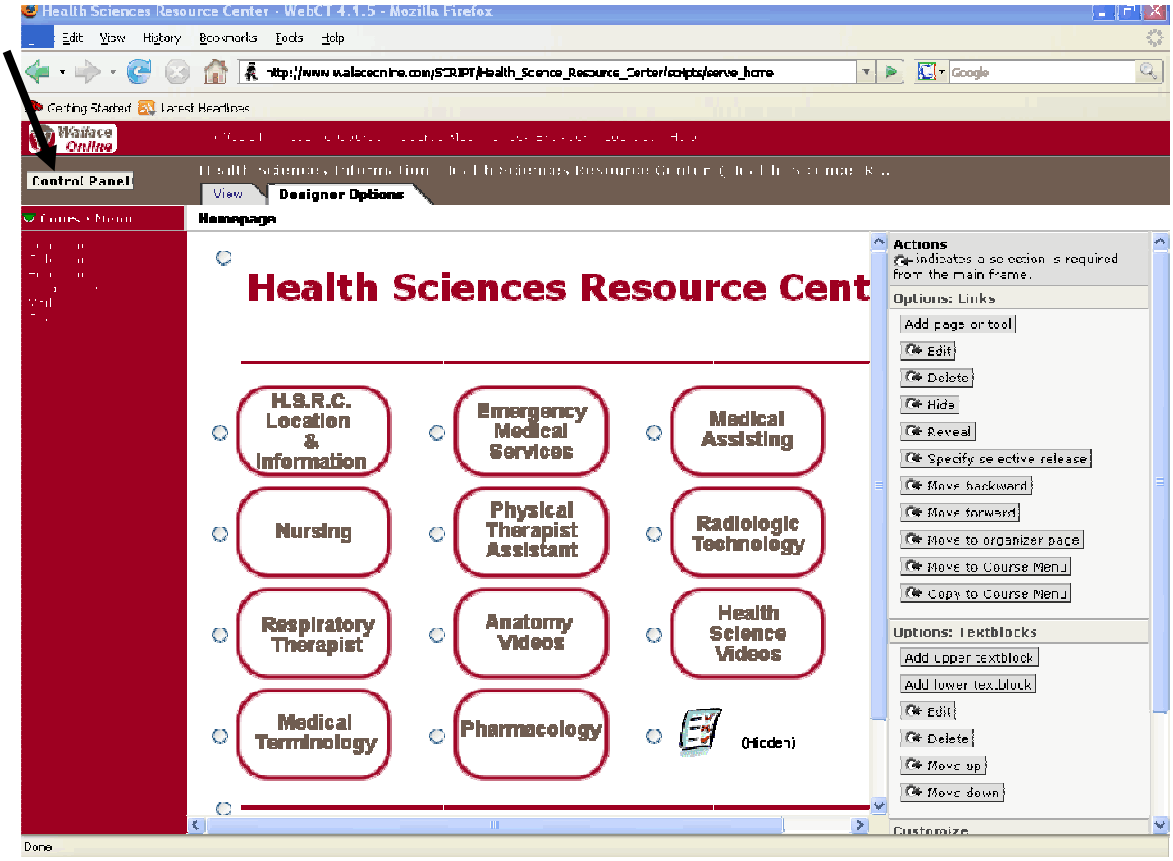
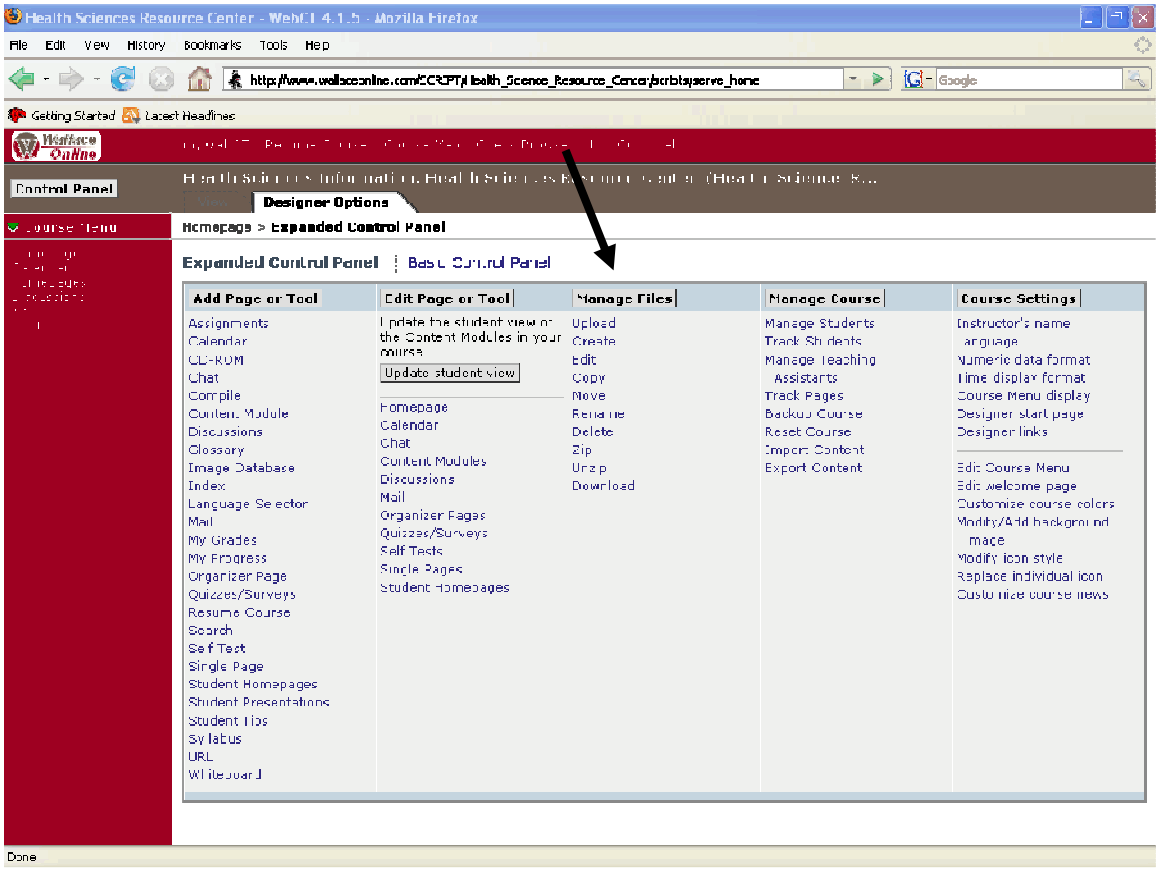
Editing Instructor Information Page

