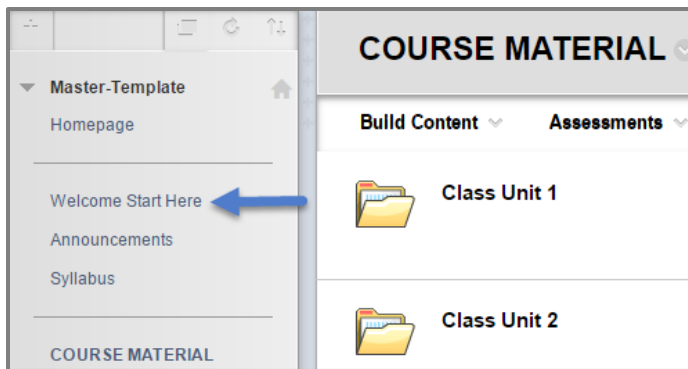


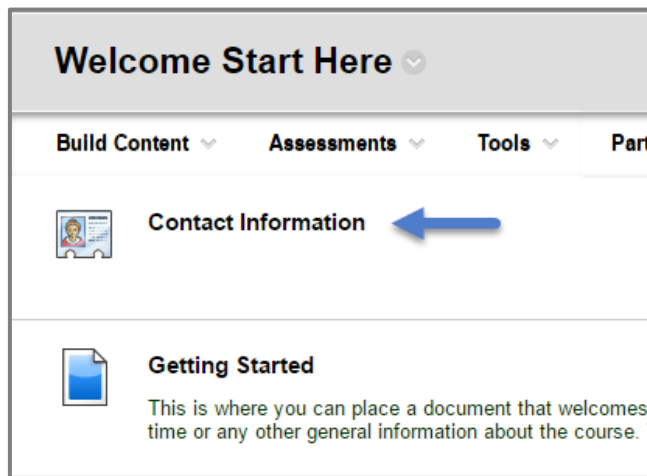
Welcome Start Here

1. Contact Information

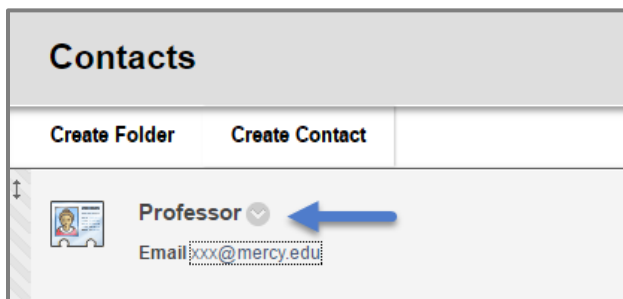
1. Click on **Welcome Start Here**.



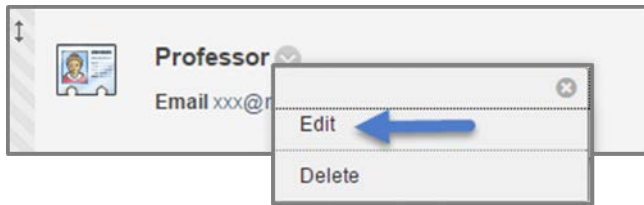
2. Click on **Contact Information**. The **Contact Information** section lets you edit/add your contact details.



3. Click on the **Action Link** to open up a menu.



4. Click **Edit**.



5. Fill in your basic information here (including **First Name**, **Last Name** and **Profile Information**, such as **Office Location** and **Office Hours** if available).

