Faculty FrontDoor Easy Guide

Finding Faculty FrontDoor:

1. Sign in to **Atlas**.

2. Click on the **Faculty** tab.

3. Find **Faculty Tools**.

4. Choose **Faculty FrontDoor (Faculty Web Site)**.

Creating Your Profile:

1. Under **Navigate** at the top left, choose **Edit My Information**.

2. Fill in the fields.

3. To write an easy **Bio**, try this formula:

   a. Write a sentence or two detailing your education and/or professional experience.

   b. Write a sentence or two explaining your teaching and service duties at the College.

   c. Write a sentence or two outlining your teaching philosophy.

   d. Write a sentence or two describing your interests or hobbies.

4. Choose a color scheme for your page. **Default** and **Classic** are easiest on readers' eyes.

5. Under **Publish Options**, check the top box.

6. Click **Save** at the bottom of the page when you are done—and for any future changes. ***Otherwise you will lose all of your hard work!***

Save
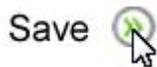
Using Easy HTML code

1. To bold a word or phrase, use bold tags. Insert **** at the beginning of the word or phrase and **** at the end.

2. To italicize a word or phrase, use emphasis tags. Insert **** at the beginning of the word or phrase and **** at the end.

3. To make a word or phrase a live hyperlink, use **** at the beginning of the word or phrase and **** at the end.

   In the **Bio**, the sentence will look like this:

   > Professor Smith earned her BA and MA at the University of Florida. Go Gators!

   But on the published **Faculty FrontDoor page**, the sentence will look like this:

   > Professor Smith earned her BA and MA at the University of Florida. ***Go Gators!***
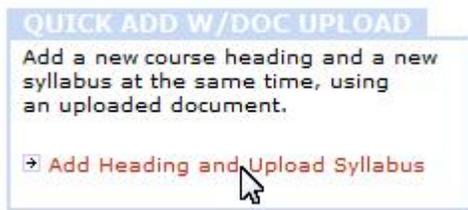
Converting Word Documents to PDF

1. Open your Word document.

2. Select **Save As**.

3. Choose **PDF** from the **Save As Type** drop-down menu. Then click **Save** or **Publish**.

File name: facultyfrontdoor.pdf

Save as type: PDF (*.pdf)

PDF (*.pdf)
XPS Document (*.xps)

Uploading Syllabi

1. Under **Navigate** at the top left, choose **Syllabi**.

2. Select the third option, **Quick Add w/Doc Upload**.

QUICK ADD W/DOC UPLOAD

Add a new course heading and a new syllabus at the same time, using an uploaded document.

→ Add Heading and Upload Syllabus

3. Type in a **Course Title**.

4. Use **Browse...** to find the file you wish to upload.

5. Click **Upload Document**.

FrontDoor Editor

Course Title

ENC 1101, Freshman Composition I

File
Upload new file or replace existing:

C:\Users\Robin\Desktop\enc1101_syllabus.fa09.pdf [Browse...]

[Upload Document]

6. *Repeat* steps 2 through 5 for each syllabus.

Uploading Course Materials

To share handouts, web links, PowerPoint presentations, or other materials with the world at large, you can upload/link to these items so that anyone who stumbles across your FrontDoor page has access.

1. Under **Navigate** at the top left, choose **Course Materials**.

2. Select **Add New Section**.
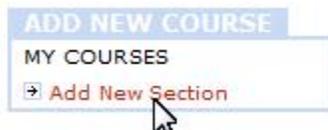
ADD NEW COURSE
MY COURSES
→ Add New Section

3. Enter a **Course Title**. You can leave **Description** and **Remove After Date** blank. Then click **Save**.

4. Once you click **Save**, you will see two options at the bottom of the page: **Upload New Document** or **Enter Web Link URL**.

5. Make your selection and fill out the necessary fields. Click **Add Document** or **Add Web Link** when you are done.