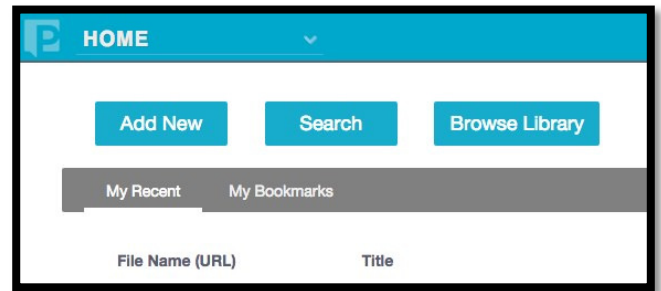


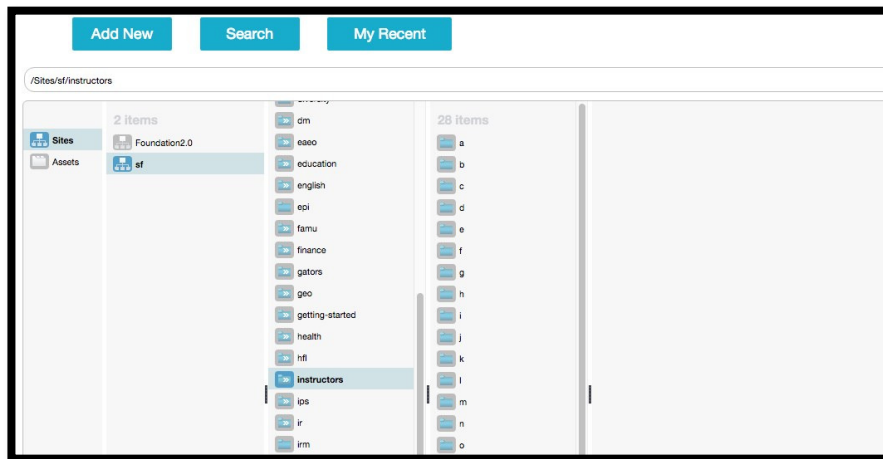
Approving Faculty Pages

1. Instructor informs you his/her page is ready to go live and needs “Approved.”
2. Log in to Percussion using your eStaff ID and Password.



https://cms.sfcollege.edu:38790/Rhythmyx/login?sys_redirect=https%3a%2f%2fcms%2esfcollege%2eedu%3a38790%2fcm%2f

3. Click “Browse Library” (see image to the right)
4. Open the faculty member’s Instructor page by following the folder pathway (sf > instructors > a-z > [instructor’s name]). The Instructor page is ordered in alphabetical order by last name. Double click on the Instructor page to open it. (see below)



5. Once opened, click “Edit” in the top right. Then, if it all looks good to you, click “Approve.” If it needs fixed or improved in any way, click “Close” and provide the faculty member with feedback.
6. Now that the page is Approved, it will be automatically published the following day.