1. Profile Information

Title

First Name

Last Name

* Email

Work Phone

Office Location

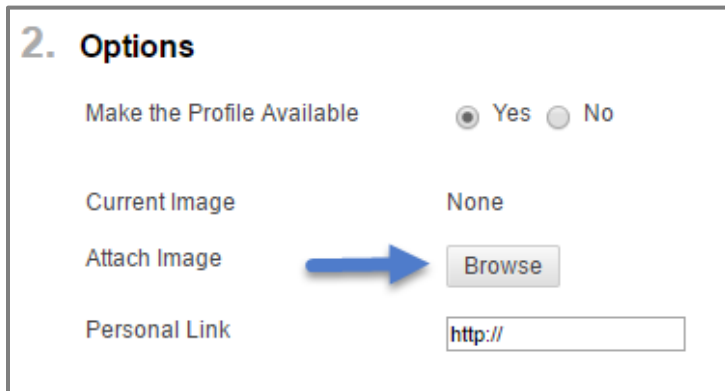
Office Hours

6. In order to make your **Contact Information** available to students, select **Yes** under **Make Profile Available**.

2. Options

Make the Profile Available Yes No


7. To add a **Picture**, click **Browse**.



2. Options

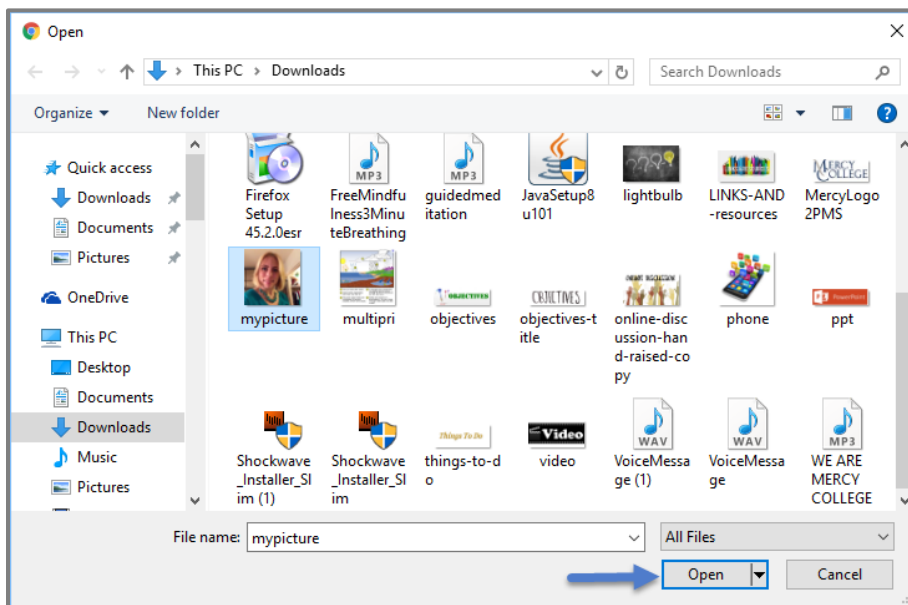
Make the Profile Available Yes No

Current Image None

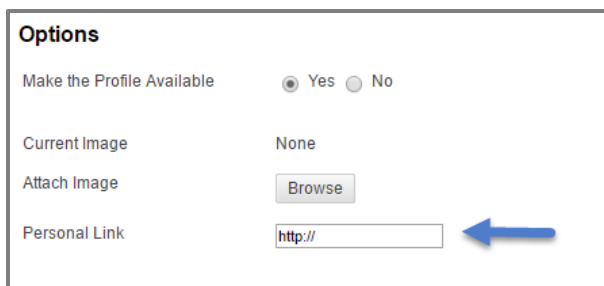
Attach Image 

Personal Link

8. Choose the **Picture** you want to add, and click **Open**.



9. If you have a **Personal Link** (blog, website, etc.) that you want students to have access to, enter it next to **Personal Link**.




