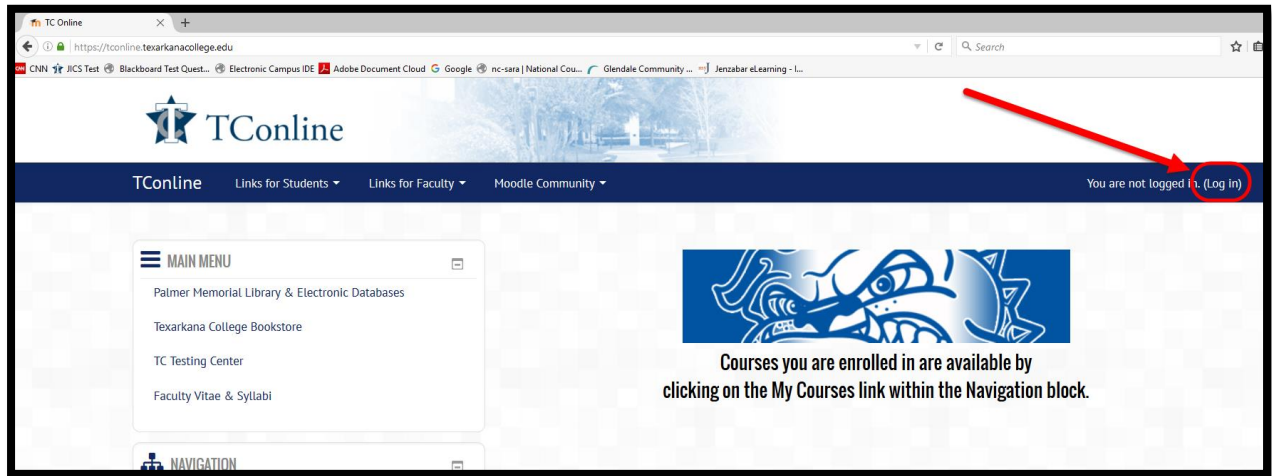# Instructions for loading CV and Syllabi to Public Page

1. Create your CV in the word document provided and save it as a pdf.

2. Save your syllabus as a pdf.

3. Open your web browser and go to https://tconline.texarkanacollege.edu and click the (Log in) link to the right.

4. Type in your TC **Username** (last name.first name) and your password (the one that gets you into myTC and your email). Click the **Log in** button.

