

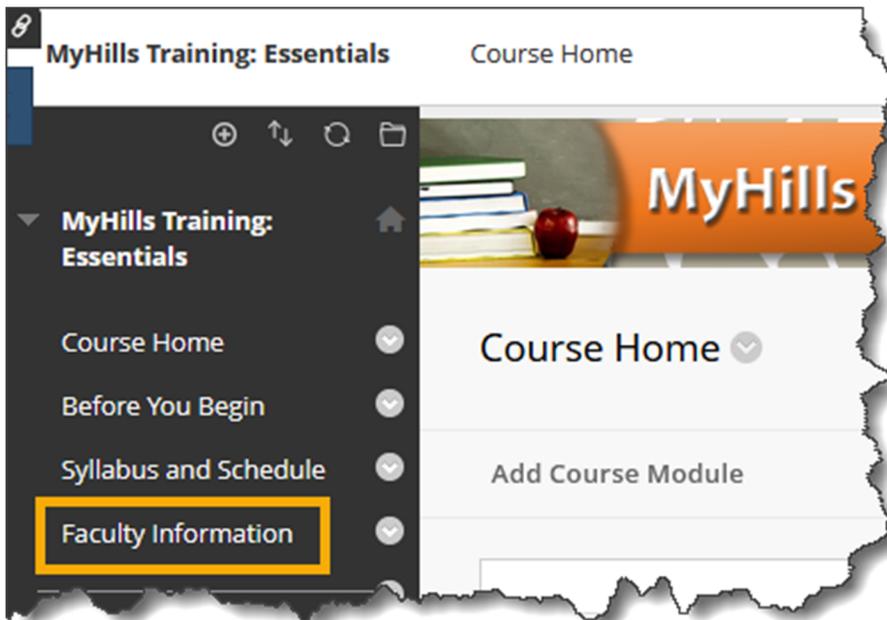
**Faculty Tutorial:**

**Add a Faculty Photo and Contact Information**

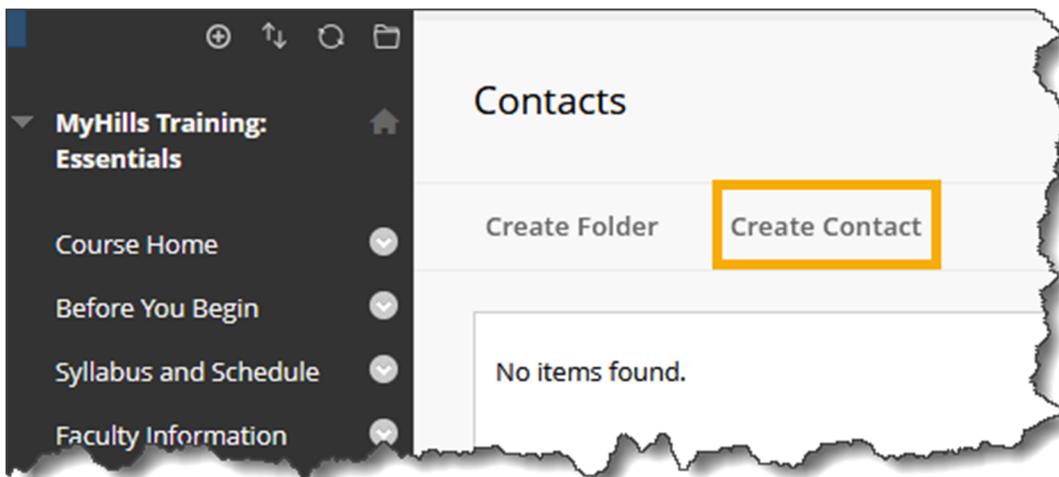
**Purpose:** To show faculty how to add their “Faculty Information” and upload a faculty photo.

On your course menu, click “**Faculty Information**” to add, view, or edit your contact information.

**Note:** See the tutorial “**Navigate and Edit the Course Menu**” to learn about the Course Menu.



The “Contacts” page will open. To add your contact information, click “**Create Contact.**”



On the “Create Contact” page, under “Profile Information,” enter your information in the spaces provided. An **orange** asterisk indicates a required field.

