

# Faculty FrontDoor

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## What is Faculty FrontDoor?

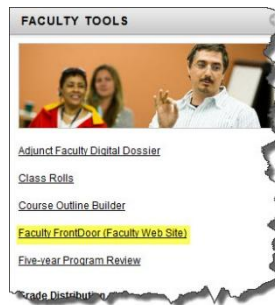
Faculty FrontDoor is an application that allows faculty to create a template-based web site. It has (4) main sections: my information, syllabi, course materials and announcements.

## Advantages for Using Faculty FrontDoor

- Layout and navigation is the same for all faculty web sites, making it easy for students to find information
- You can provide one point of access to multiple course sections
- Ability to publish/un-publish site as needed
- You do not need to know HTML (hyper-text markup language) to create the web site.

## Access Faculty FrontDoor

1. Log into **ATLAS**
2. Select the **|Faculty|** tab
3. Locate the **|Faculty Tools|** channel
4. Select **|Faculty FrontDoor (Faculty Web Site)|**

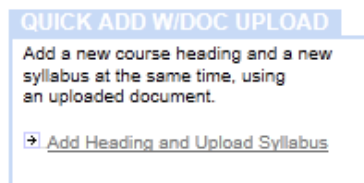


## Create Your Web Site

**Step 1:** Select **|Edit My Information|**. In this section you will enter your personal info, bio, photo (320x320 pixels), office location, and office hours. You will also be able to choose a *Style Sheet*.

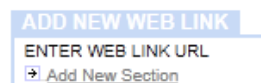
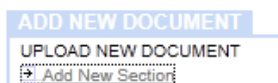
**PLEASE NOTE:** If you would like to see how your web page looks like as you add materials, simply click on **|Preview My Site|** link.

**Step 2:** Select **|Syllabi|**. If you already have an electronic copy of your syllabus, select **|QUICK ADD W/DOC UPLOAD|**. This option will allow you to enter a course heading and upload your syllabus file.



**Step 3:** Select **|Course Materials|**. Under this section, you will be able to upload documents as well as web links.

1. Click on **|Add a New Section|**. Enter *Course Title* and *Description*. Establish display availability, if needed. **|Save|**
2. Next, you will be able to *Add New Document*. The accepted document types are: jpg, gif, png, pdf, doc, docx, xls, xlsx, ppt, pptx, pps, ppsx, rtf, txt, csv, zip, wmv, mov, mp3, mp4.
  - a. Click on **|Add New Section|**. Enter a title for the document.
  - b. **Browse** for the document. Click on **|Add Document|**
  - c. **Repeat a. and b.** for additional documents.



3. If you would like to enter a **web link**
  - a. Under *Add New Web Link*, click on **|Add New Section|**
  - b. **Enter** a Link Title and Link URL. Click on **|Add Web Link|**
  - c. **Repeat a. and b.** for additional web links
  - d. When done, click on **|Save|**

**Step 4 (Optional):** Select **|Announcements|**

1. Click on **|Add New Section|**
2. **Enter** the *Announcement Title* and *Announcement Text*
3. Set display options, if needed.
4. Select the checkbox, if you would like the announcement to appear on the Bio page
5. Click on **|Save|**

**Step 5: Publish Your Web Site**

1. Click on **|Edit My Information|**
2. Under ***Publish Options***, make your selection.

### Publish Options

**Publish my FrontDoor site on the Faculty FrontDoor Menu.**

Check box to be listed in the directory at: <http://frontdoor.valenciacollege.edu/>

Your Frontdoor URL is: <http://frontdoor.valenciacollege.edu/?moteroolan>

**Publish my Web site URL on the Faculty Web Site List (not Frontdoor).**

Check box if you have a site at <http://faculty.valenciacollege.edu> or another location and wish to be listed in the directory.

**NOTE:** To activate checkbox, you must enter an address, or URL. You must use <http://> or the link will not work.