Adding Staff Information

If you do not have access to your website (i.e., you have not obtained your Username & Password), contact Kristin Hartman (webteam@l sic.ucla.edu / x49177).

From within your Course Website:

1. Click on the Control Panel button.
2. Under Page Editors (upper left portion of the page) click Staff Information.
3. Click on Add Profile
4. Fill out the desired or available information
   (To add a photo, you will need to have a .jpg image prepared already.)
5. Click Submit (bottom of the page) when you are done.

Modifying Staff Information

From within your Course Website:

1. Click on the Control Panel button.
2. Under Page Editors (upper left portion of the page) click Staff Information.
3. To the right of the Staff Member you wish to modify, click Modify.
4. Make your edits as needed.
5. Click Submit when done.

Remove a Staff Member

From within your Course Website:

1. Click on the Control Panel button.
2. Under Page Editors (upper left portion of the page) click Staff Information.
3. To the right of the person you wish to remove, click Remove.
4. Click OK to confirm.