

Using the CLC-Online Instructor Website

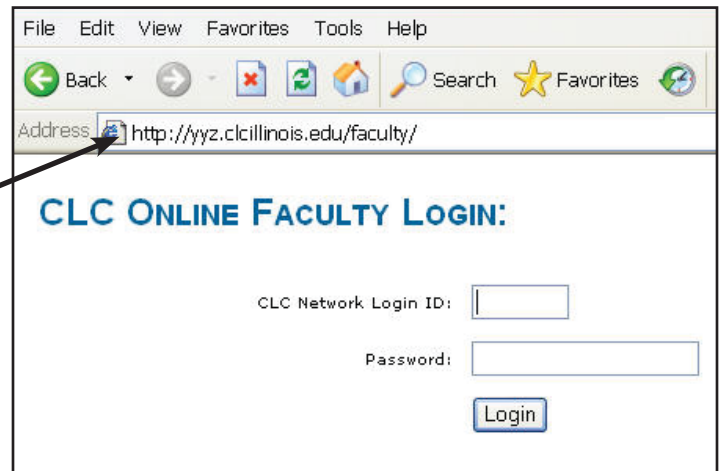
The CLC-Online web site is used by counselors and students at CLC to answer questions about online and hybrid courses offered at CLC. In order for the students to be informed it is important to keep this information current. To make changes to this information, Scott has built a web application, you can use to make these changes to your course information, you can do this any place you have internet access.

Logging In:

To begin, open a web browser, Internet Explorer, Netscape, or Firefox. You will need to go to the following address and log in.

<http://yyz.clcillinois.edu/faculty>

Your login is your network login and your password by default is "changeme". If you have problems logging in please let Scott or Russ know, so they can help you login.



Once you log in you will be at your instructors page, you will have links to update your course information and your contact information. You will also be able to email the CLC Online Faculty Listserv and find out if Scott or Russ are online and available to answer Instant Message questions.

Update your Contact Information:

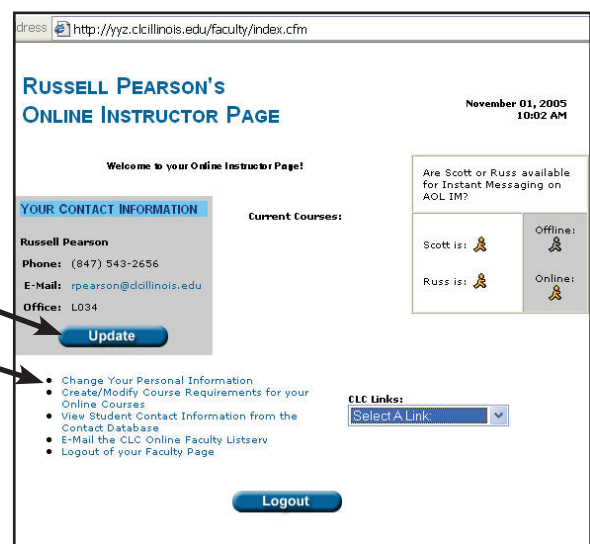
This is the information that will be displayed to students on the CLC-Online Website. Update your Name, Phone Number, Email, Office Location, or change your password. If your CLC Network Login is incorrect please contact Russ or Scott.

You can make changes to your contact information in two ways. Click either the "Update" Button

or the

"Change Your Personal Information" link.

You will be presented with a web form. Make any changes that you need to and click the "Update Instructor" button.



Update Course Information:

To begin click the "Change/Modify Course Requirements for your Online Courses" link.

Click the drop down arrow to view all course associated with your name.

Select your course and click the "Submit" button.

If you will be teaching a course that is not listed or if a course is listed that is being taught by someone else, please let Scott or Russ know, so this can be corrected. Courses are listed by Course Id, Section number, and the Semester they are displayed. If you have Courses listed that have no semester they will say none. If you do not wish to see these course please let Scott or Russ know and they can remove you from that listing.

You will be presented with a web form to fill out.

Answer each of the Yes/No Question and if you answered yes, please elaborate in the box below each question.

In the "Course Comments/Description/Type of Assignments" box please add any additional information you think would be helpful to a student considering taking this class.

Click the "Post My Requirements" button.

