Managing Your Faculty/Staff Profile

I. Introduction

The online faculty/staff profiles are designed to consolidate and present common employee information such as your office phone number, fax number, cell number, location, office hours etc. Course schedules for faculty members are also automatically displayed and allow students to download syllabi, course outlines and also be directed to any external course management system you might be using such as ETUDES, Moodle etc. Your profile pages also allow you to create custom web pages easily using Microsoft Word like tools without requiring knowledge of HTML.

Every faculty and staff member currently has a profile page ready to be updated. If you do not find your name in the Campus Directories, you may request an account be created by submitting a Work Request order. Your profile page can also be viewed directly by navigating to the following URL http://www.lamission.edu/~userid where userid is your username used to login to your computer and also the first part of your userid@lamission.edu email

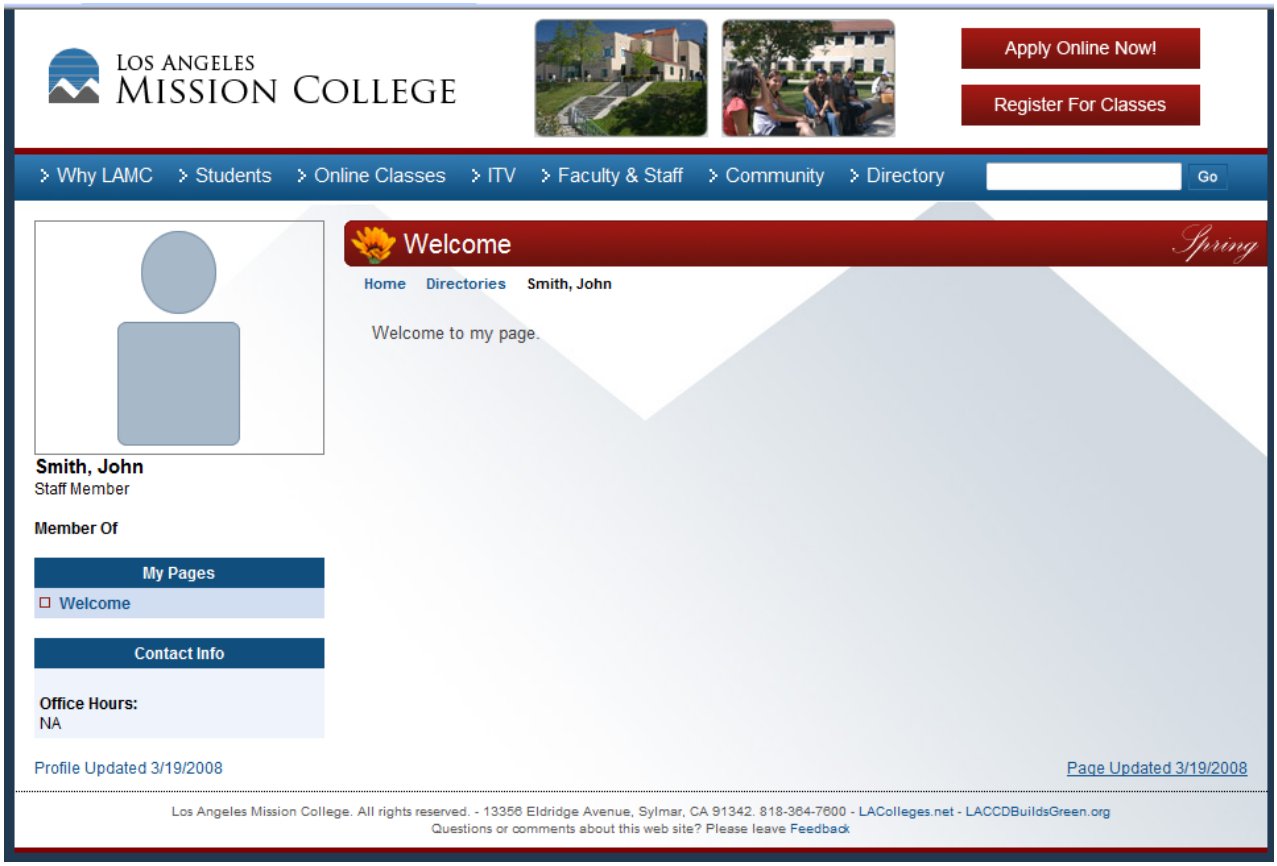
II. Logging into Your Profile

There are several ways to login to your profile. If you have a lamission.edu email account, you can simply navigate to the URL http://www.lamission.edu/~userid where userid is the first part of your email. This internet address will be your permanent location for your profile. Feel free to distribute or print.

