

Managing Your Faculty/Staff Profile

I. Introduction

The online faculty/staff profiles are designed to consolidate and present common employee information such as your office phone number, fax number, cell number, location, office hours etc. Course schedules for faculty members are also automatically displayed and allow students to download syllabi, course outlines and also be directed to any external course management system you might be using such as ETUDES, Moodle etc. Your profile pages also allow you to create custom web pages easily using Microsoft Word like tools without requiring knowledge of HTML.

Every faculty and staff member currently has a profile page ready to be updated. If you do not find your name in the [Campus Directories](#), you may request an account be created by submitting a [Work Request](#) order. Your profile page can also be viewed directly by navigating to the following URL <http://www.lamission.edu/~userid> where userid is your username used to login to your computer and also the first part of your userid@lamission.edu email

Managing Your Faculty/Staff Profile

II. Logging into Your Profile

There are several ways to login to your profile. If you have a lamission.edu email account, you can simply navigate to the URL <http://www.lamission.edu/~userid> where userid is the first part of your email. This internet address will be your permanent location for your profile. Feel free to distribute or print.

Another method of locating your profile is to search in the Campus Directories. Steps provided below:

1) Navigate to <http://www.lamission.edu/directories/>. Search for your name or use the alphabet search to locate your name. If you do not find your name in the directory, you may request an account be created by submitting an online [Work Request](#). After locating your account, click on your name to open your profile page.



Directories/Contact

Sort By: Last Name

Search by Last Name: smith Search

A B C D E F G H I J K L M N O P

Search results for 'smith' [Report Discrepancy](#)

Name	Member Of	Extension
Smith, La Ron D.	Foster/Kinship Care	Ex. 4168
Smith, John		
Smith, Nancy K.	English	Ex. 4341
Smith, Phillip F.	Administration Of Justice	Ex. 4836
Smith, Virginia	Itv Faculty - Session B	Ex. 7163

2) On the bottom left corner of your profile page under Contact Info, you will find a link that states when the profile was last updated 'Profile Updated XX/XX/20XX'. Click this link to navigate to the faculty/staff login page.


The screenshot shows the Los Angeles Mission College website. At the top left is the college logo. To the right are two images of campus buildings and two red buttons: "Apply Online Now!" and "Register For Classes". Below these is a navigation menu with links: "Why LAMC", "Students", "Online Classes", "ITV", "Faculty & Staff", "Community", and "Directory". A search bar is on the right of the menu. The main content area features a profile for John Smith, a Staff Member. It includes a placeholder for a profile picture, a "Welcome" message, and a "Member Of" section. Under "My Pages", there is a link for "Welcome". Under "Contact Info", the "Office Hours" are listed as "NA". At the bottom of the profile section, it says "Profile Updated 3/19/2008". On the right side of the profile section, it says "Page Updated 3/19/2008". At the very bottom of the page, there is a footer with contact information and a "Feedback" link.

3) Enter your login information here. If you have a lamission.edu email account, your username is the first part of your email address and your password is the password you use to check your email or login to the work computer. If you do not have a lamission.edu email account, your username and password will be given to you upon request.

If you wish to submit grades, add/drop students, please login to the Instructor System by clicking [Here](#)

Username @lamission.edu

Password

Private Computer [session will not expire] 

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Questions or comments about this web site? Please leave [Feedback](#)

Managing Your Faculty/Staff Profile

III. Updating Your Profile

After you have successfully logged in to your profile (refer to II. Logging into your profile), you will be presented with a page that will allow you to modify your profile. The information entered here will reflect onto your public profile page.

My Profile My Website My File Manager My Bio

View/Edit John's Profile

Last Updated: 3/19/2008 3:18:01 PM

Your Photo

No Image Data

Clear

Browse... Upload

Personal Information

Name

Title John Smith

Status

Faculty Member

Job Title

N/A

Availability

On Leave

Employee Number

Your 8 digit employee number. If your employee number is six digits, add two 0's in front to make it 8 digits.

Preferred Email

Make Public (not recommended)

Current Office Hours

Monday

Tuesday

Wednesday

Thursday

Friday

Or By Appointment

Phone/Fax Information

My Public Office Phone

Phone Line Visible To

 Everyone

My Fax

Fax Line Visible To

 Everyone

My Cell Phone

818-123-4567 Visible To

 Everyone

My Location

Select Building Room:

- **Note to Faculty:** For your course schedules to be automatically displayed on your profile page and also to take advantage of the tools that allow you to upload your syllabi, you must enter your 8 digit employee number on this page. This is the link that ties your account to your courses.

