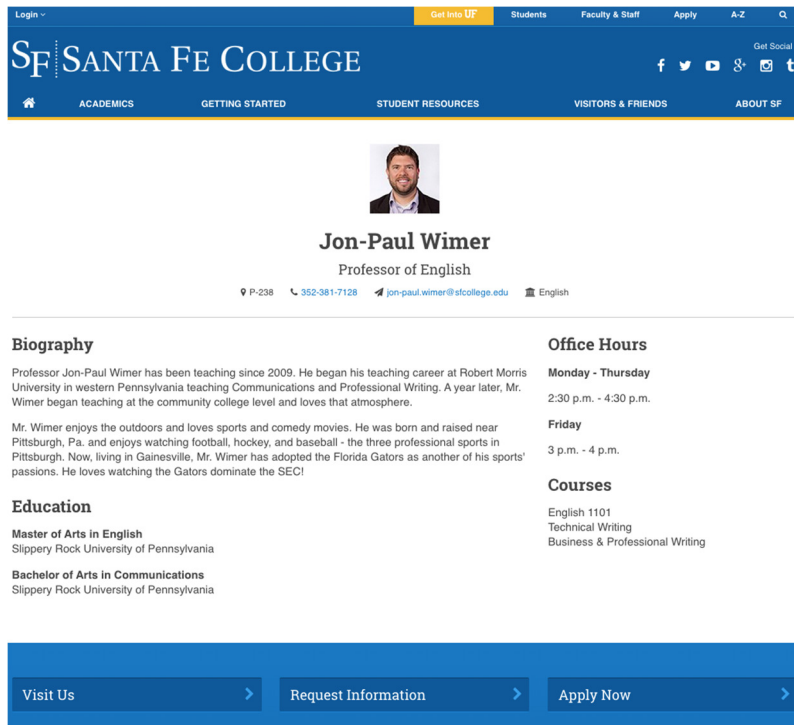


How to Create/Maintain Your Instructor Web Page

STEP by STEP



The screenshot shows the instructor web page for Jon-Paul Wimer at Santa Fe College. The page features a blue header with the college logo and navigation links. Below the header is a profile picture of Jon-Paul Wimer, his name, and his title as Professor of English. The page is divided into several sections: Biography, Office Hours, Education, and Courses. At the bottom, there are three buttons: Visit Us, Request Information, and Apply Now.

Biography
Professor Jon-Paul Wimer has been teaching since 2009. He began his teaching career at Robert Morris University in western Pennsylvania teaching Communications and Professional Writing. A year later, Mr. Wimer began teaching at the community college level and loves that atmosphere.
Mr. Wimer enjoys the outdoors and loves sports and comedy movies. He was born and raised near Pittsburgh, Pa. and enjoys watching football, hockey, and baseball - the three professional sports in Pittsburgh. Now, living in Gainesville, Mr. Wimer has adopted the Florida Gators as another of his sports' passions. He loves watching the Gators dominate the SEC!

Office Hours
Monday - Thursday
2:30 p.m. - 4:30 p.m.
Friday
3 p.m. - 4 p.m.

Education
Master of Arts in English
Slippery Rock University of Pennsylvania
Bachelor of Arts in Communications
Slippery Rock University of Pennsylvania

Courses
English 1101
Technical Writing
Business & Professional Writing

After obtaining your **username** and **password**, follow the below steps to edit your page:

- Enter the URL: cms.sfccollege.edu:38750 (keep this URL bookmarked)

Using Assets

PART 1 (upload the asset)

1 – Go to your "**Dashboard**" and find the Bulk Upload area.

2 – Under Target Folder, click **SF** > your **instructors** > **your name**

3 – Click the "**Approve assets**" box.

4 – Choose the correct asset type as either Image or File.

***NOTE** – if you choose file and upload an image, it WILL NOT work.

5 – Click **Add File**.

6 – Click **Upload**.

In order for the image to show up LIVE, either you (or us) will have to “publish” her asset, or we assign the instructors as “authors” and allow them publish their own asset and instructor page. Or...we, or your department, can add put the photo in for the instructors when they send them to you.

PART 2 (publish the asset) **if they are “author”

1 – Click "**Assets**" > **sf** > **your name** > **image** OR **pdf** (whatever you JUST uploaded)

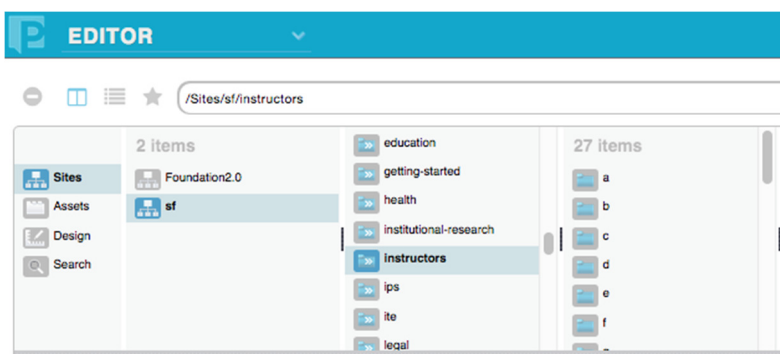
2 – **Double click** on the asset you just uploaded.

3 – Click **Edit** on the far right.

4 – Hover over **Publishing** and click **Publish**.

To Edit Your Page

1. Log in to Percussion using your Username and Password.
2. Once logged in, click **BROWSE LIBRARY** near the top of the page.
3. Click "**Sites**" → "**sf**" → "**instructors**" → your **last name** starting letter.



4. **Double click** on your name to open your page.
5. Once it's opened, click **EDIT** on the right side of the page.
 - a. *You are now in Edit Mode.*

6. To edit an area (your office hours, phone number, biography, etc., **double click** the particular area.
7. When done editing that area, click **SAVE**.
8. When done editing entire page, click **SUBMIT**.
 - a. *Your changes will be reviewed then published.*

Need help? Contact CT³ at 352-395-7375 or ct3@sfcollge.edu. They are located in P-140.