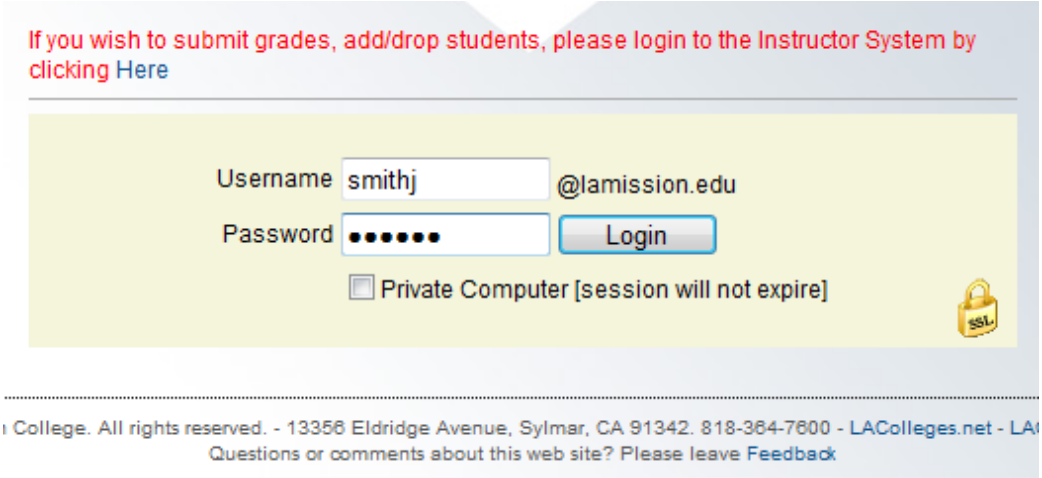
Another method of locating your profile is to search in the Campus Directories. Steps provided below:

1) Navigate to http://www.lamission.edu/directories/ . Search for your name or use the alphabet search to locate your name. If you do not find your name in the directory, you may request an account be created by submitting an online Work Request. After locating your account, click on your name to open your profile page.

2) On the bottom left corner of your profile page under Contact Info, you will find a link that states when the profile was last updated 'Profile Updated XX/XX/20XX'. Click this link to navigate to the faculty/staff login page.

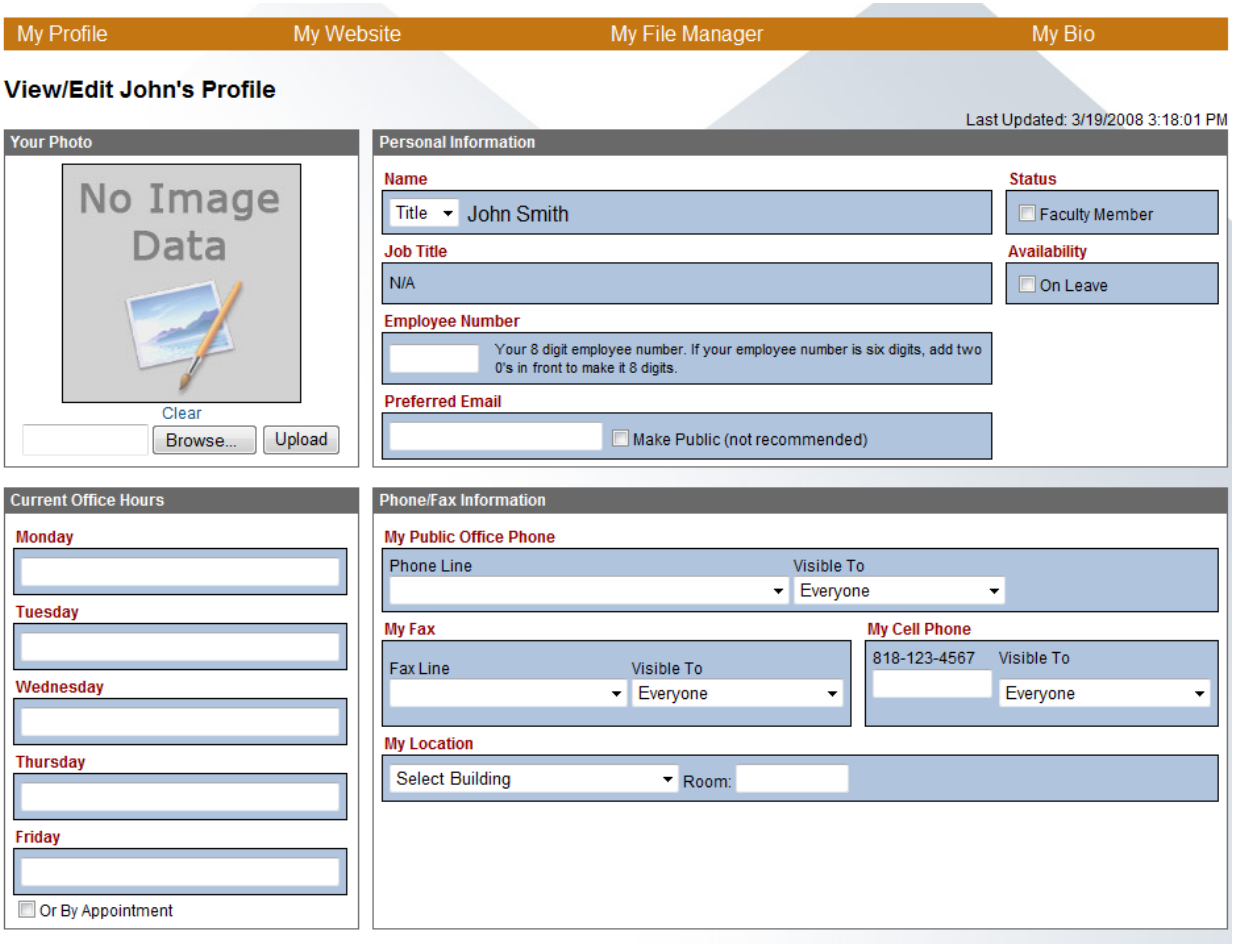


3) Enter your login information here. If you have a lamission.edu email account, your username is the first part of your email address and your password is the password you use to check your email or login to the work computer. If you do not have a lamission.edu email account, your username and password will be given to you upon request.