If you are a faculty member at LA Mission College, you must also check the Faculty Member check box. Enter any additional information here such as your office hours; your preferred email address that all messages sent to you from the web will go to. You may browse for your photo on your computer and upload to have your photo displayed on your profile page. **Once you have entered everything, make sure to click the Update button at the bottom of the page to save your changes.**

Managing Your Faculty/Staff Profile

IV. Working with Web Pages

The easiest way to add/edit your web page is to navigate to your profile page and click the 'Page Updated XX/XX/20XX' link at the bottom right corner of the page. If you are already logged into your profile, you can click on the link at the top of the page called "My Website" to take you to your pages.

The screenshot shows the Los Angeles Mission College Faculty/Staff Portal. At the top left is the college logo and name. At the top right, it says "Logged in as: minassn . Logout". Below this is a navigation bar with "College Home" and "Faculty/Staff Portal". A secondary navigation bar contains "My Profile", "My Website", "My File Manager", "My Bio", "Roles", and "Faculty Resources". The main content area is titled "View/Edit Nick's Website" and is divided into two columns: "Pages" and "Contents".

Pages

- Main Pages**
 - Text box:
 - Button: Add
 - Text box: Welcome
 - Icon:
- Inner Pages**
 - Text box:
 - Button: Add
 - Text box: No Inner Pages.

Contents

- To add a new page, type in a page name such as 'Resources' in the text box to the left and click the Add button. The page name will be automatically displayed in a menu on your profile page.
- To edit an existing page, click on the edit button furthest to the right for the page you want to edit. Once you finished editing the page, make sure to save the page by clicking the Update button on the editor.

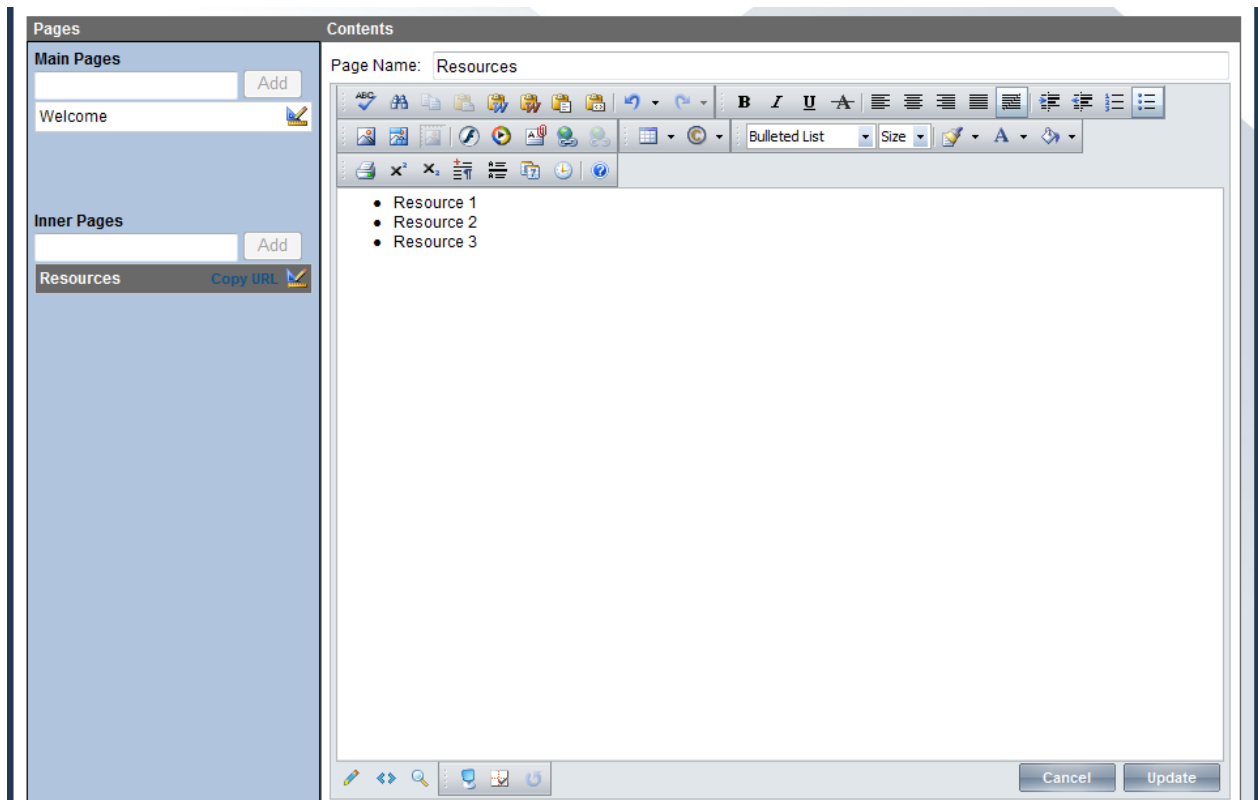
Note: avoid entering information here such as office hours, phone, email or anything that is already on the profile page. Keep your contact information up to date on your profile page. Also avoid posting syllabi on pages, instead upload them using the Course Management sub menu item under Faculty Resources menu.

