

ADDING INSTRUCTORS

1. Go to dashboard-ocw.danielinstitute.net
2. Enter your username and password.
3. Click the link 'Instructors' on the navigation menu.
4. Click the 'Add New Instructor' button.
5. Enter instructor details on the new instructor page and save.
6. Once saved, you will be redirected to the instructor's profile page. Here you can enter additional information about the instructor.

To change instructor images.

1. Click the 'Change Image 1' or 'Change Image 2' button displayed on the instructor banner.
2. Click on your preferred image.
3. Then click 'Yes' to set as new image.

To edit about information.

1. Click the 'Edit About' button.
2. Add a brief bio about instructor.
3. Then click 'Save' to save.

To add audio bio.

1. Click the 'Edit Audio' button.
2. Select your preferred audio file by clicking the thumbs up button.
3. Then click 'Yes' to set as new audio.

To add instructor publications.

1. Click the 'Add Publication' button.
2. Enter publication details.
3. Then click 'Save' to save.