III. Updating Your Profile

After you have successfully logged in to your profile (refer to II. Logging into your profile), you will be presented with a page that will allow you to modify your profile. The information entered here will reflect onto your public profile page.

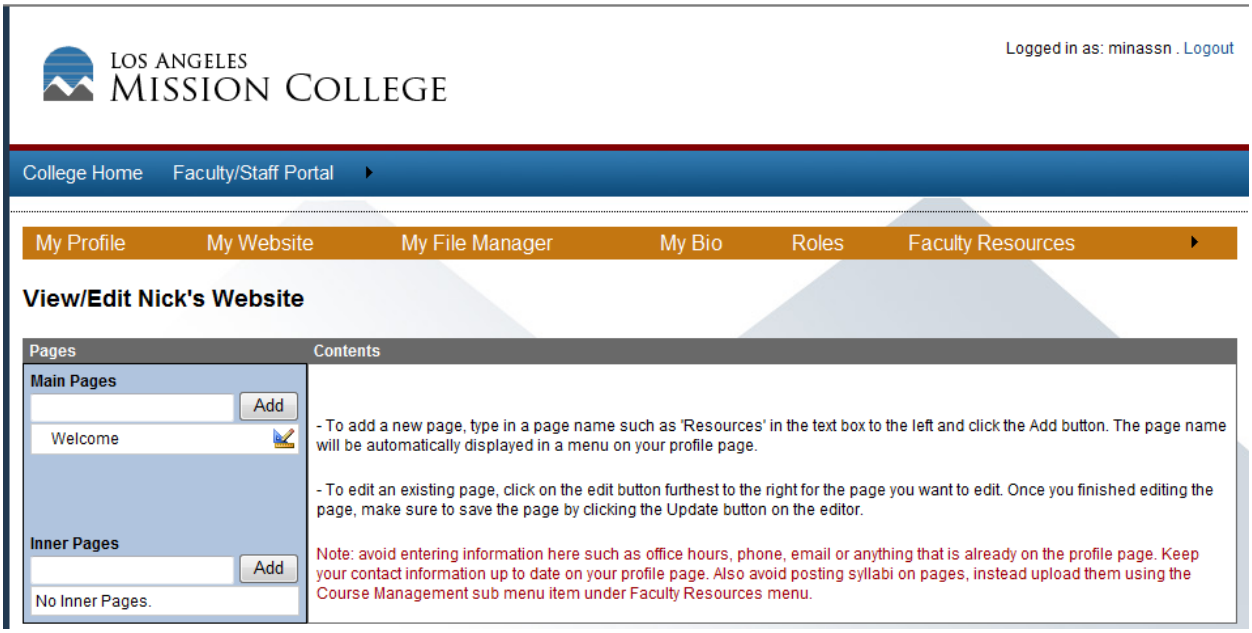


- Note to Faculty: For your course schedules to be automatically displayed on your profile page and also to take advantage of the tools that allow you to upload your syllabi, you must enter your 8 digit employee number on this page. This is the link that ties your account to your courses.

If you are a faculty member at LA Mission College, you must also check the Faculty Member check box. Enter any additional information here such as your office hours; your preferred email address that all messages sent to you from the web will go to. You may browse for your photo on your computer and upload to have your photo displayed on your profile page. Once you have entered everything, make sure to click the Update button at the bottom of the page to save your changes.

IV. Working with Web Pages

The easiest way to add/edit your web page is to navigate to your profile page and click the 'Page Updated XX/XX/20XX' link at the bottom right corner of the page. If you are already logged into your profile, you can click on the link at the top of the page called "My Website" to take you to your pages.