Here you will see all your web pages that exist separated into two categories, Main Pages and inner Pages. The one difference between the two is that Main Pages will automatically show up in a navigation menu on your profile page while Inner Pages do not. The only way to bring up Inner Pages on your profile is to directly link to them (demo below).


Demo: Working with Main Pages and Inner Pages


In this simple demo, we are going to create a new Inner Page and link to it from the main Welcome page.

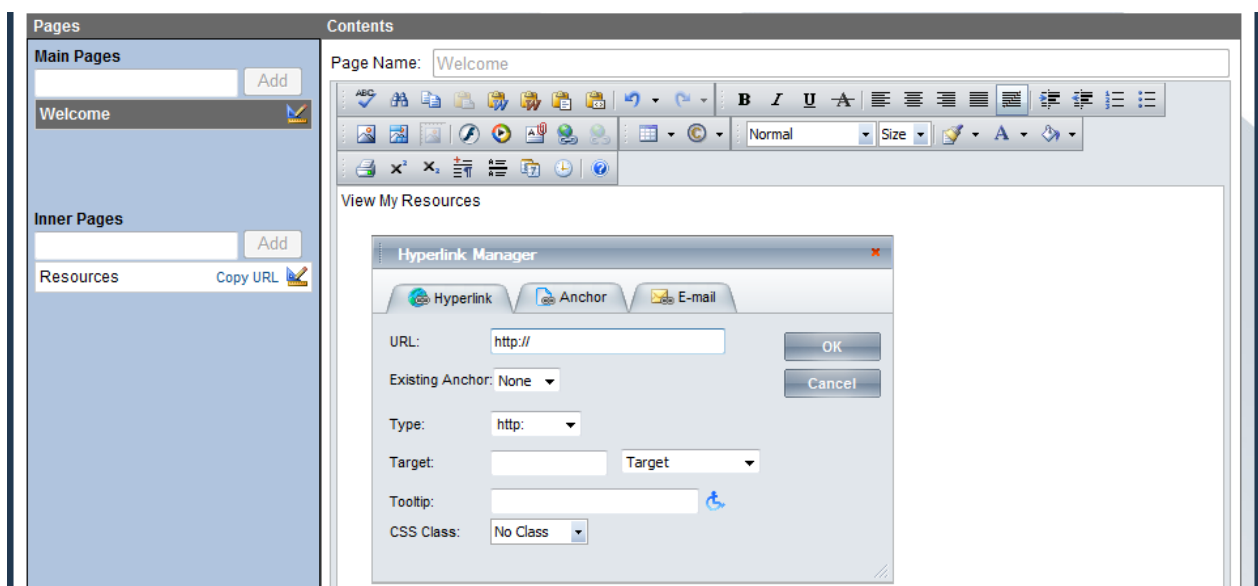
1) We are going to start by creating a new Inner Page called 'Resources'. We type the name in the text box below Inner Pages and click **Add**. After the page has been added, we click on the edit page icon next to the page name to bring up the page editor.



We will make a simple bulleted list and finish by clicking the Update button on the editor to save your work.

