Creating an Instructor Information Page

An easy way to add instructor contact information to your courses is to create an HTML page in the Resources area of your My Workspace page and then link to it from any of your courses.

If you would like to post a picture of yourself, upload it into the Resources area of your My Workspace:

1. Log into sakai.luc.edu and click on Resources in your My Workspace area.
2. Click on the arrow beside Add and select Upload Files.

Create the HTML page

1. Click on Resources in your My Workspace area.
2. Click on the arrow beside Add and select Create HTML Page.
3. To add the picture you uploaded, click on the Image icon and click Browse Server.
4. In the My Workspace folder, find your picture and click OK.
5. Type in contact information you want students to see and use the toolbar to format if you like.
6. Click Continue.
7. Name the page “Instructor Information” and click Finish.
8. To get the URL for the page, click Actions > Edit Details.
9. Copy the URL.

Add a link to your instructor information

1. Go to the course where you want to add the information.
2. Site info > edit tools
3. add web content > Continue
4. Type title: Instructor Information
5. drag over to highlight the http:// in the source box and paste the url
6. Click Continue
7. Click Finish

Students can now click on the menu link to access your instructor information.

You can repeat these steps in any of your courses.