
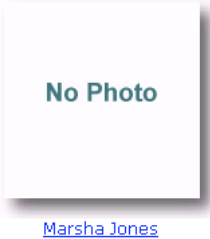






Navigation Tips for People Module

Action Buttons/Links	Description of Use and Instructions				
	<p>The People Module allows instructors and students to post personal information such as phone numbers, e-mail addresses, a photo, and personal bio.</p>				
	<p>After you click the “People” module button, the next screen will show a box for a photo and a link for your name. Click the link.</p>				
	<p>You will see an “Edit” button. After you click it, you will be able to post personal information using the labels listed.</p>				
<table border="1" data-bbox="191 1163 880 1287"> <thead> <tr> <th data-bbox="191 1163 545 1224">Label</th> <th data-bbox="545 1163 880 1224">Content</th> </tr> </thead> <tbody> <tr> <td data-bbox="191 1224 545 1287">Email:</td> <td data-bbox="545 1224 880 1287">myjones@spfldcol.edu</td> </tr> </tbody> </table>	Label	Content	Email:	myjones@spfldcol.edu	<p>Enter your information in the “Content” column. If a label you wish to use is not listed, you can create labels in the blank space under the “Label” column.</p>
Label	Content				
Email:	myjones@spfldcol.edu				
	<p>You can download a photo of yourself by clicking the “Browse” button and locating the photo on your PC.</p>				
	<p>Scroll down to the message box to enter a mini biography. Do not forget to check the spelling. When you are done, click the “Submit Changes” box.</p>				
	<p>To finalize this session, click the “Close this window” box at the top of the screen.</p>				