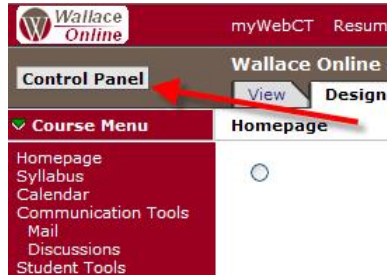


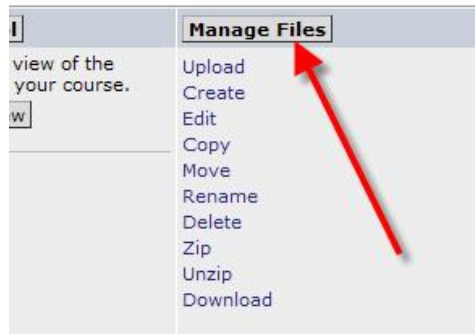
## WebCT 4 How-To Instructor Information Page

### Step One:

Log In to Wallace Online and open a course. Within the course open the control panel.



### Step Two: Select “Manage Files”



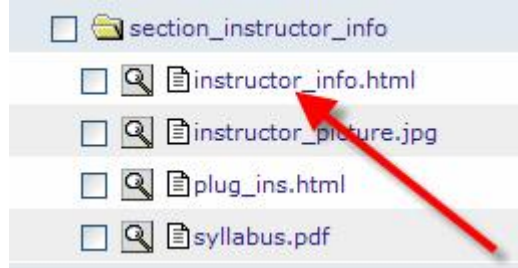
### Step Three:

Click on the text “section\_instructor\_info”



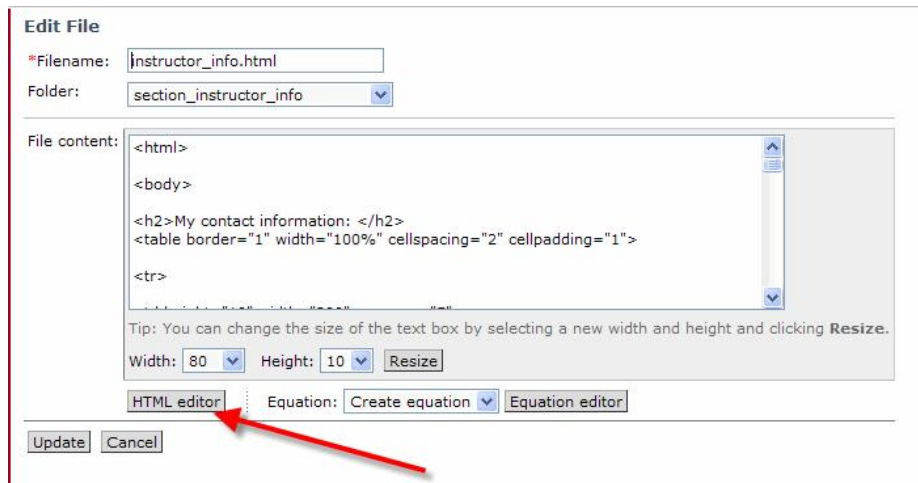
#### Step Four:

Click on the text “instructor\_info.html”



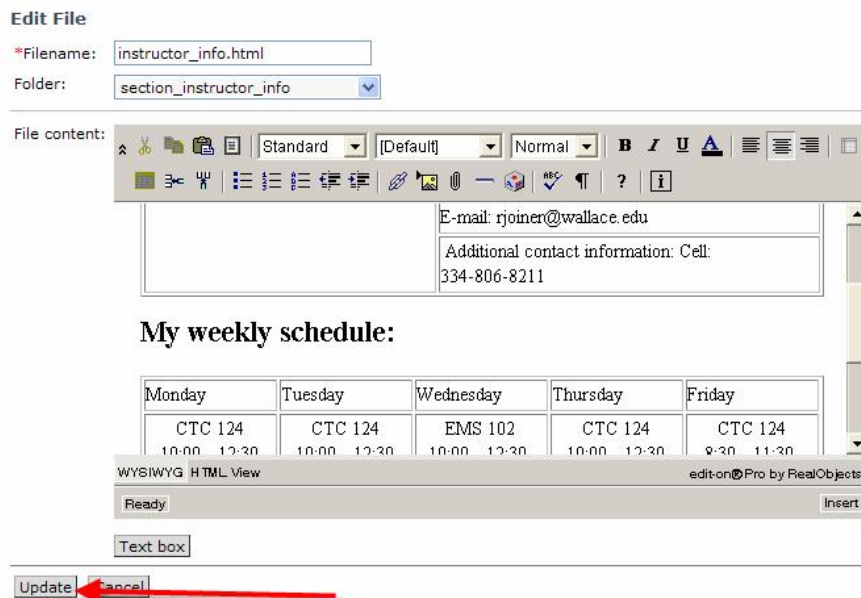
#### Step Five:

Choose “HTML editor”



#### Step Six:

Make the appropriate changes to the instructor\_info.html file and click “Update”.



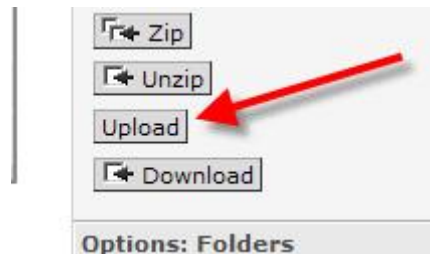
### Step Seven:

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.



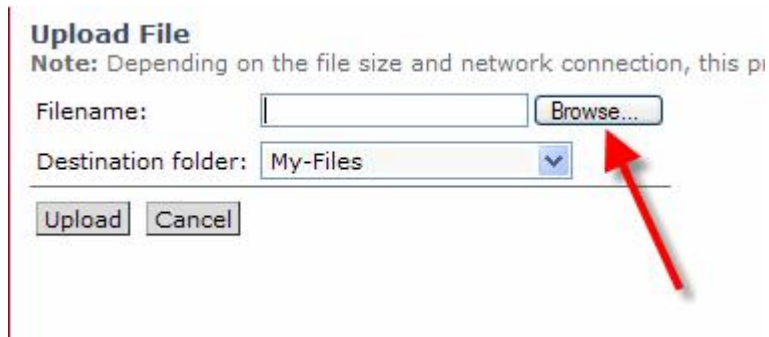
### Step Eight:

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



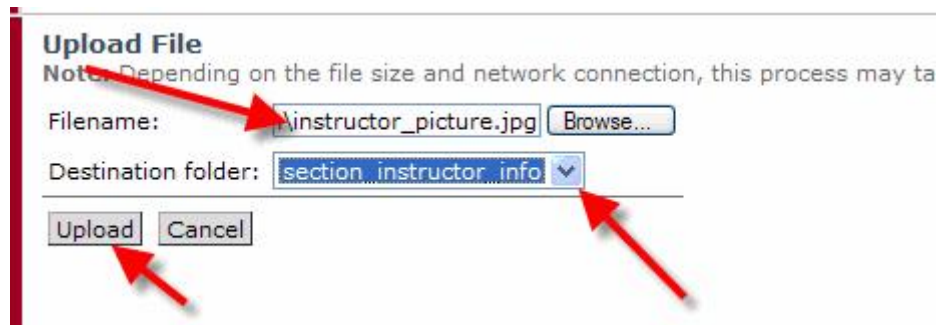
### Step Nine:

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



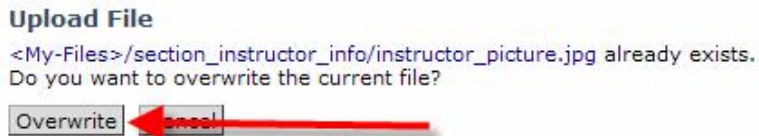
### Step Ten:

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



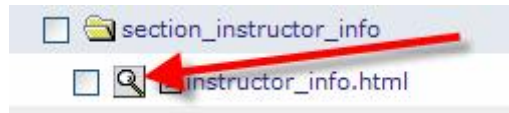
### Step Eleven:

Overwrite the existing instructor\_picture.jpg file.



### Step Twelve:

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



Congratulations! You have now updated the Instructor Information Page.