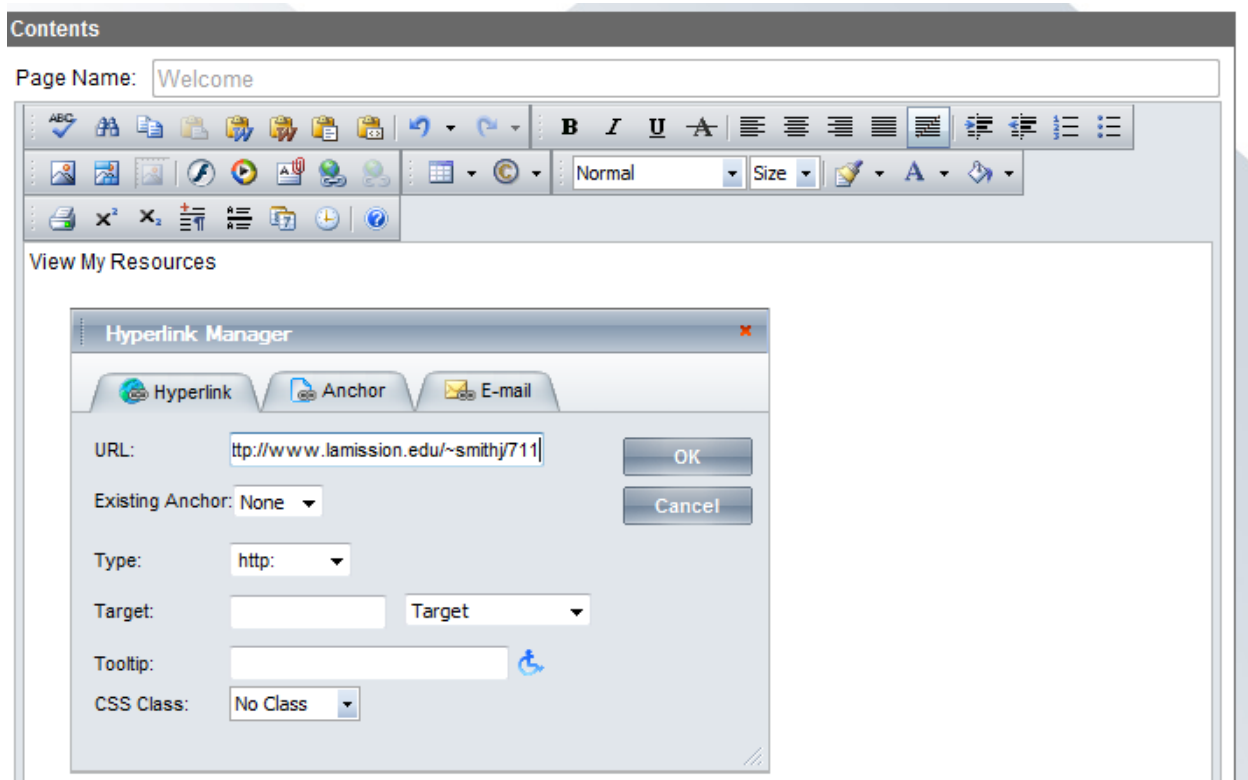
2) Next we will edit the page that will link to this new 'Resources' Inner Page, In this example we will choose to edit the Welcome page by clicking on the  edit icon next to Welcome under Main Pages.

We will type some text that will represent the link, **highlight** the text and then click on the  link button to bring up the Hyperlink Manager window.



Now we need the unique address to our Resources page to insert into the URL: field so we get this by clicking on the **Copy URL** link next to the Resources page name. This will copy the URL into your clipboard ready to be pasted.



Now we will bring focus to the URL field in the Hyperlink Manager, Clear out all existing text, then finally Control + V (or right click in the text box and choose Paste) to paste the URL into the field. It will look something like this:

