional Technology, 2000

California State University Monterey Bay, BA Liberal Studies, Computers, Science, & Technology, 1997

408-848-4885

slawrence@gavilan.edu

Distance Learning
5055 Santa Teresa Blvd
Gilroy, CA 95020

Classes This Semester

Help with putting your courses online or in other distance education delivery modalities.

Office Hours

8am-3pm

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Start Here

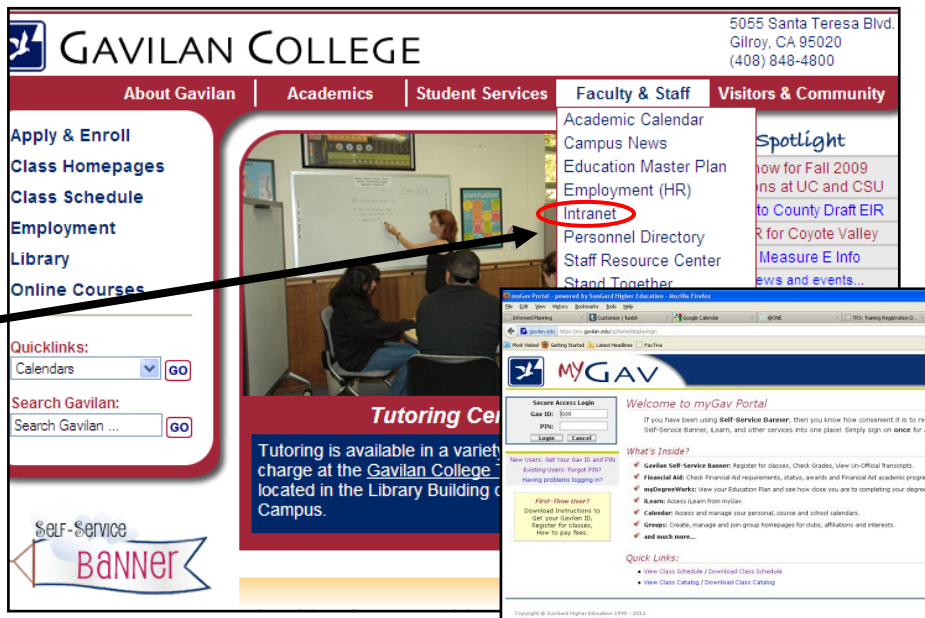


Step 1

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

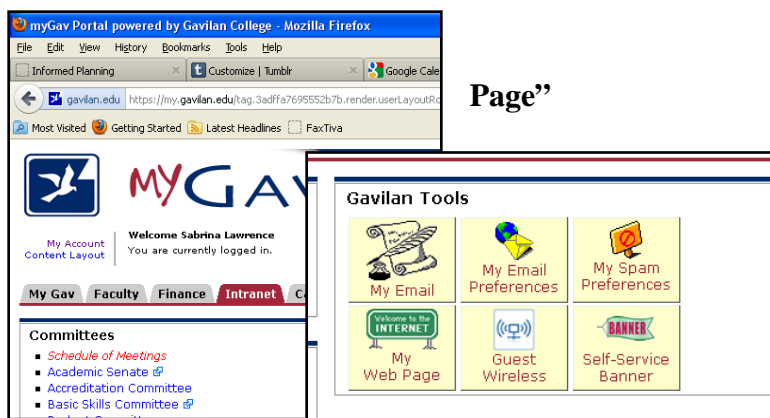
A. Open your web browser and type in the URL: **www.gavilan.edu**

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



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

Gavilan Faculty Directory

User Id:

Password:

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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.

Table of Contents

This is your "information center" on Gavilan's web site. From this page you edit the following:

- edit directory info** View and edit your directory info. This data is displayed on the [Gavilan Directory](#), and includes your name, phone numbers, email, and other personal information. This data is visible on the public web page, so you may want to only display your work phone number, email, etc...
- edit my web page** Your web page. This is a more complete set of data, all about you, on your own web page. It is accessible from the [Gavilan Directory](#) (you can click on your name to see your web page). You may chose to have your web page visible or hidden. Right now, your web page is: **Enabled**. [Click here to disable it](#). The address of your web page is: <http://www.gavilan.edu/dir/facultyPage.php?p=612>
- upload a picture** You can upload a picture to be used on your page.
- edit my classes** If you have a website for your class, please add it to this list. This adds your class to the [Class Homepages](#) link.

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

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**

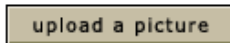
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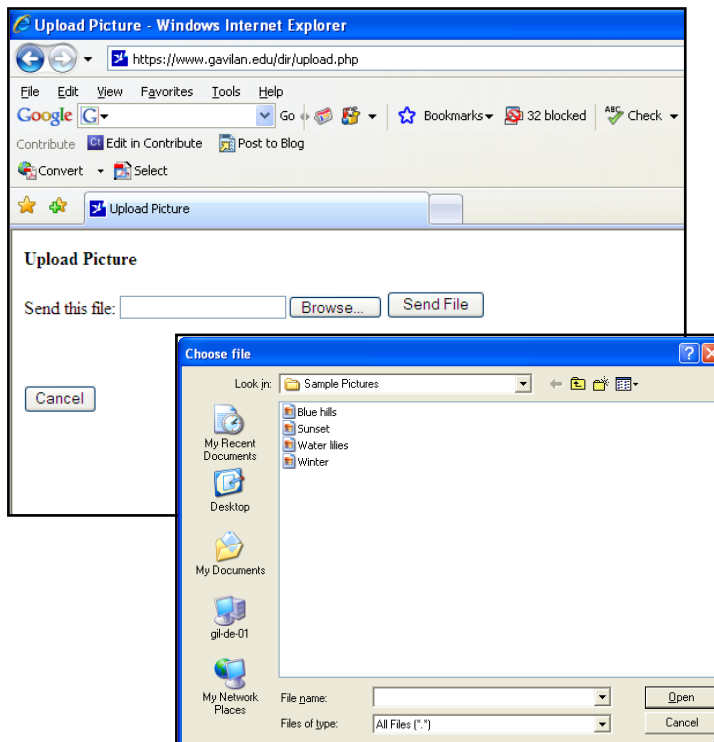
Step 3 Uploading a Picture

- A. Select **upload a picture** from the **Table of Contents** menu.



Contents

- 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**

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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.

- C. Select **Save Changes**

The screenshot shows a web form titled "PERSONAL INFO". The form contains the following fields and values:

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		

At the bottom of the form, there are two buttons: "Cancel" and "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**.

B. Select **Add New Class**

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

D. Select **Save Changes**.