

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:

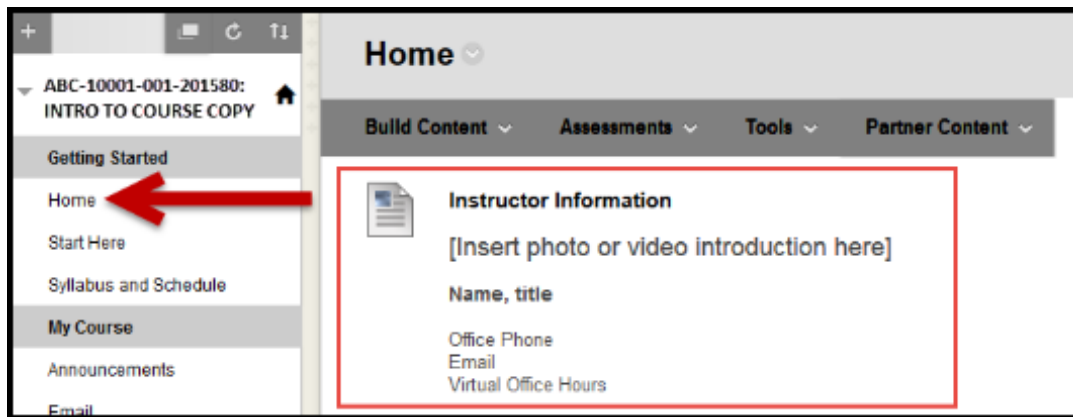
To complete “Updating Instructor Information”, you will need to be:

- 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

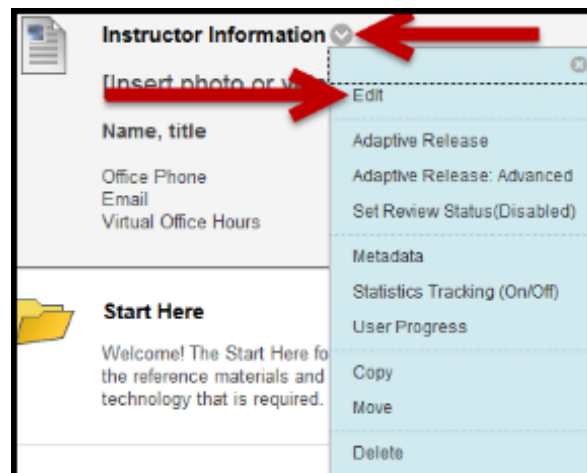
Navigate to the location in your course where the **Instructor Information** item is located. In the **Kent State Online Template**, this will be the first item on the **Home** page.

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.

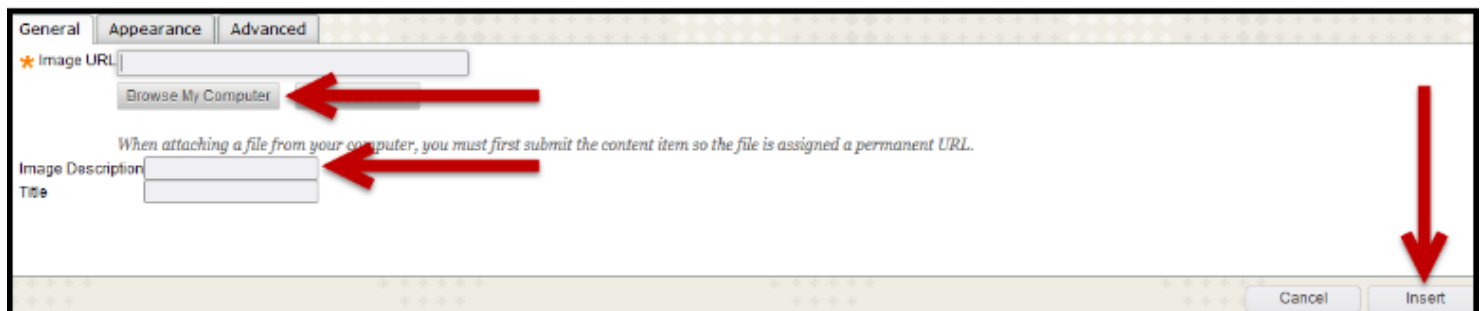
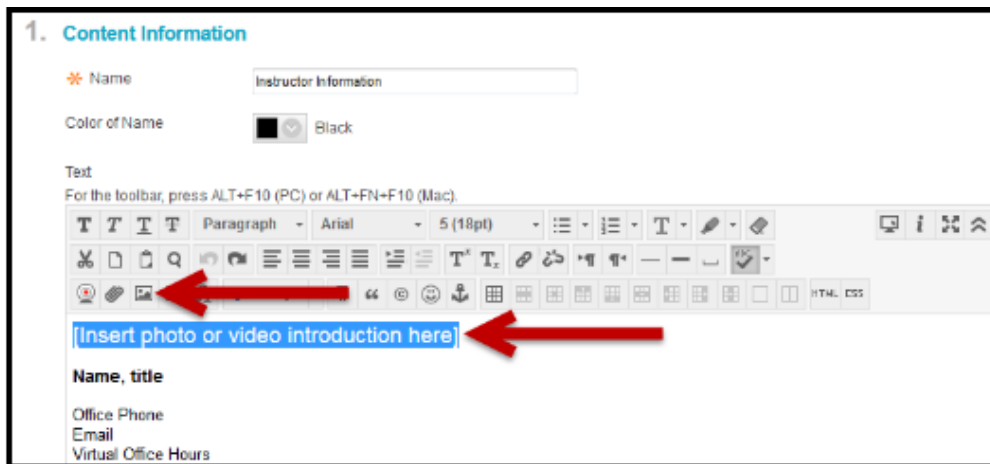


Step 3: Insert Photo

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.

1. Content Information

* Name

Color of Name Black

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

[Insert photo or video introduction here]

Name, title

Office Phone

Email

Virtual Office Hours

Path: p Words:14

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**.

2. Attachments

*If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.*

Attach File

3. Standard Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

Display Inter

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Step 6: Submit Changes

Under **4. Submit**, click the **Submit** button.

4. Submit

*Click **Submit** to proceed. Click **Cancel** to go back.*