1. From the Homepage in the course, go to the Control Panel.

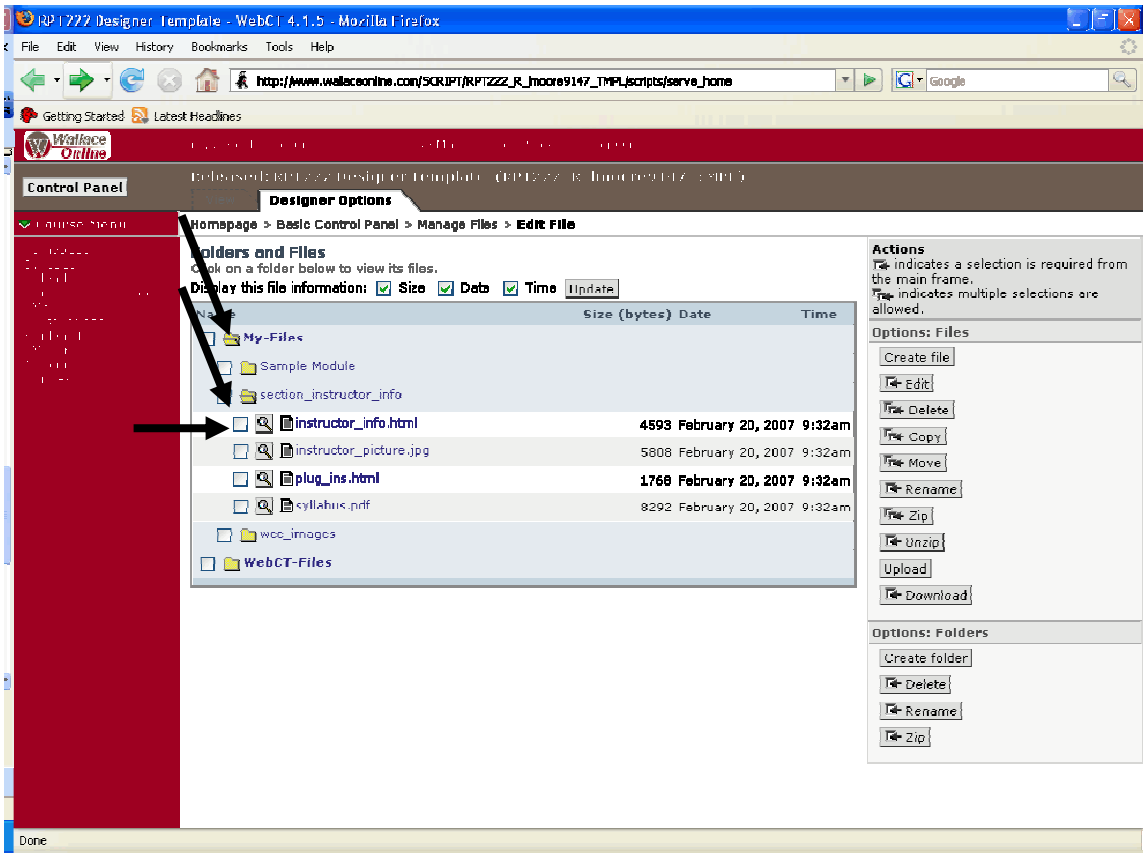


2. On the Control Panel Page, click on Manage Files.

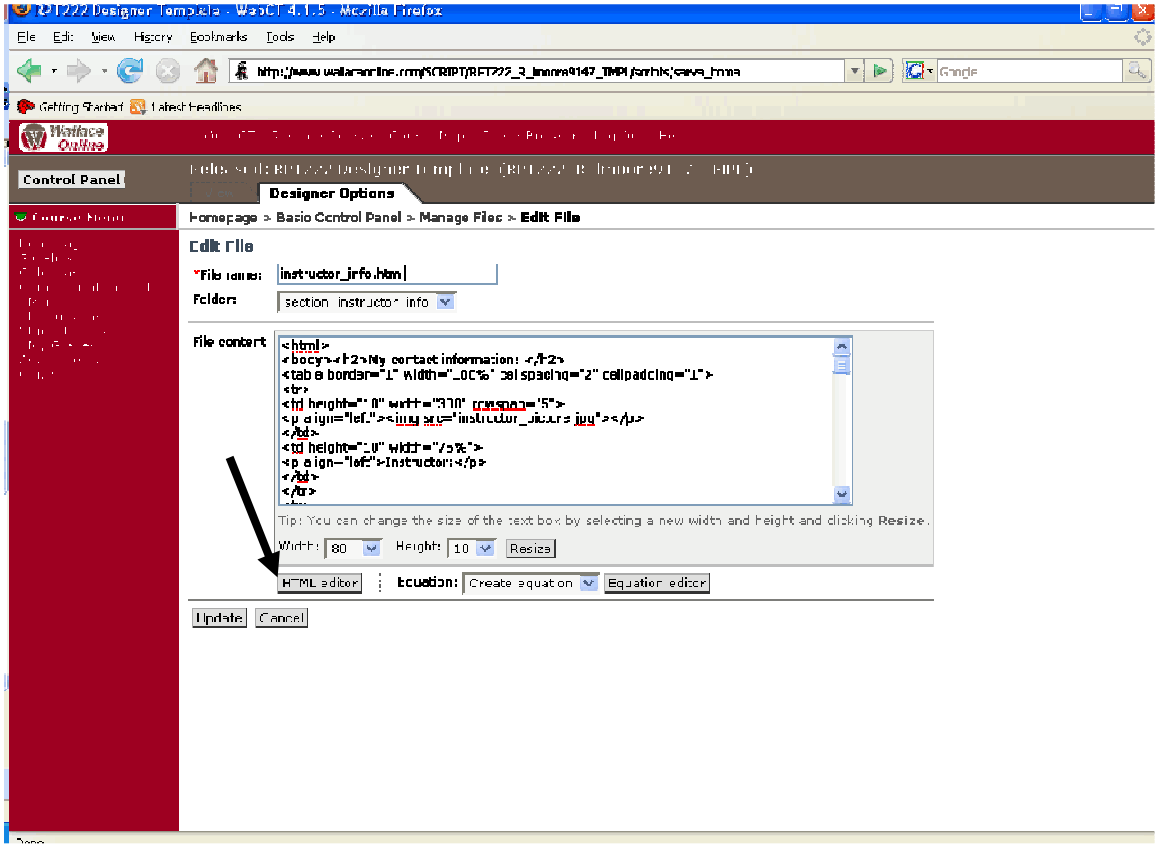


3. In the Manage Files page, you will need to click on the My-Files Folder and click on it to open it, if it is not opened. Under the My-Files Folder, locate the section_instructor_info folder and click on it to open it.

