

## WebCT 4 How-To Changing Instructor Picture

### Image File:

You will need a suitable image file to upload to the WebCT course prior to completing this tutorial. The image file must be named “instructor\_picture.jpg” and should be no larger than 300 pixels high by 300 pixels wide.

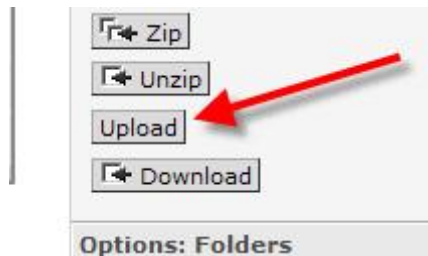
### Step One:

Changing the instructor picture requires replacing the instructor\_picture.jpg file in the section\_instructor\_info folder. You must make sure your picture is named “instructor\_picture.jpg” before uploading.



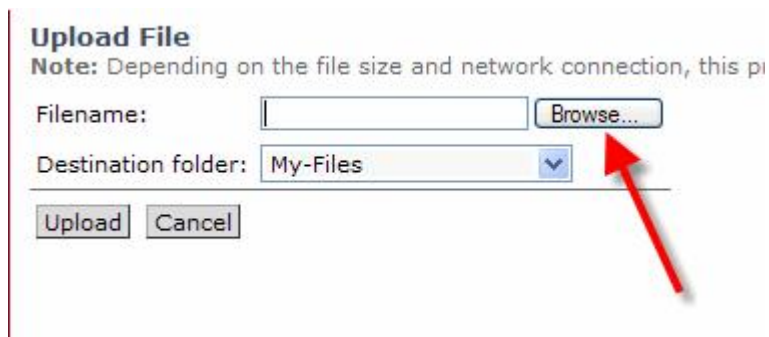
### Step Two:

Once your picture is ready, choose “Upload” from the Actions menu on the right side of the screen.



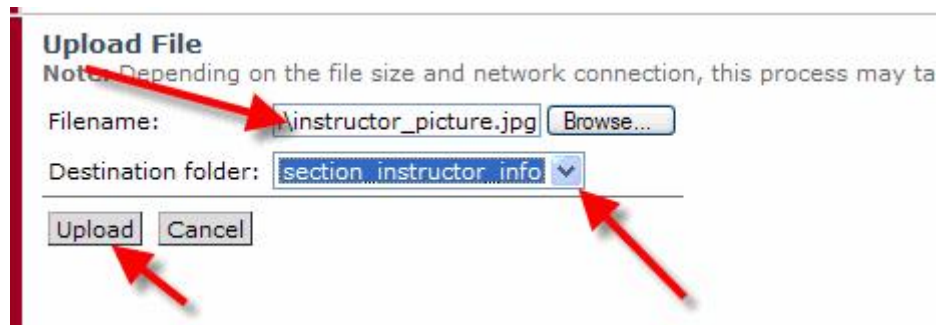
### Step Three:

Browse your computer for the instructor\_picture.jpg file.



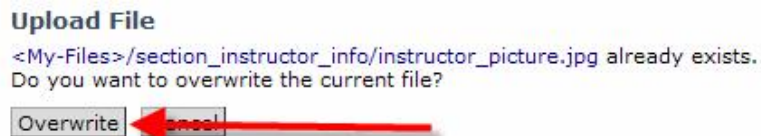
#### Step Four:

Once you have selected the file choose “section\_instructor\_info” as the destination file.  
Upload the picture.



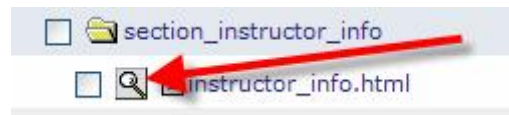
#### Step Five:

Overwrite the existing instructor\_picture.jpg file.



#### Step Six:

Preview the page by clicking on the hour glass icon next to the instructor\_info.html filename. Ensure that image is correct and then close the preview window.



Congratulations! You have now updated the Instructor Information Page.