Updating Instructor Information Instructions

Purpose: Updating Instructor Information walks through the process of updating the Instructor Information, which informs students who their instructor is and how to communicate with their instructor.

*Note* These instructions reference the Kent State Online Template. If you are not using this template for your course and would like more information, please review the Getting Started section on The Framework Build page of the Online Teaching website (http://www.kent.edu/onlineteaching/build).

Updating Instructor Information

Needed to Complete:

To complete “Updating Instructor Information”, you will need to be:

- Logged into Blackboard Learn
- In the course that needs the Instructor Information updated
- Enrolled as an Instructor, Teaching Assistant, or Course Builder in the course
Step 1: Navigate to Instructor Information Item

Navigate to the location in your course where the Instructor Information item is located. In the Kent State Online Template, this will be the first item on the Home page.

*Note* If you do not have an Instructor Information item, you can create one by clicking the Build Content menu at the top of the page on which you would like it to appear. Choose Item, enter the indicated information and click the Submit button. See the Step 3 image for the recommended information to include. Newly created Items appear at the bottom of the page. Drag-and-drop the item to move it to the top of the page.

Step 2: Access Edit Item

Click the drop-down arrow that appears to the right of Instructor Information and click the Edit option.
Step 3: Insert Photo

Under 1. Content Information, delete the "[Insert photo or video introduction here]" placeholder text, leaving a blank space above "Name, title". Click the Insert/Edit Image button. Use the Browse My Computer button to locate and select the image you would like to use. Enter a short description of the image (i.e. your name) in the Image Description field for student accessibility. Click the Insert button to add the image.

*Note* To adjust the size of the image, click the Appearance tab before clicking the Insert button, and enter the desired height into the first Dimensions field (width will automatically be calculated to be proportional to the entered height). If you are unsure of an appropriate height, try 300.

If you would like to use a video introduction instead of an image, please review the "How to Create an Instructor Introduction Video" and "How to Embed a KSUtube Video in Bb Learn" Framework Resource documents located on the Online Teaching website (http://www.kent.edu/onlineteaching/framework-resources).
Step 4: Update Text Information

Still under 1. Content Information, update the existing information by editing or deleting the text.
Step 5: Skip Sections 2 and 3

Do not attach a file under 2. Attachments and leave the default settings as is under 3. Standard Options.

Step 6: Submit Changes

Under 4. Submit, click the Submit button.