Options

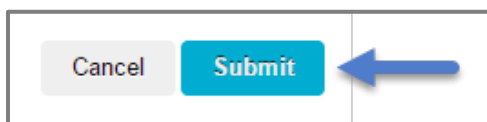
Make the Profile Available Yes No

Current Image None

Attach Image

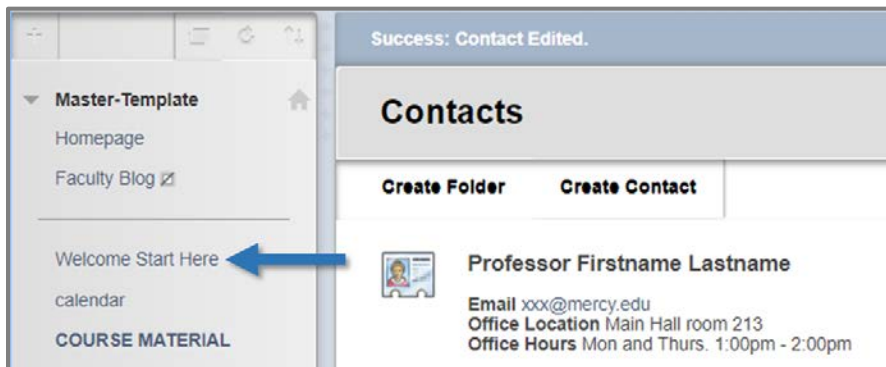
Personal Link 

10. Click **Submit**.

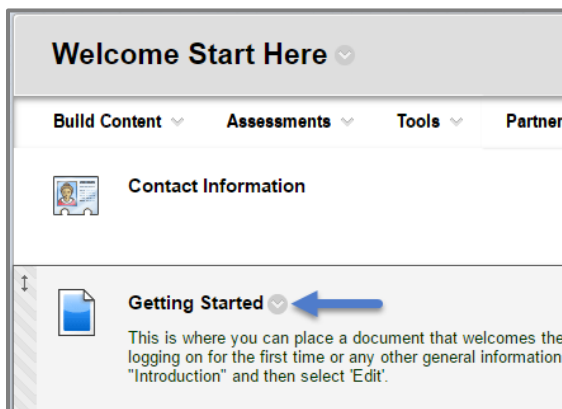


2. Getting Started

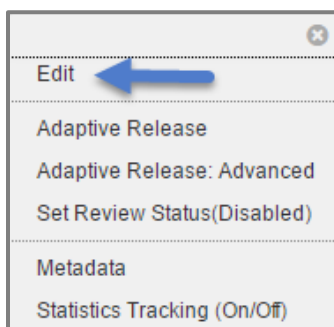
1. Go back to **Welcome Start Here**.



2. Click the **Action Link** next to **Getting Started**.



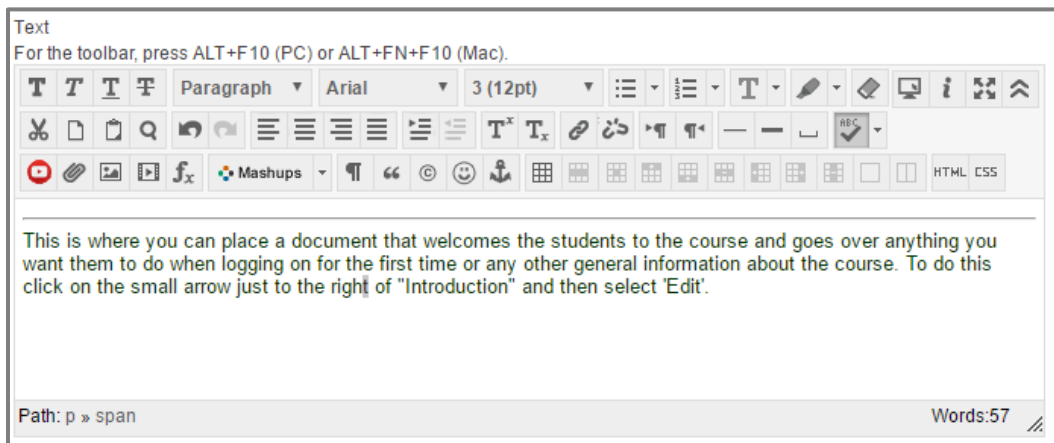
3. Click **Edit** on the **Menu** that drops down.