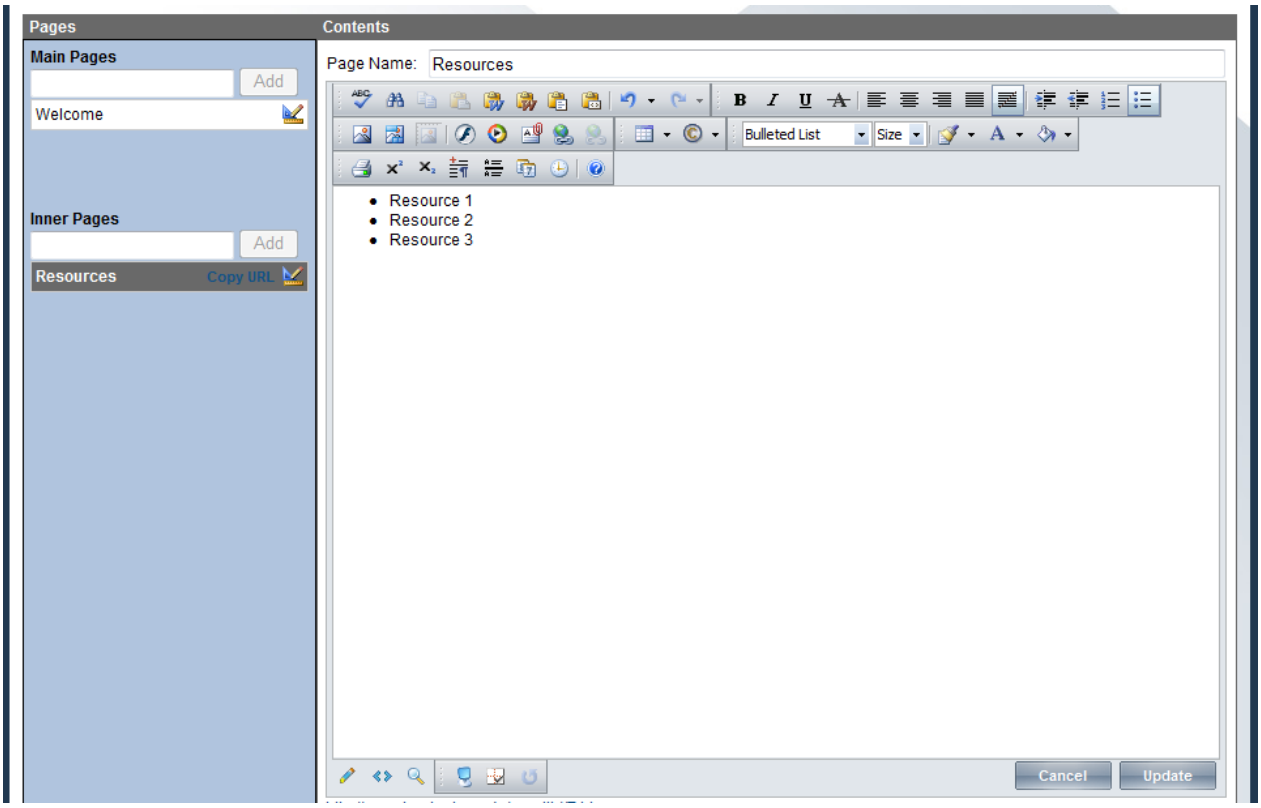


Here you will see all your web pages that exist separated into two categories, Main Pages and inner Pages. The one difference between the two is that Main Pages will automatically show up in a navigation menu on your profile page while Inner Pages do not. The only way to bring up Inner Pages on your profile is to directly link to them (demo below).

Demo: Working with Main Pages and Inner Pages

In this simple demo, we are going to create a new Inner Page and link to it from the main Welcome page.

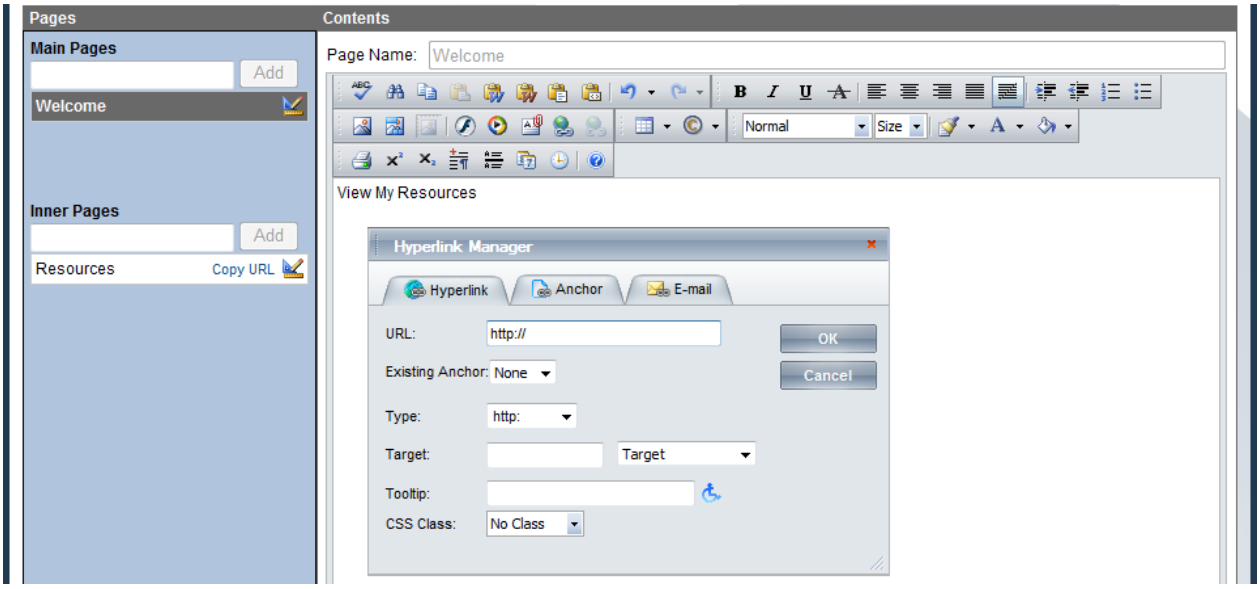
1) We are going to start by creating a new Inner Page called 'Resources'. We type the name in the text box below Inner Pages and click **Add**. After the page has been added, we click on the edit page icon next to the page name to bring up the page editor.



We will make a simple bulleted list and finish by clicking the Update button on the editor to save your work.