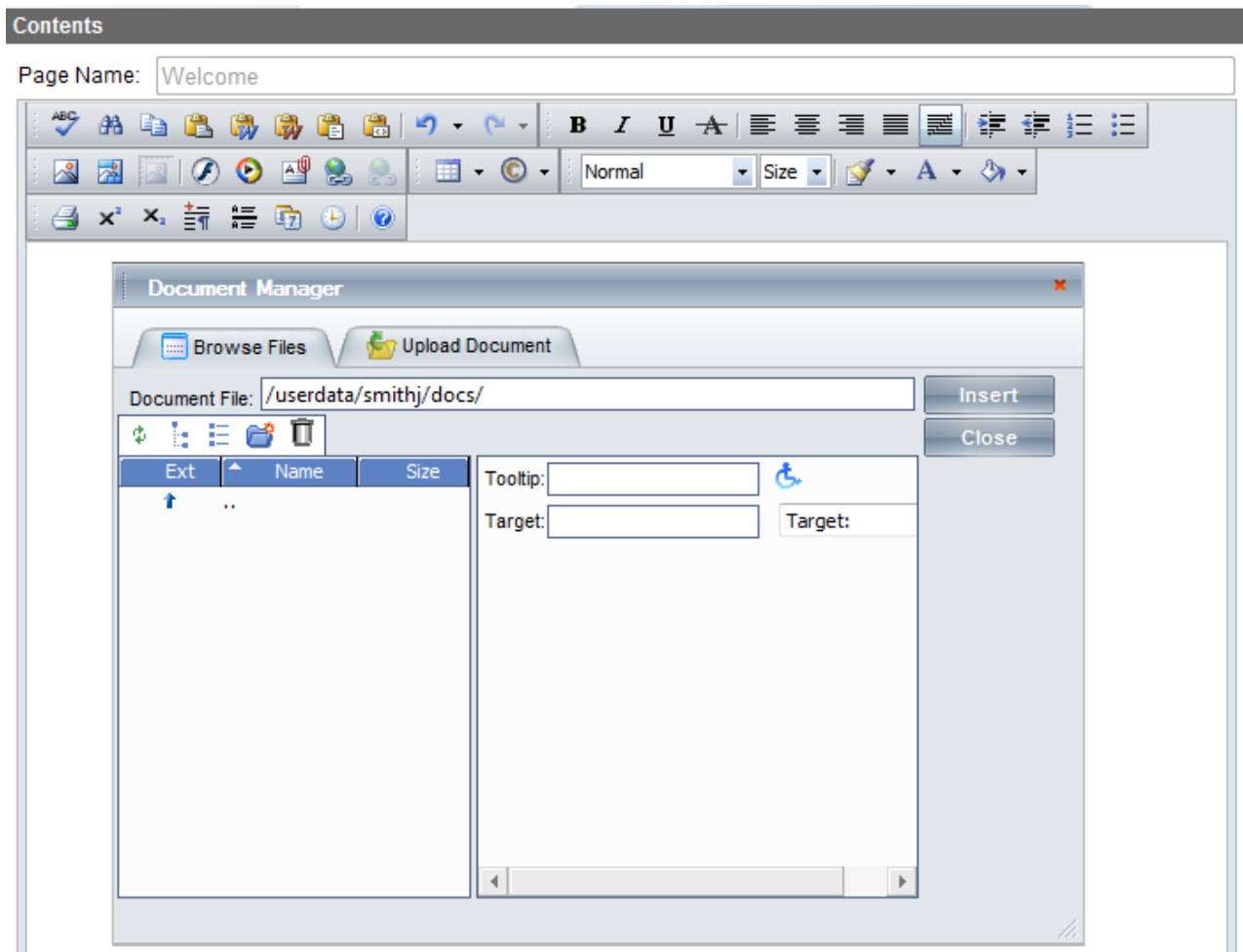


We conclude by clicking **OK** to close the Hyperlink Manager window and finally **Update** on the page editor to save the changes. You have successfully created a new Inner Page and linked to this page from the Welcome page. You can view the results by navigating to your profile page <http://www.lamission.edu/~userid>.