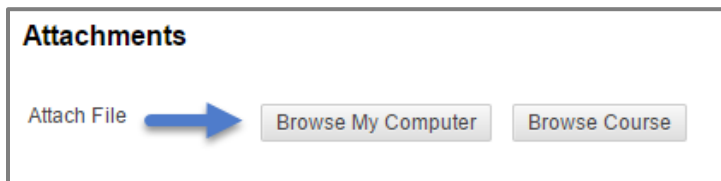
4. Keep the name of this section **Getting Started**, since this section welcomes students to the course and gives them general information.



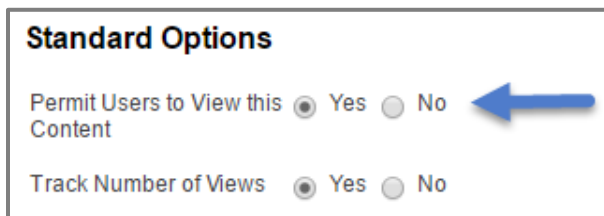
5. Enter any documents and information welcoming students to the course in the **Text Box**.



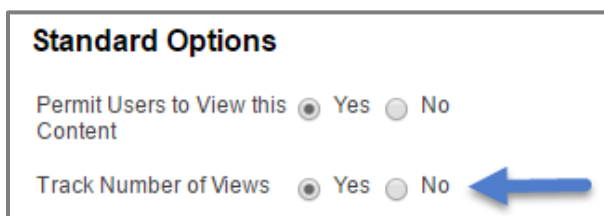
6. If you want to attach a document, click **Browse My Computer**.



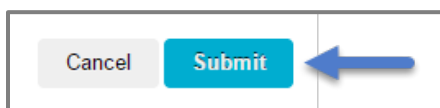
7. By default, **Permit Users to View the Content** will be set to **Yes**. If that is set to **No**, students will be unable to see the section.



8. Set **Track Number of Views** to **Yes**. This allows you to do reports and get data on whether or not students have viewed the section.

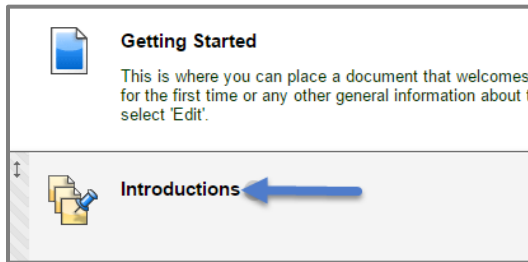


9. Click **Submit**.



3. Creating an Introductions Thread

1. To engage students in the **Introductory Discussion**, click on **Introductions**.



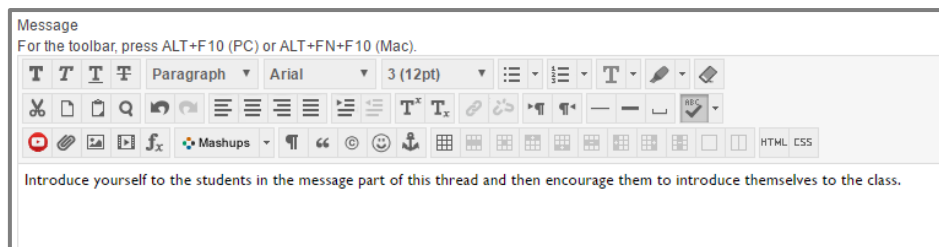
2. Click on **Create Thread**.



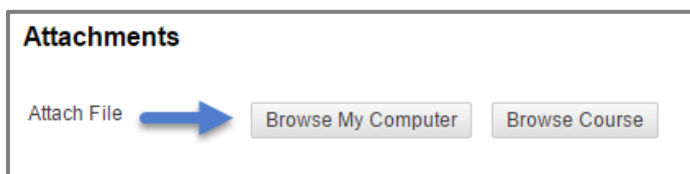
3. Enter the **Subject** of your thread in the **Subject Field**.



4. Enter the **Message** of your thread in the **Message Field**.



5. If you want to attach a document, click **Browse My Computer**.



6. Click **Submit**.