5. Once you get in, click your **My Courses** link in the **Navigation** box to the left.
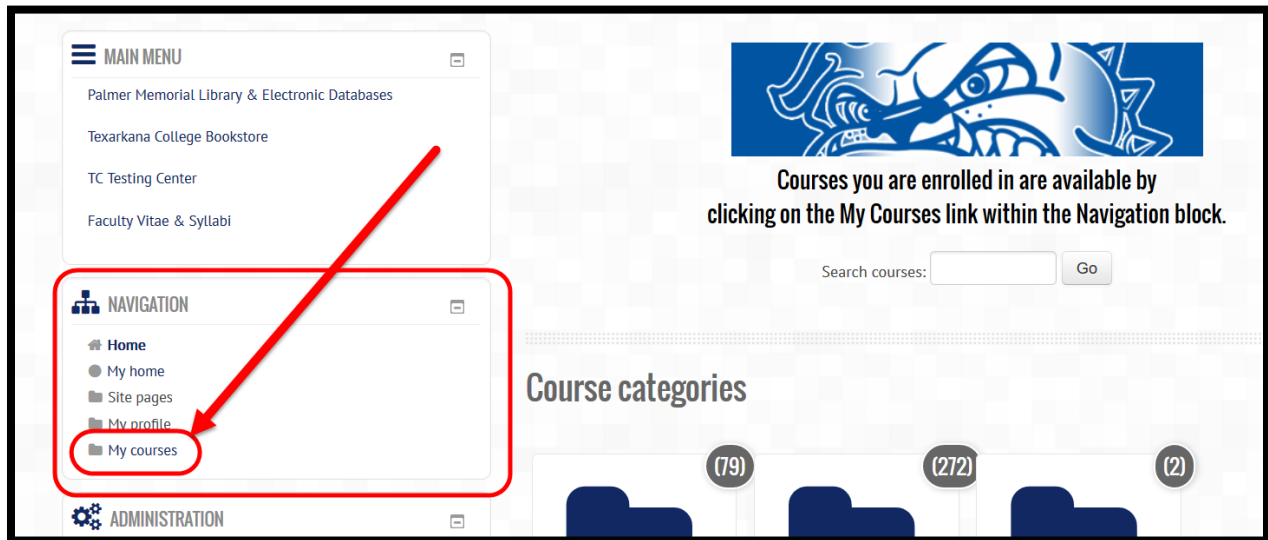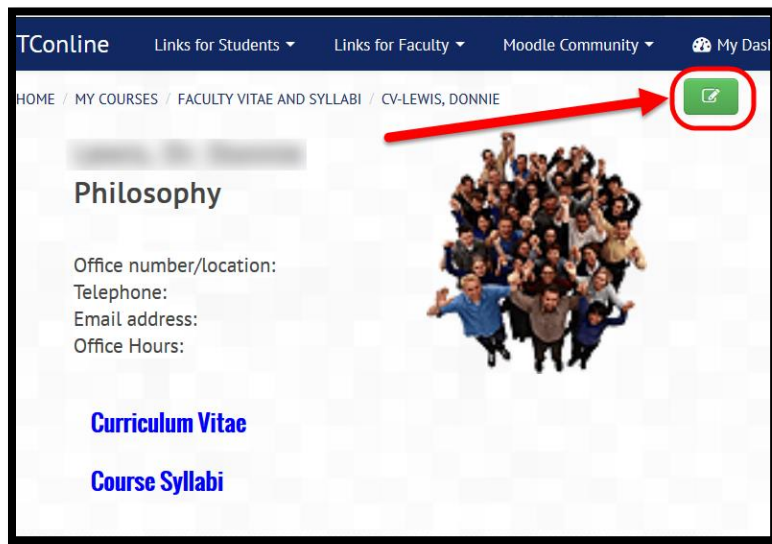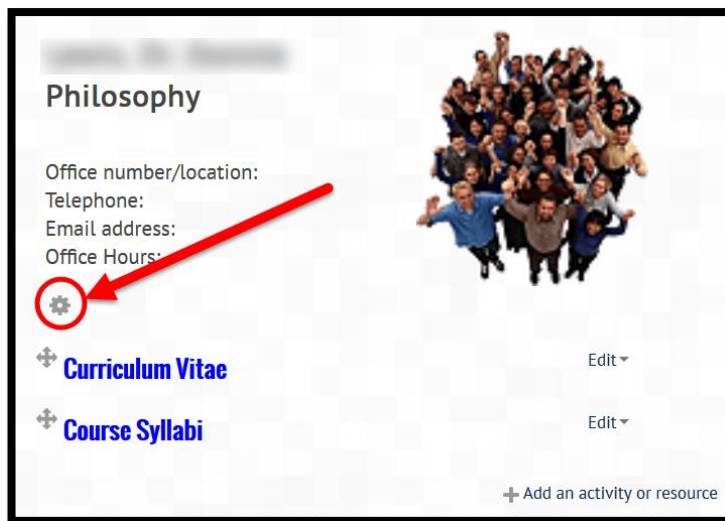

