

Faculty Home Page Utility

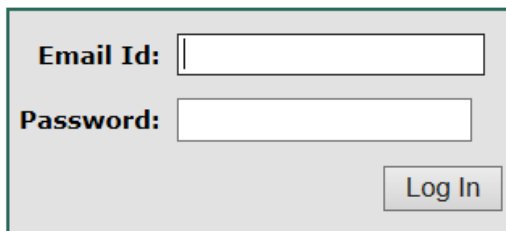
Select Link below to start building your faculty home page.

<https://www.palmbeachstate.edu/NewFaculty/login.aspx?ReturnUrl=%2fnewfaculty%2f>

1. The following dialog box will appear - *Enter Your Email User ID and Password* in the designated fields.

Faculty Home Page Utility

Use your Palm Beach State College network-email ID and password to login.



Email Id:

Password:

Log In

2. The first dialog box you see is **PERSONAL INFORMATION** – *enter your Dept Fax and Dept. Contact information*

Jeannine A. Burgess

Instructional Tech Coordinator

Dept. Fax:

Dept. Contact: @palmbeachstate.edu

Adjuncts: The department contact is your Department Chair

Full-Time Faculty: The department contact is your Dean or Associate Dean


Update

3. Select UPDATE to save the information.

Note when you select “update” the right side of the page will automatically add Department Contact Information. If you discover you made a mistake or need to modify an entry – click in the field → delete the text and re-enter the corrected text.

TEACHING ASSIGNMENTS

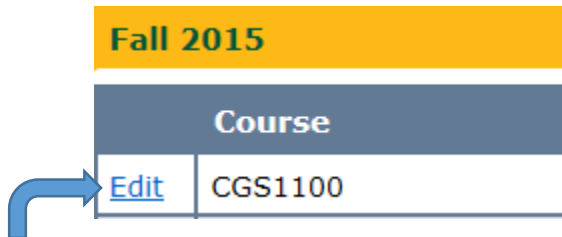


1. Select the  button found at the bottom of the page. On the top of the screen to the left you see the Default is to view all – this will display all course assignments assigned.

View All Fall Only Spring Only Summer Only It is simple to change your view select the radio button for the view you desire.

2. UPLOAD SYLLABUS

- a. Select Edit in the first column.



- b. The following dialog box is displayed. Select *Browse* to upload your syllabus (PDF format)

Jeannine A. Burgess

Instructional Tech Coordinator

Add/Edit Teaching Assignment

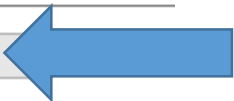
Course ID: COP2831

Ref. Num: 201871

Add'l Information:

Hyperlink Title:


Hyperlink:

Syllabus: Browse... 

- c. Browse your documents, flash drive or other device to locate your syllabus,
- d. Select the syllabus
- e. Select open

It should look similar to the this...

Syllabus: Browse...

- f. Click  -- the submit button will return you to the main window "Teaching Assignments & Syllabi"

To view the syllabus, select View under syllabus. The syllabus in PDF format will open in a new tab. To close the Tab, select the x in the open window tab.



ADD/EDIT TEACHING ASSIGNMENT

1. Select Edit next to the course you wish to edit or modify.
 - a. Delete the syllabus and replace it with a revised one select [Delete File](#)
2. Add Additional Information – click in the fields enter the information and Submit.
Example:


Add'l Information:

Hyperlink Title:

Hyperlink:

EDUCATION



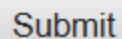
1. Select the  button found at the bottom of the page.
2. Select [Add New College](#) link found at the top right of the screen.
3. The following window will open.

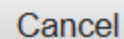
Add/Edit Education

College Name:

Degree:

Hyperlink:





4. Complete the fields and select Submit

FACULTY IMAGE



1. *Select* the button found at the bottom of the page. You only have **TWO** options here either display your Panther Card Image or Do Not Display My Image.

Display My Image DO NOT Display My Image

Update Choice

2. *Select* the desired radio button and
3. *Select* Update Your Choice

LINKS



1. *Select* the button found at the bottom of the page. This is where you add all links you wish made available to your students.

[Add New Link](#)

2. *Select* [Add New Link](#) complete the Link Name and add the Hyperlink or you can Browse for a file – attach it and Submit.

REMAINING BUTTONS



OKAY, I got you this far. You have all the training needed to complete the remaining buttons. All of the other buttons “Biography → Courses Taught are constructed in the same manner. Click in a field, add your content and Save.