The screenshot shows the 'Create Contact' page. On the left is a dark sidebar with the following menu items: MyHills Training: Essentials, Course Home, Before You Begin, Syllabus and Schedule, Faculty Information, Learning Units, Assignments, Discussions, Zoom Class Sessions, Course Tools, My Grades, Email, Help Desk, NetTutor, and Course Management. The main content area is titled 'Create Contact' and contains a form. At the top of the form is a note: '\* Indicates a required field.' Below this is the section 'PROFILE INFORMATION' with the instruction 'Provide an email address and a title, first name, or last name.' The form fields are: Title (with a small icon), First Name, Last Name, Email (marked with an orange asterisk), Work Phone, and Office Location. Below the Office Location field is a note: 'For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).'

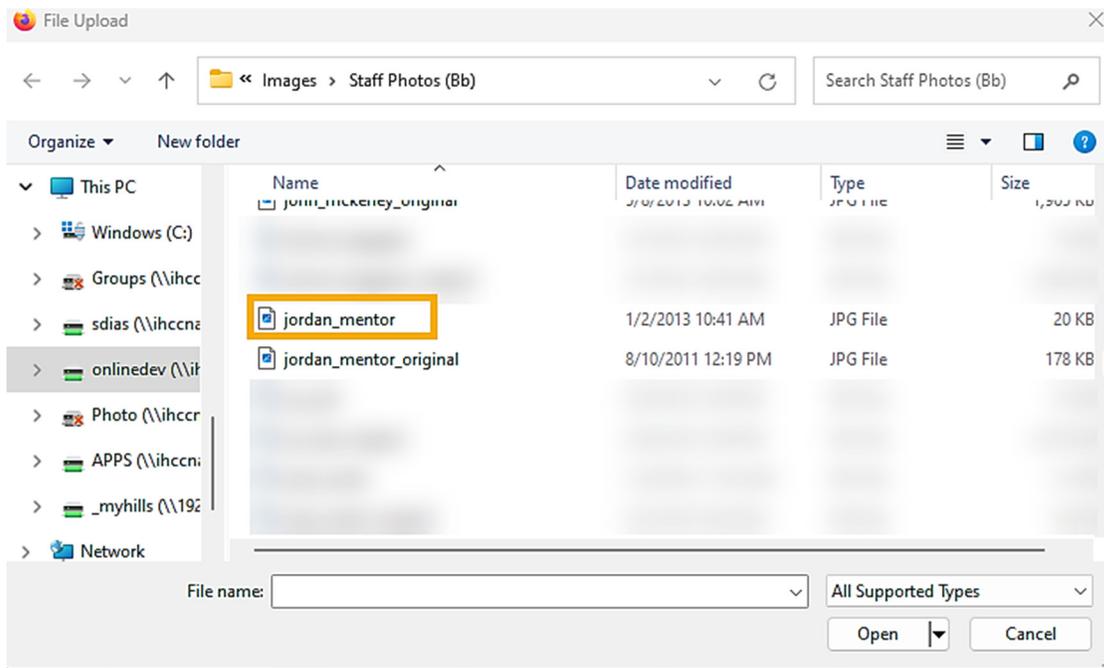
Under the “Options” area, you will add a photo of yourself. For best results, the image size should be 150 by 150 pixels.

**Note: It is recommended that you upload the same photo you used for your personal avatar. Please see the tutorial “Upload an Avatar” for more information.**

