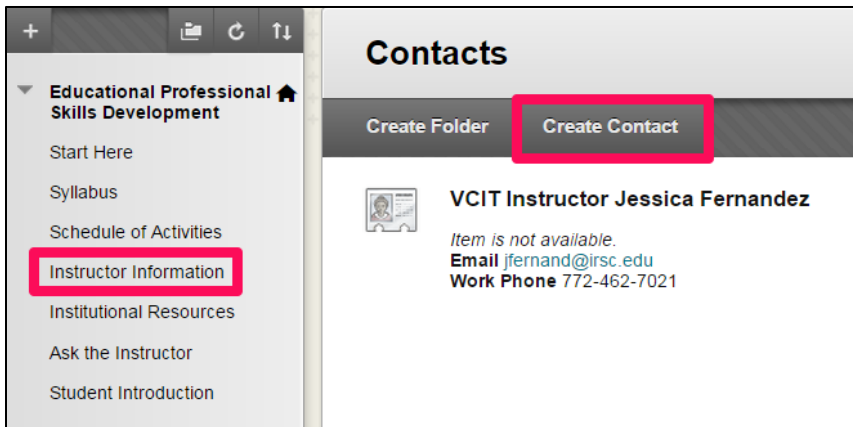


How to Update Your Instructor Information

Updating your Instructor Information into your Course



1. Click on the **Instructor Information** link in the Control Panel.
2. Click on **Create Contact**.
3. Enter your personal Information, Office Location, and Office Hours.
4. In the **Notes** section is where you will copy and paste your biography.
5. Click **Yes** to make your **Profile Available**.
6. Upload your current image by clicking Browse next to **Attach Image**.
7. Provide the link to your IRSC Weebly Instructor website by copying your link and pasting it in the **Personal Link** box.
8. Click **Submit**.

PROFILE INFORMATION

Provide an email address and a title, first name, or last name.

Title

First Name

Last Name

* Email

Work Phone

Office Location

Office Hours

Notes

Path: p

OPTIONS

Make the Profile Available Yes No

Attach an image. For best results, the image size should be 150x150.

Current Image

Attach Image

Personal Link