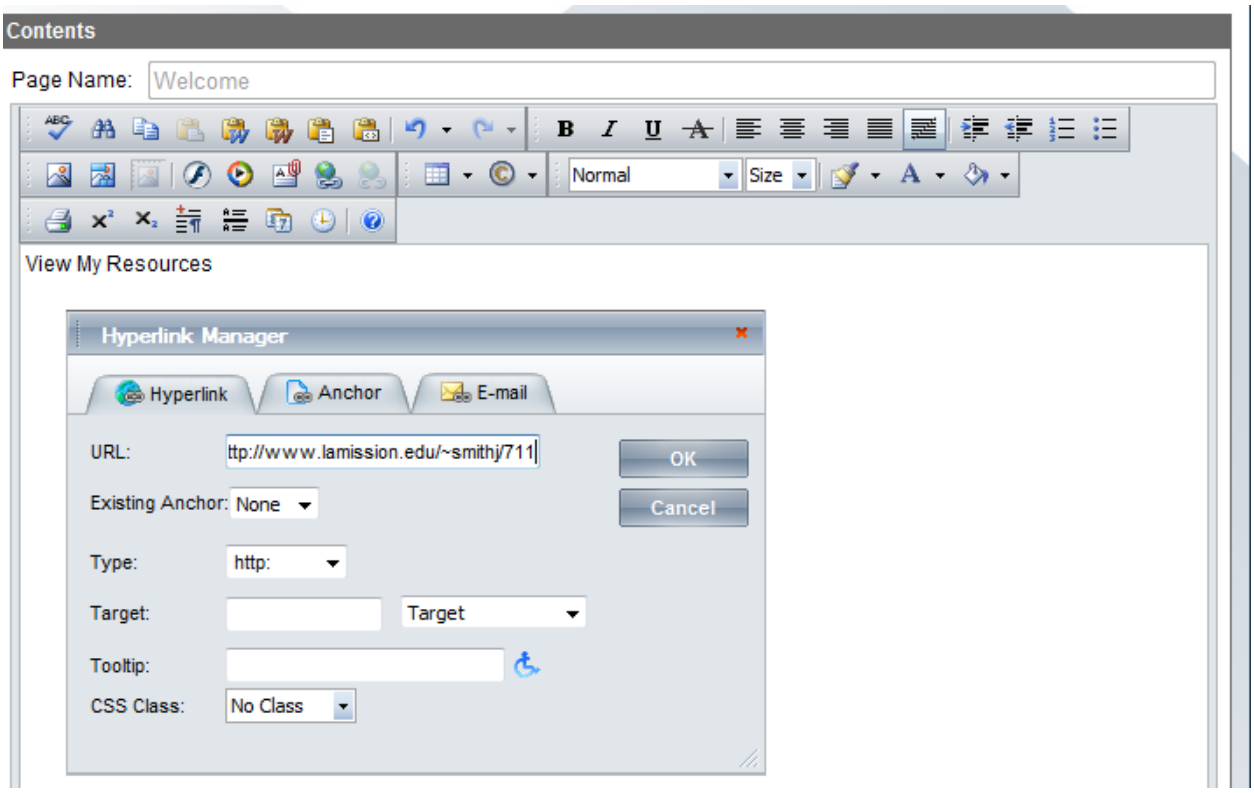
2) Next we will edit the page that will link to this new 'Resources' Inner Page, In this example we will choose to edit the Welcome page by clicking on the edit icon next to Welcome under Main Pages.

We will type some text that will represent the link, **highlight** the text and then click on the link button to bring up the Hyperlink Manager window.



Now we need the unique address to our Resources page to insert into the URL: field so we get this by clicking on the **Copy URL** link next to the Resources page name. This will copy the URL into your clipboard ready to be pasted.

Now we will bring focus to the URL field in the Hyperlink Manager, Clear out all existing text, then finally Control + V (or right click in the text box and choose Paste) to paste the URL into the field. It will look something like this:

