

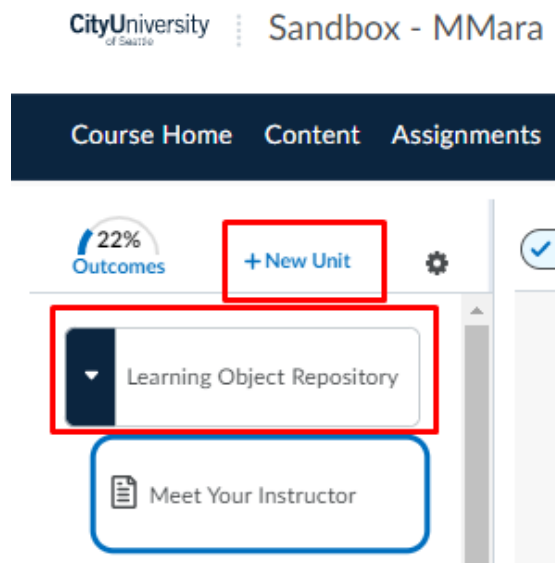


## Create the “Meet Your Instructor” Page

In Brightspace you can create your instructor biography and contact information and save it to the City University of Seattle learning object repository (LOR) for easy linking to future sections of course that you teach.

### Step 1: Create a Module for LOR Items

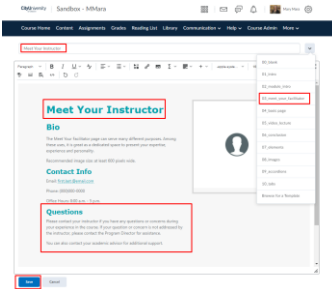
Navigate to your Sandbox. Consider creating a new module to store any pages you plan on uploading to the learning object repository for ease of locating and updating in the future.



### Step 2: Create and Complete the Meet Your Instructor page

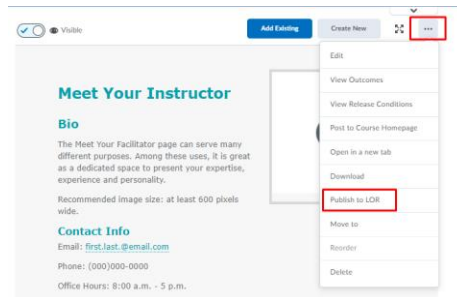
From the module you created, select Create New > html Document. From the drop-down menu select the Meet Your Facilitator template. Update the title and headings on the page as shown. Personalize your biography and contact information.

Add the Questions section prompting students to contact the instructor, program director or their advisor for support as needed. Save the page.



### Step 3: Publish Your Item to the LOR

Click on the Meet Your Instructor page, open the list on the right side of the page under the “...” menu. Select Publish to the LOR and follow the prompts.



Pick the City University of Seattle repository to store your page.

**Publish to LOR**  
Meet Your Instructor

Publish To:

Pick a Repository  
City University of Seattle

Overwrite an existing object

▶ Sharing and Publishing Options

Content

<input type="checkbox"/>	Name	Type	Metadata
<input checked="" type="checkbox"/>	Meet Your Instructor	Topic	

Add meaningful keywords to the item you save that will help you search for it in the future to add to new courses. We strongly recommend that you include your CityU username as one of the keywords.

Note that the title of the item is included, and that the description lists the course in which the item originates, who published the item, and the date of publication.

Publish to LOR  
Meet Your Instructor

Metadata  
Add a title and other metadata for this learning object.

[Classifications](#)

Name	Value
General	
Title	Meet Your Instructor
Description	-# Published from Sandbox - MMara by Mary Mara. Last Published Sep 27, 2021
Keyword	mmara, BIO

[Publish to LOR](#) [Cancel](#) [Back](#)

#### Step 4: Add the Meet Your Instructor page from the LOR to a New Course

Highlight the Syllabus, Schedule, and Course Team module. Select Add Existing. Select LOR. Search by your username or one of the keywords you used to identify the saved page.

CityUniversity | Sandbox - MMara

Add Object from LOR

Welcome to Learning Repository  
Learning Repository is a library for storing, managing, and sharing your learning resources.

Search For

mmara [Search](#) [Advanced Search](#)

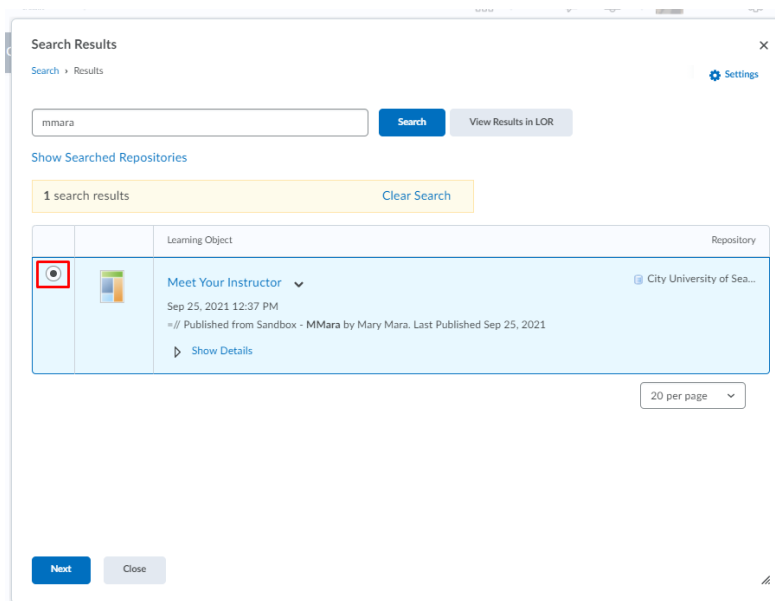
Show Repositories

Browse By

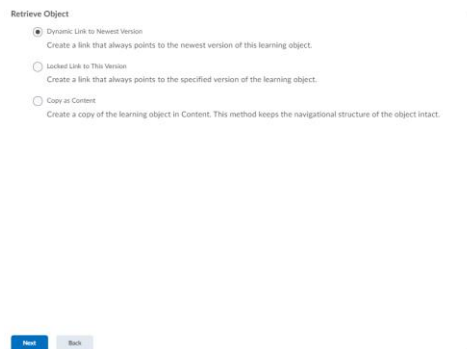
Category	
Publisher (22)	
Course (23)	

[Close](#)

Select the item in the search results that you wish to add to your course and lick Next.



Select the type of link to this item that you wish to make.



- Dynamic links allow you to update an item in the LOR by overwriting it. This will result in the item be updating everywhere that it is linked.
- Locked links point to a specific version of the LOR item that will not change if you update the item in the LOR in the future.
- Copy as Content creates a copy of the LOR item that will not change if you update the item in the LOR In the future.

Follow the prompts to continue the final steps to add the LOR item to the selected course.

## Step 5: Update an Item Stored in the LOR

Navigate to your Sandbox to the original page you created and stored in the LOR. Edit the page with the content you wish to update and save it.

Follow the prompts to save the item to the LOR as outlined in Step 3, but this time, also select the box to Overwrite an Existing Item.

Click on the Search button to search the LOR for the item you wish to overwrite. When selected click Next and follow the remaining prompts to add the selected item to the new course.

Publish to LOR  
Meet Your Instructor

Publish To:

Pick a Repository  
City University of Seattle

Overwrite an existing object  
Meet Your Instructor  
Search  
 Replace existing object's metadata

Sharing and Publishing Options

Content

<input type="checkbox"/>	Name	Type	Metadata
<input checked="" type="checkbox"/>	Meet Your Instructor	Topic	

Next Cancel