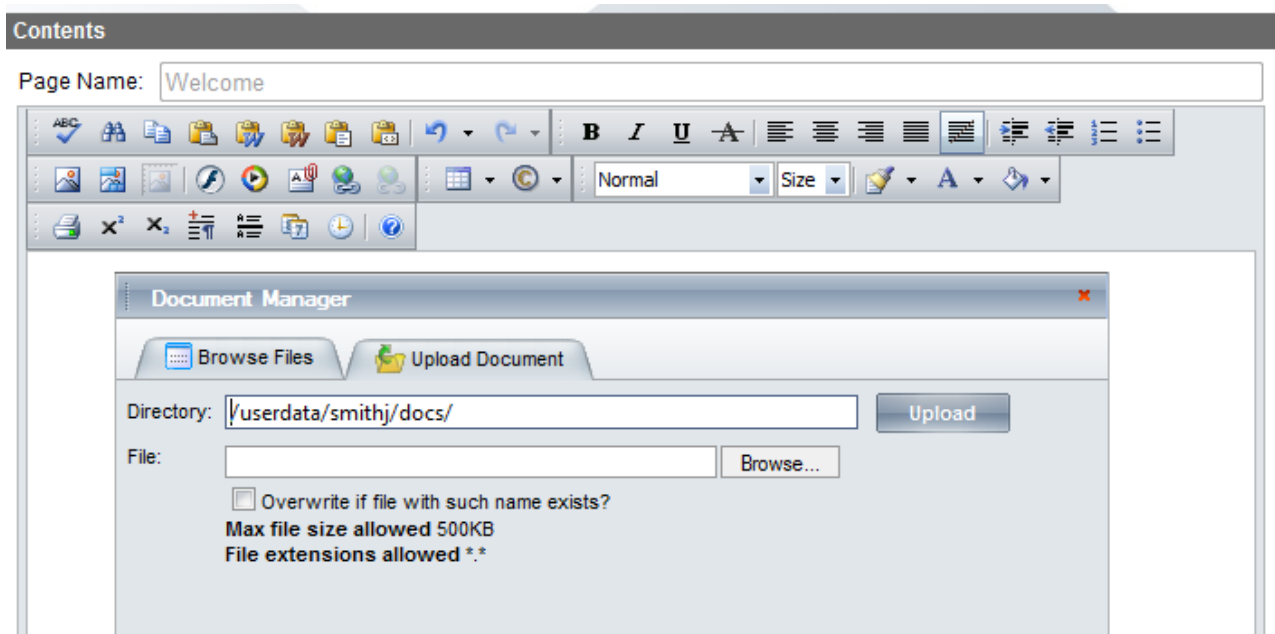
Demo: Posting Documents for Download

In this demo, we are going to upload a Microsoft Word document and link to it from the Welcome page. This demo should work for posting any type of document you want available for download.

1) We are going to begin by editing the page we want the document download to reside on. In this example we will choose the Welcome page by clicking on the  edit button next to it to bring up the page editor. Next we will bring up the Document Manager by clicking on the  icon.

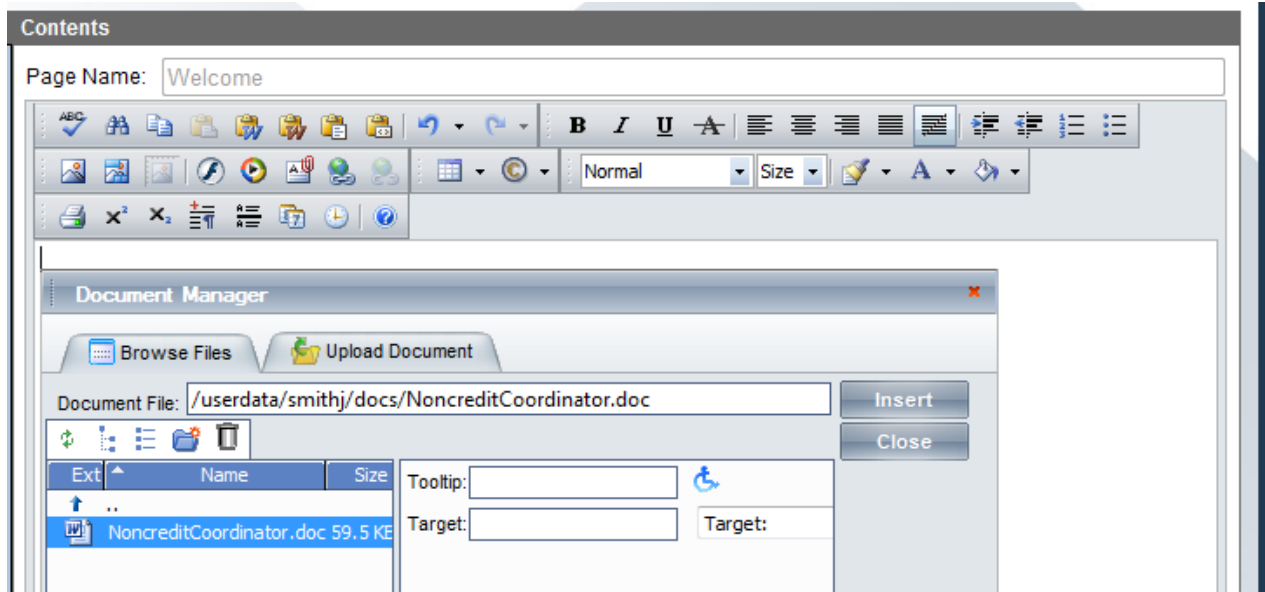


2) Next we click on the Upload Document tab that will allow us to upload our Word document.