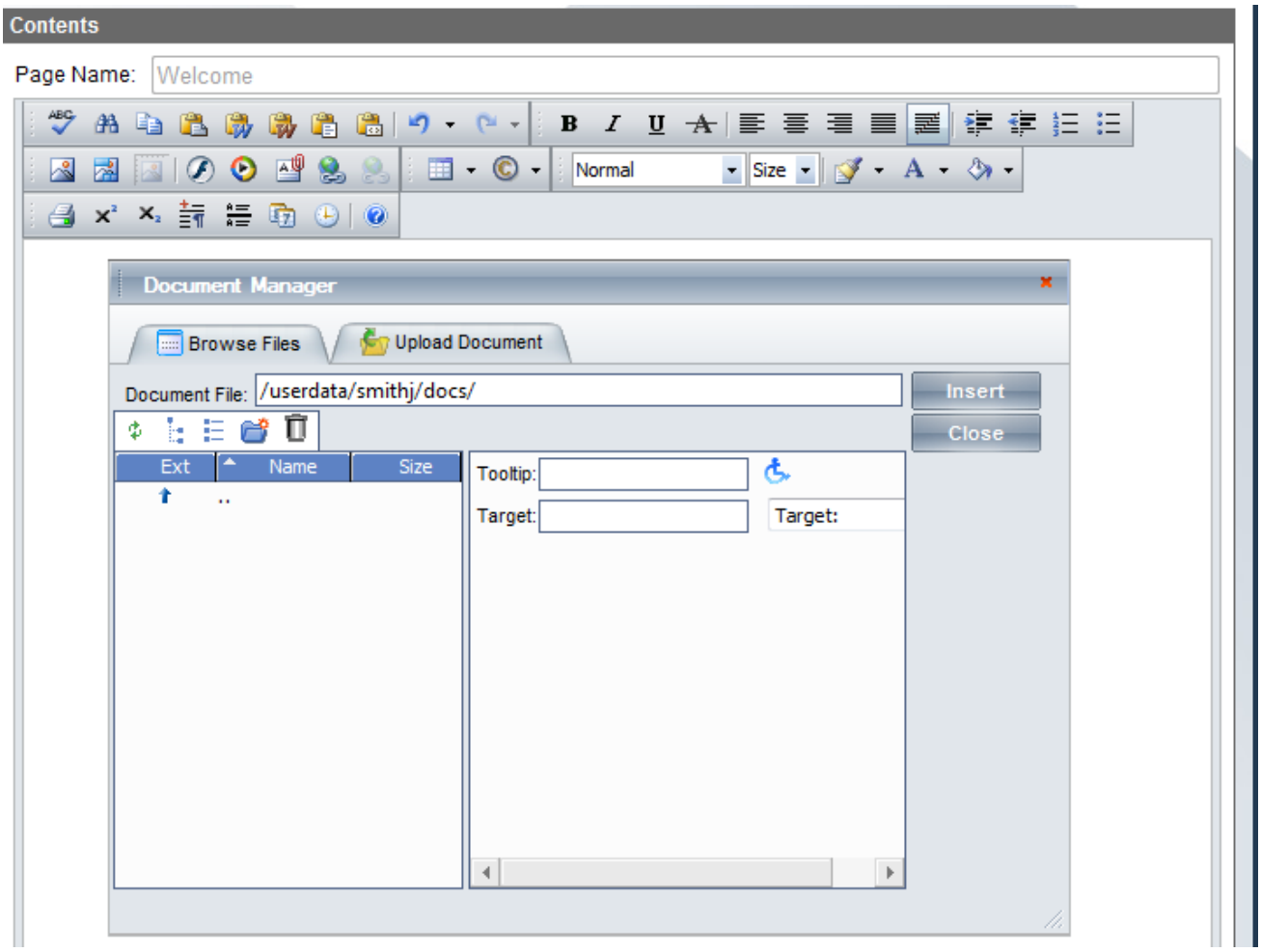


We conclude by clicking **OK** to close the Hyperlink Manager window and finally **Update** on the page editor to save the changes. You have successfully created a new Inner Page and linked to this page from the Welcome page. You can view the results by navigating to your profile page http://www.lamission.edu/~userid.

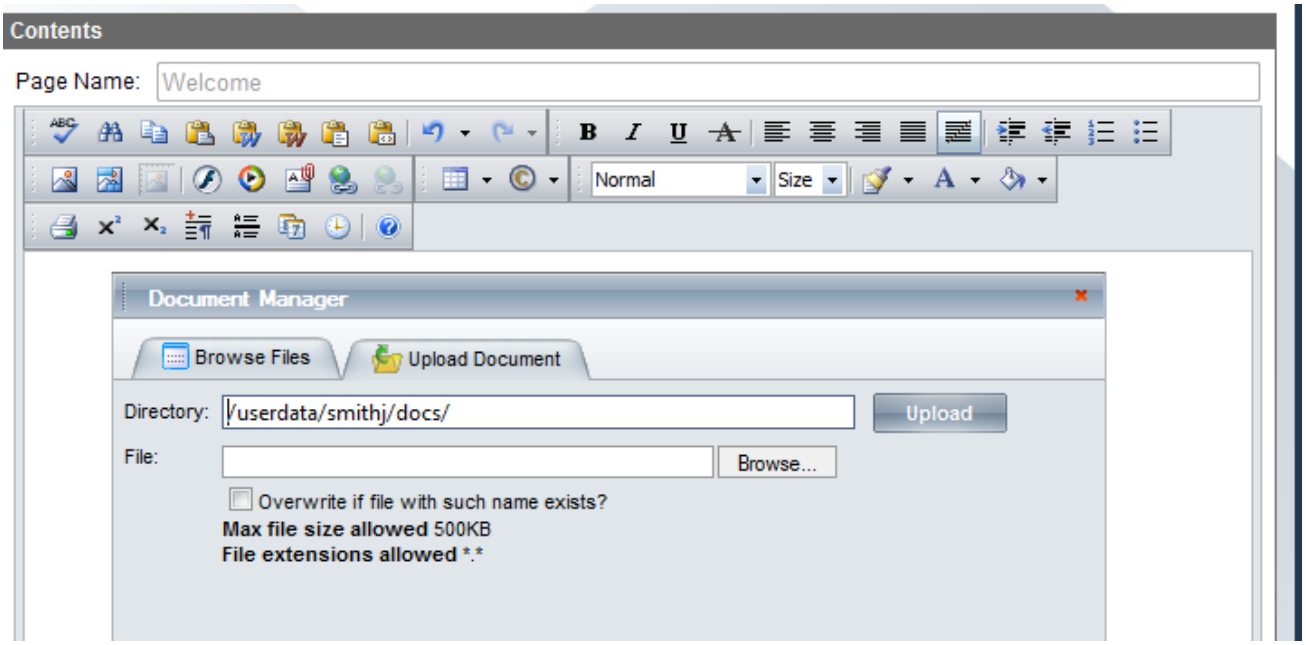
Demo: Posting Documents for Download

In this demo, we are going to upload a Microsoft Word document and link to it from the Welcome page. This demo should work for posting any type of document you want available for download.