6. You will have a course listed as CV-(your last name, first name). Click on it.
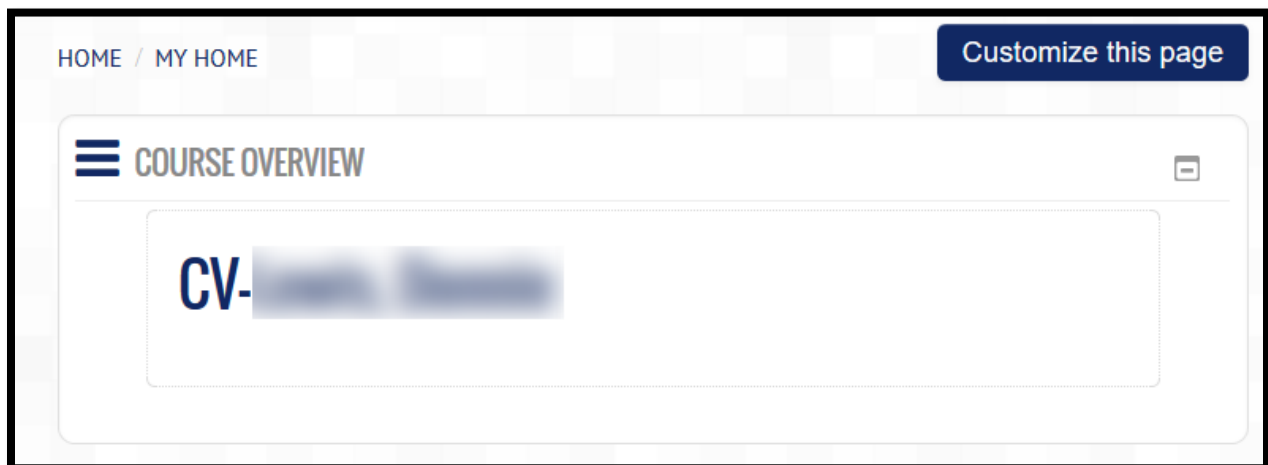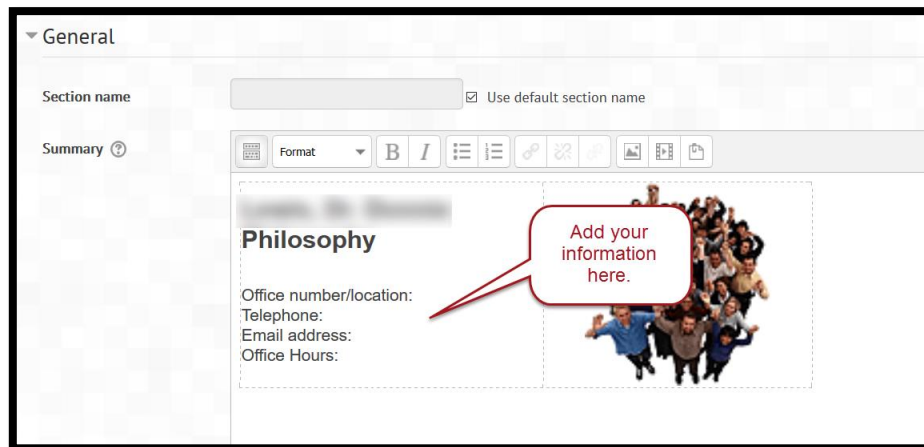
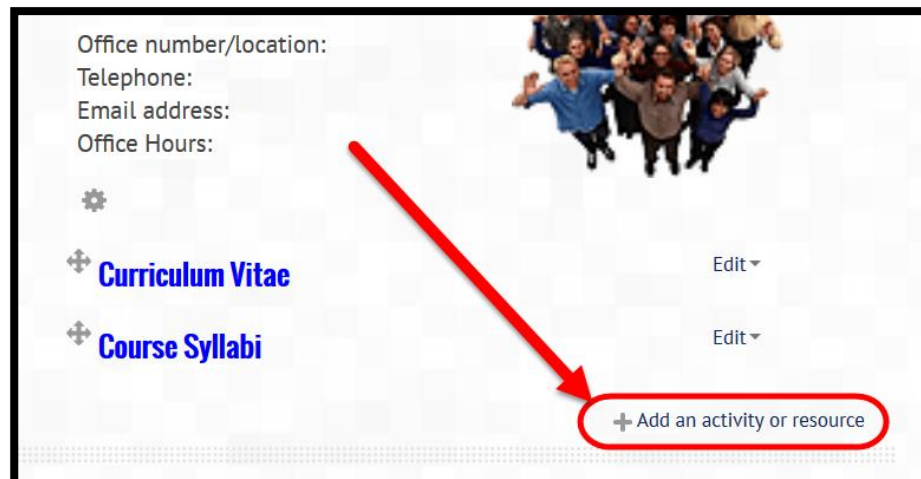7. When the page comes up, click on the green edit button.