Click browse and choose the Word file you would like to upload. Finish by clicking the Upload button.

3) After the file has been uploaded, you will be directed back to the Browse Files window with the recently uploaded file highlighted. Click the **Insert** button to insert the link to the newly uploaded document.



Finish by clicking **Update** on the editor to save your changes. You have successfully uploaded a document and inserted a link to the document on the Welcome page. You can view the results by navigating to your profile page <http://www.lamission.edu/~userid>.

4) If you are finished with the portal, click the logout button at the top of the page.

Managing Your Faculty/Staff Profile

IV. Posting Syllabi/Course Outlines/SLO's and Course Management.

Posting your syllabi using the available tools makes your syllabi easily accessible to your students directly from your profile page as well as the online schedule of classes. Furthermore, if you are using any 3rd party course management tools such as Moodle, ETUDES, Course Compas, etc, you can provide the link directly to your online class. This link will be visible on your profile page next to each course as well as the online schedule of classes. **Note: You must have your employee number set in your profile for these features to work. Refer to III. Updating Your Profile to set your employee number if needed.**

1) Begin by logging into your profile (refer to II. Logging into Your Profile). Once you have successfully logged in, navigate to the Faculty Resources menu at the top, then to Course Management / Syllabus

The screenshot shows the top navigation bar with 'My File Manager', 'My Bio', and 'Faculty Resources'. The 'Faculty Resources' menu is open, showing 'Class Roster' and 'Course Management / Syllabus'. Below the menu is a 'Last Updated: 3/20/2008 1:32:28 PM' timestamp. The 'Personal Information' section is visible, with fields for Name (Title: John Smith), Status (Faculty Member), Job Title, and Availability.

2) Choose the appropriate Year/Semester from the dropdown list. You will see a list of your courses for the selected year/semester.

The screenshot shows the 'View/Edit John's Course Files / Management' section. It includes a 'Your Current & Past Courses' header and instructions for uploading course files. A dropdown menu is set to 'Spring 2008'. Below this, the 'MATH 115' section is visible, showing a 'Browse for file' field, a 'File Type' dropdown set to 'Syllabus', and an 'Upload' button. The 'Course Management' table is also shown, with columns for Section, Course, Time, Days, Course Management, and Notes.

Section	Course	Time	Days	Course Management	Notes
3333	MATH 115	19:00 - 21:30	T Th	None	Edit

3) Locate the course for which you like to upload syllabus for, Click the **Browse** button to locate the syllabus document on your computer. (The document can be in a number of different formats. Some of the acceptable formats include PDF, Word, Excel, WordPad, an image file and plain text file. The document will automatically be converted to PDF if it is not already a PDF file). Next choose the **File Type** from the dropdown list then click Upload. You have successfully uploaded your syllabus for the selected course. **Note:** Syllabi files are shared among all sections under the course.

4) If you are using any course management system such as Moodle, ETUDES, etc. You can provide a link directly to the online course. Start by locating the section for which you would like to edit then click the **Edit** link to the far right.



The screenshot shows the MATH 115 course management interface. At the top, there is a "Browse for file" section with a text input field, a "Browse..." button, a "File Type" dropdown menu set to "Syllabus", and an "Upload" button. Below this, it says "No Course Files." The "Course Management" section features a table with columns for Section, Course, Time, Days, Course Management, and Notes. The table contains one row for section 3333 of MATH 115, with a time of 19:00 - 21:30 and days TTh. The "Course Management" column has a dropdown menu set to "None" and a "Link:" text input field. The "Notes" column has a text area. At the bottom right of the table, there are "Update" and "Cancel" buttons.

Section	Course	Time	Days	Course Management	Notes
3333	MATH 115	19:00 - 21:30	TTh	None	Link: <input type="text"/>

5) Choose the course management system you are using from the dropdown list. A default link to the course management system will automatically be pasted to the right. You may modify this as you wish. Next, enter any notes you would like accessible to your students in the Notes field then click Update. You have successfully modified a course that uses a course management system.

6) If you are finished with the portal, click the logout button at the top of the page.