1) We are going to begin by editing the page we want the document download to reside on. In this example we will choose the Welcome page by clicking on the edit button next to it to bring up the page editor. Next we will bring up the Document Manager by clicking on the icon.

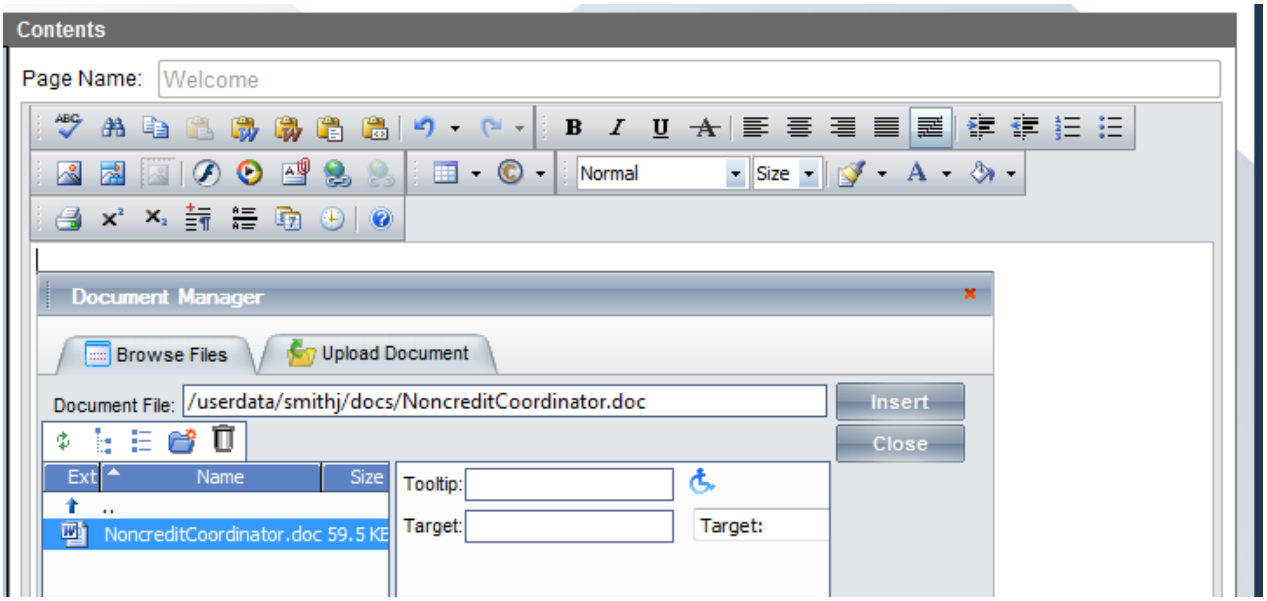


2) Next we click on the Upload Document tab that will allow us to upload our Word document.



Click browse and choose the Word file you would like to upload. Finish by clicking the Upload button.

3) After the file has been uploaded, you will be directed back to the Browse Files window with the recently uploaded file highlighted. Click the **Insert** button to insert the link to the newly uploaded document.



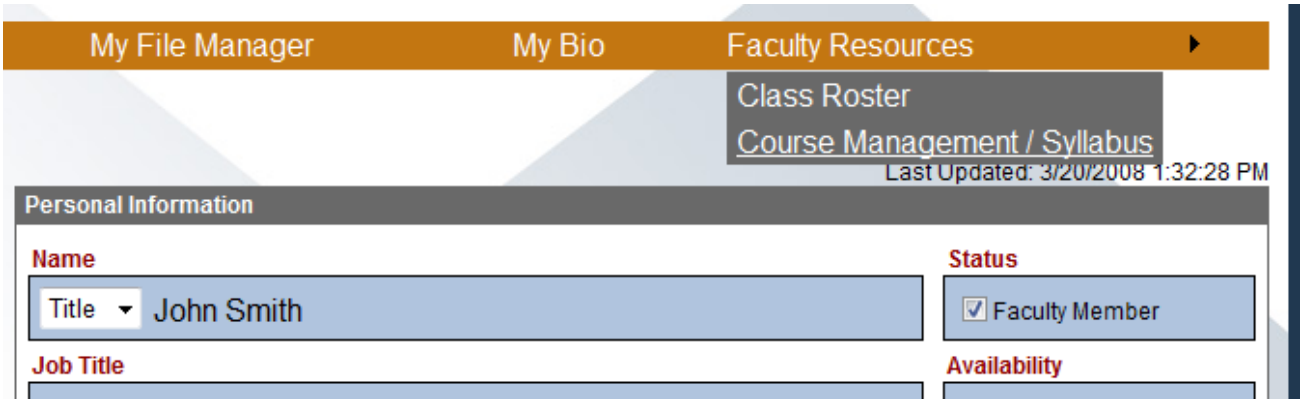
Finish by clicking **Update** on the editor to save your changes. You have successfully uploaded a document and inserted a link to the document on the Welcome page. You can view the results by navigating to your profile page http://www.lamission.edu/~userid.

4) If you are finished with the portal, click the logout button at the top of the page.