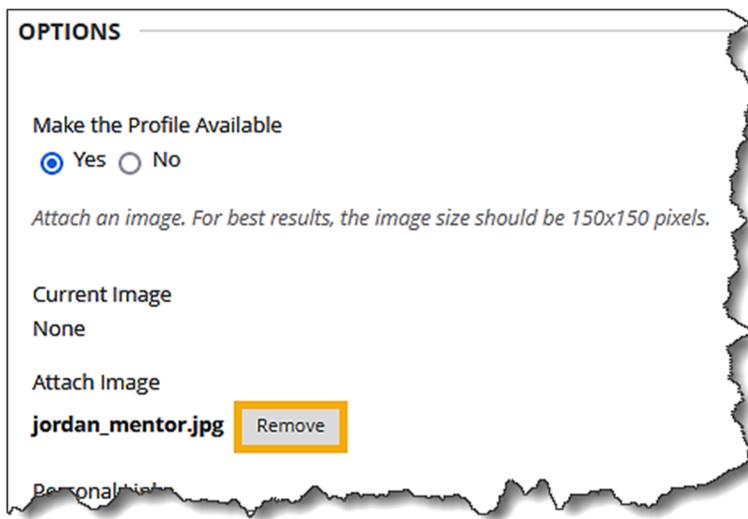
To upload your image, click “**Browse.**”

The screenshot shows the 'OPTIONS' section of the form. It includes a heading 'OPTIONS' and a section 'Make the Profile Available' with two radio buttons: 'Yes' (selected) and 'No'. Below this is a note: 'Attach an image. For best results, the image size should be 150x150 pixels.' Underneath is the section 'Current Image' with the text 'None'. The final section is 'Attach Image' with a 'Browse' button highlighted with an orange border.

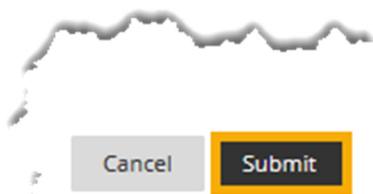
Next, find the photo you would like to upload on your computer. Once you locate your photo, select it, then click “Open.”



If you decide not to upload the photo you just selected, click “Remove.”

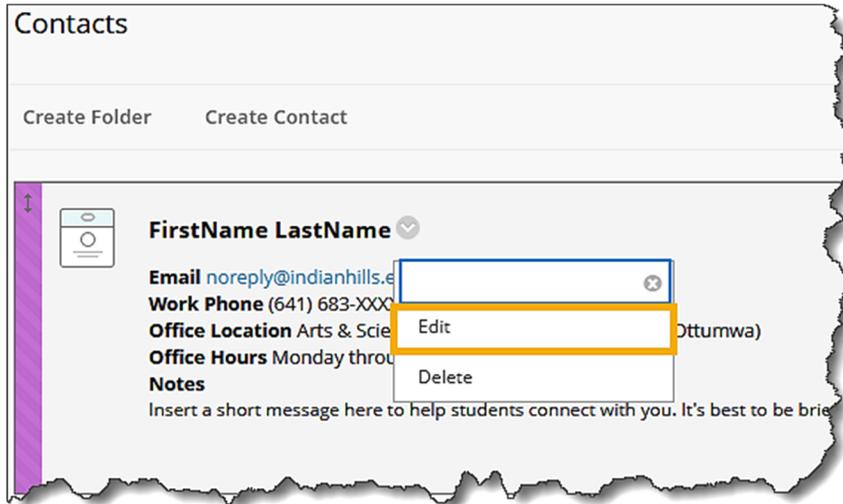


Once you have filled in your contact information and uploaded your photo, click “Submit.”



**Note: Courses may have a fake faculty contact (FirstName LastName) in the course by default. Instead of creating a new contact, you may edit the existing contact. However, if you upload a new contact, please delete the “fake” one to avoid clutter and confusion for students.**

Place your cursor over the contact information and click the drop-down arrow that appears. In the sub-menu that appears, click “Edit.”



On the “Edit Contact” page, under “Profile Information,” enter your information in the spaces provided and upload your photo using the same steps outlined above.

A screenshot of the "Edit Contact" form. At the top, it says "Edit Contact". Below that is a note: "\* Indicates a required field." The form is divided into sections. The first section is "PROFILE INFORMATION" with a horizontal line below it. Below this section is a prompt: "Provide an email address and a title, first name, or last name." There are five input fields: "Title" (with a lock icon), "First Name", "Last Name", "Email" (with an asterisk), and "Work Phone". The "Email" field contains "noreply@indianhills.edu" and the "Work Phone" field contains "(641) 683-XXXX".

Then, click “**Submit.**”



Congratulations! You now know how to add a faculty photo and contact information!

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**Office of Online Learning**

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