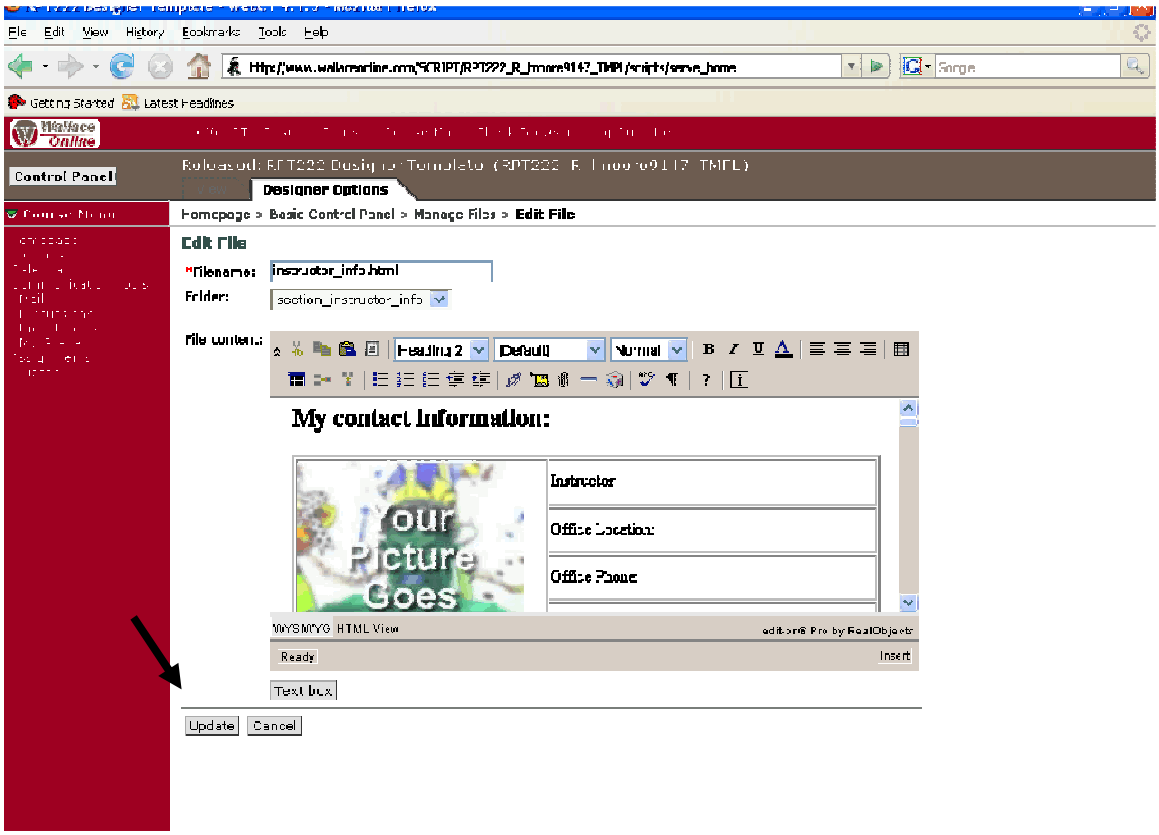
In the section_instructor_info folder, locate the file instructor_info.html file and click on the name of the file.



4. After you click on the instructor_info.html file name, the page will appear like this. You will need to click on the HTML editor button to edit the page.



5. In this screen you can edit your instructor information and schedule. When you are finished, click the update button at the bottom.



This product was funded by a grant awarded under the President's Community-Based Job Training Grants as implemented by the U.S. Department of Labor's Employment & Training Administration. The information contained in this product was created by a grantee organization and does not necessarily reflect the official position of the U.S. Department of Labor. All references to non-governmental companies or organizations, their services, products, or resources are offered for informational purposes and should not be construed as an endorsement by the Department of Labor. This product is copyrighted by the institution that created it and is intended for individual organizational, non-commercial use only.