8. To edit your Office number, Telephone, Email address, and Office hours, click on the little gear icon below Office Hours.
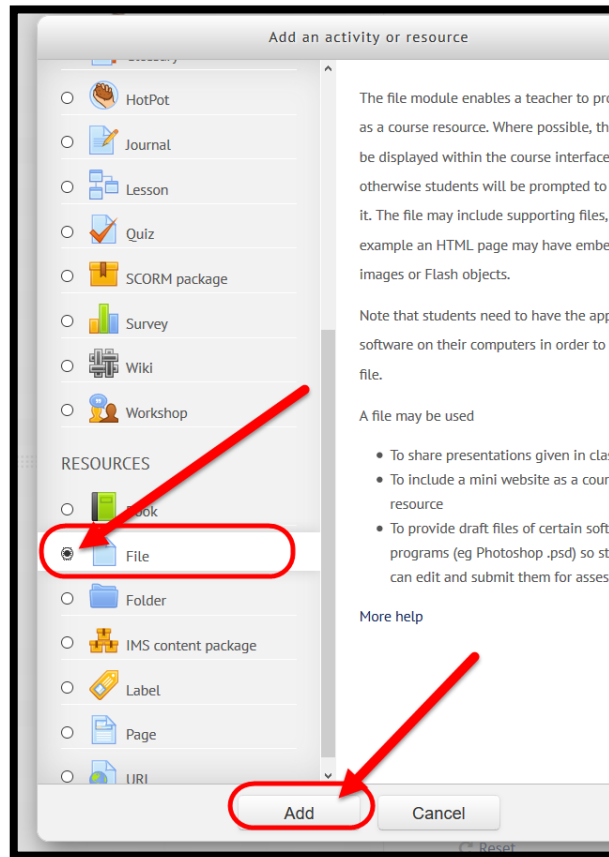
9. You just click inside the dotted box to add your information. Click the **Save Changes** button when finished.
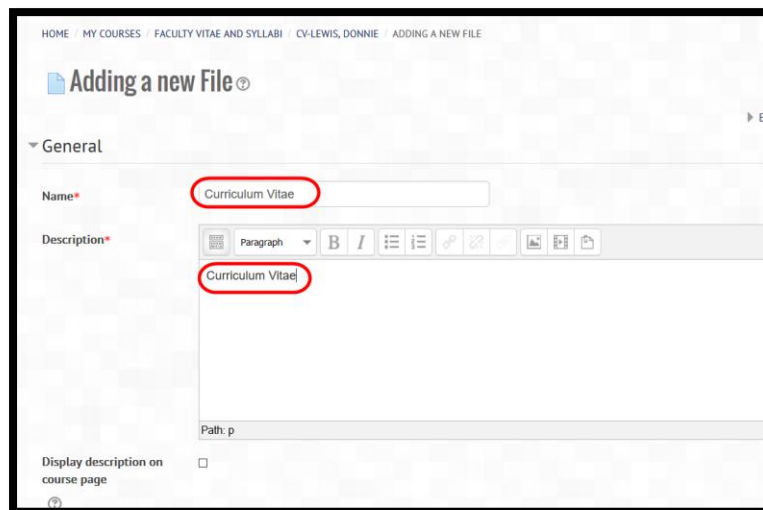

10. To add your CV, click on the Add an activity or resource link.
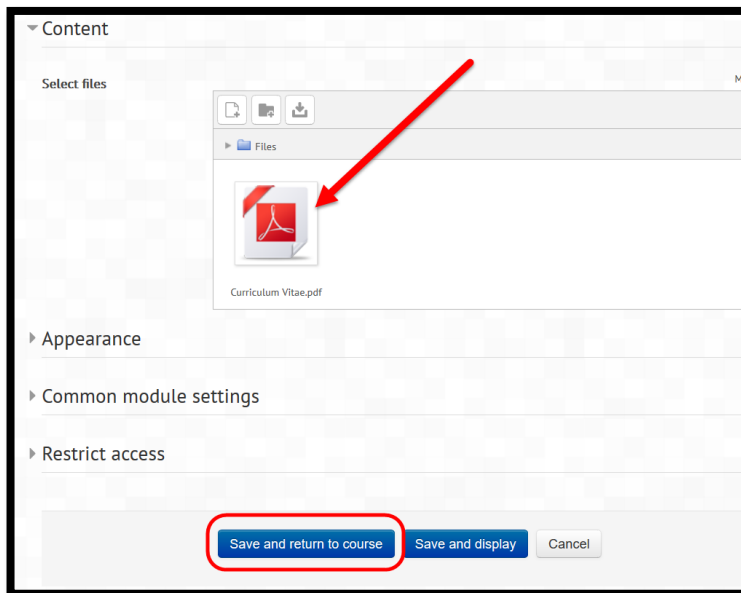
11. Scroll down and choose **File** under **RESOURCES** and then click the **Add** button.

12. Type in a Name (Curriculum Vitae) and use the same for the Description (Curriculum Vitae).

13. Find the pdf of your vitae and drag and drop it in the Select files box. It will take a few seconds to load and then it will look similar to this. Click the Save and return to course button.

14. Your Curriculum Vitae will show up under Course Syllabi. To move it under Curriculum Vitae, right click the double arrows in front of the pdf icon and drag it under the blue Curriculum Vitae label. This is what you should get when done.

15. Load your course syllabus in the same manner as you did your Curriculum Vitae.