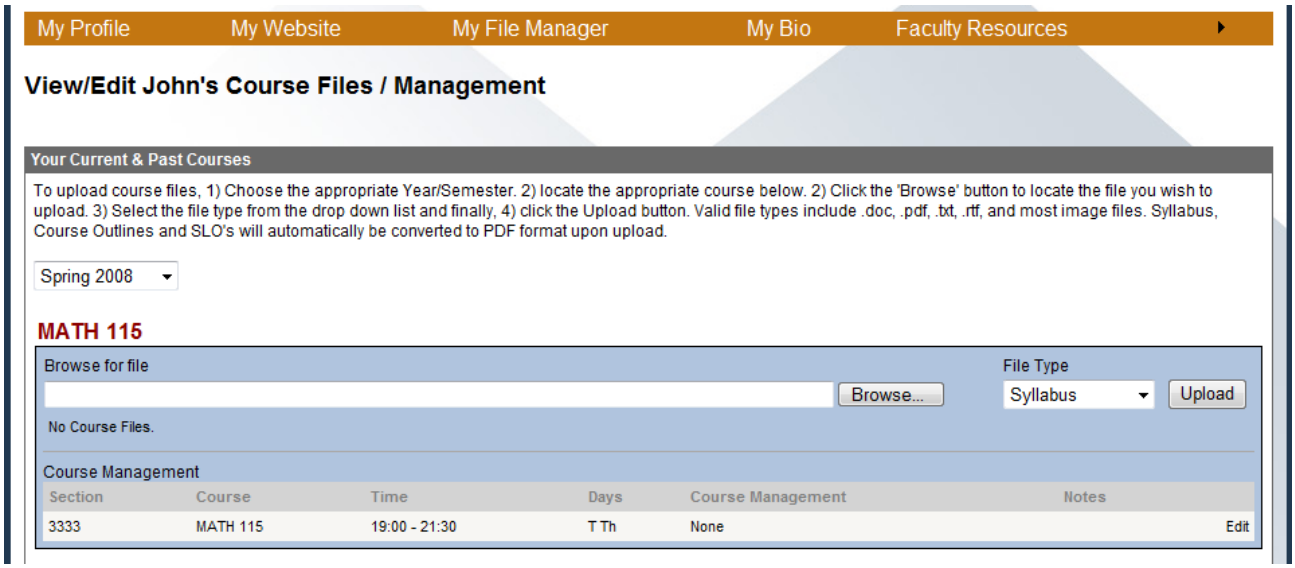
IV. Posting Syllabi/Course Outlines/SLO's and Course Management.

Posting your syllabi using the available tools makes your syllabi easily accessible to your students directly from your profile page as well as the online schedule of classes. Furthermore, if you are using any 3rd party course management tools such as Moodle, ETUDES, Course Compas, etc, you can provide the link directly to your online class. This link will be visible on your profile page next to each course as well as the online schedule of classes. Note: You must have your employee number set in your profile for these features to work. Refer to III. Updating Your Profile to set your employee number if needed.

1) Begin by logging into your profile (refer to II. Logging into Your Profile). Once you have successfully logged in, navigate to the Faculty Resources menu at the top, then to Course Management / Syllabus

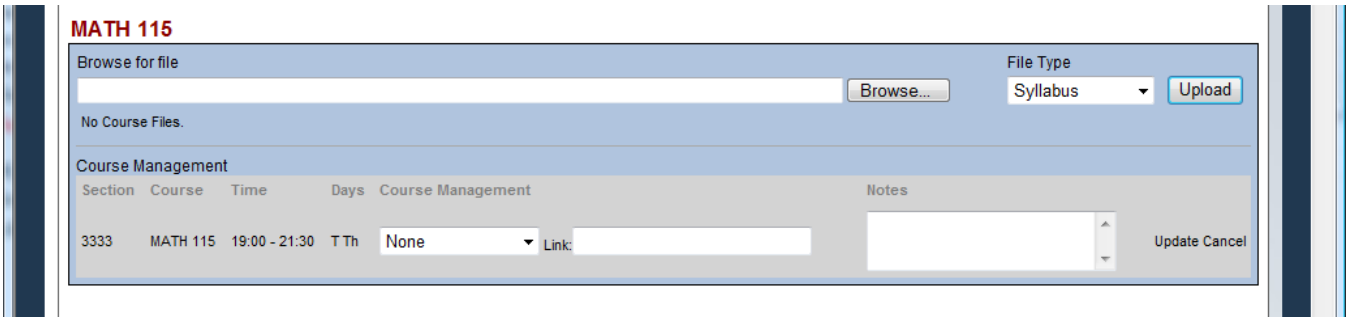


2) Choose the appropriate Year/Semester from the dropdown list. You will see a list of your courses for the selected year/semester.



3) Locate the course for which you like to upload syllabus for, Click the **Browse** button to locate the syllabus document on your computer. (The document can be in a number of different formats. Some of the acceptable formats include PDF, Word, Excel, WordPad, an image file and plain text file. The document will automatically be converted to PDF if it is not already a PDF file). Next choose the **File Type** from the dropdown list then click Upload. You have successfully uploaded your syllabus for the selected course. Note: Syllabi files are shared among all sections under the course.

4) If you are using any course management system such as Moodle, ETUDES, etc. You can provide a link directly to the online course. Start by locating the section for which you would like to edit then click the **Edit** link to the far right.



5) Choose the course management system you are using from the dropdown list. A default link to the course management system will automatically be pasted to the right. You may modify this as you wish. Next, enter any notes you would like accessible to your students in the Notes field then click Update. You have successfully modified a course that uses a course management system.

6) If you are finished with the portal, click the logout button at the top of the page.