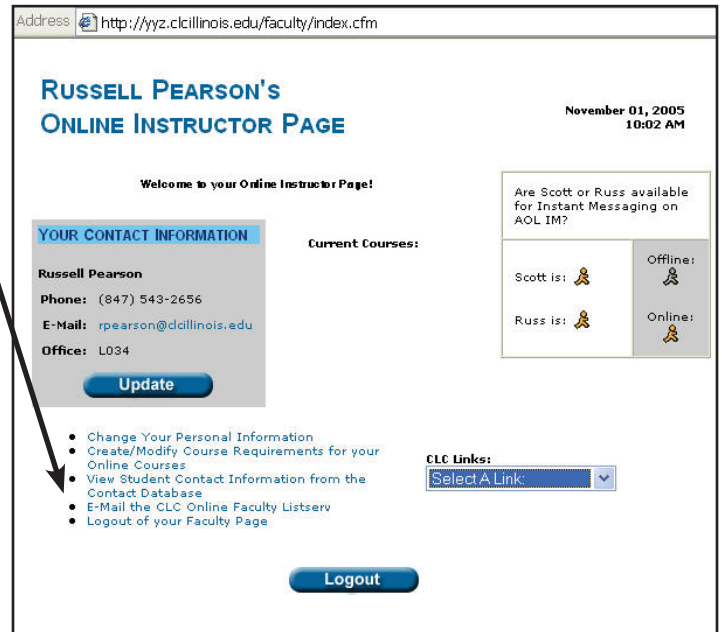
Email the CLC Online Faculty:

Click the "E-Mail the CLC Online Faculty Listserv" link.

Your email program will open a new message.

Fill in the Subject Line and the Body of the email.

Click the "Send" button



The screenshot shows a web browser window with the address bar displaying <http://yyz.clcillinois.edu/faculty/index.cfm>. The page title is "RUSSELL PEARSON'S ONLINE INSTRUCTOR PAGE" and the date is "November 01, 2005 10:02 AM". A welcome message reads "Welcome to your Online Instructor Page!". On the left, a box titled "YOUR CONTACT INFORMATION" lists: Russell Pearson, Phone: (847) 543-2656, E-Mail: rpearson@clcillinois.edu, and Office: L034. Below this is an "Update" button. To the right, under "Current Courses:", there is a "CLC Links:" dropdown menu with "Select A Link:" selected. At the bottom left, a list of links includes "E-Mail the CLC Online Faculty Listserv". At the bottom center is a "Logout" button. On the right side, a section asks "Are Scott or Russ available for Instant Messaging on AOL IM?" and shows status icons for "Scott is:" (Offline) and "Russ is:" (Online).

Instant Message Russ or Scott:

Look at the Icon next to the name, if it is lit up they or online.

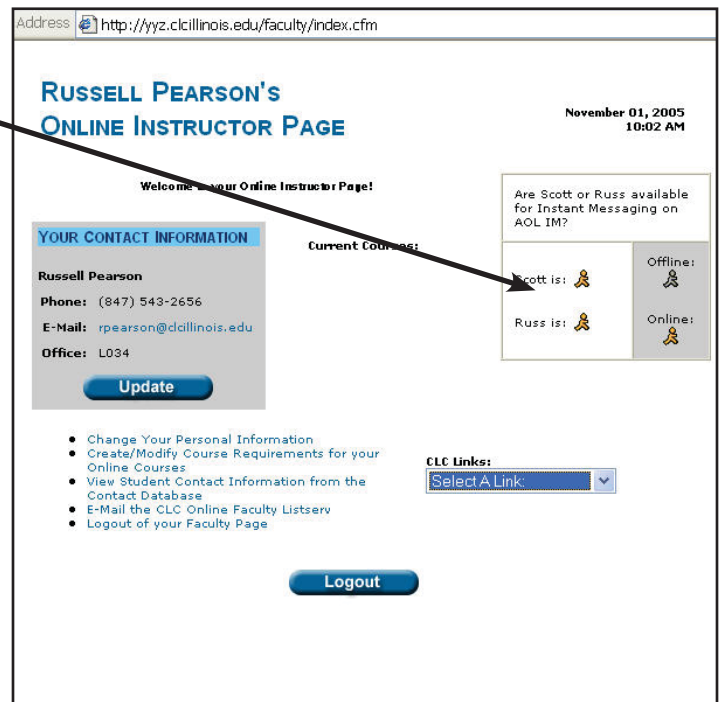
Open your AIM client and

If you need AOL AIM program go to <http://aol.com> to download it.

Click the "IM" button.

A new message window will open. In the to field put scottrial01 to instant message Scott or trekpearson to instant message Russ.

Click the "Send" Button



This screenshot is identical to the one above, but a black arrow points from the text "Look at the Icon next to the name, if it is lit up they or online." to the status icons for "Scott is:" and "Russ is:" in the AOL IM section.