



ALAMO
COLLEGES

eSyllabus

Training and User Guide
V1.0

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Beginning Fall 2010, Texas colleges and universities are mandated to comply with House Bill No. 2504. This Bill contains a mandate for “*a public institution of higher education to establish uniform standards for publishing cost of attendance information, to conduct student course evaluations of faculty, and to make certain information available on the Internet.*” Section 51.974 (3)(b)(1) specifically stipulates that this information must be accessible from the institution’s Internet website home page by use of not more than three links. Colleges and universities are required to comply and, every other year, send a written report to the Governor and legislative leaders.

The House Bill also mandates that instructors must provide a curriculum vitae (resume) as well as academic background information to include education and published material. The purpose of this required information is to help the student make an informed decision based on instructor credentials.

Alamo Colleges has prepared an extensive, yet easy to use program that meets the qualifications of the above mandate, which is referred to as the “eSyllabus.” This guide will walk you through each step, describing roles, responsibilities, and basic functions of the eSyllabus program.

Should you have any further questions regarding eSyllabus, please contact your appropriate college helpdesk.

Northeast Lakeview College 486-5777

Northwest Vista College 486-4777

Palo Alto College 486-3777

St. Philip’s College 486-2616

San Antonio College 486-0777

System Requirements


The system requirements for the program are Internet Explorer.

Home

The eSyllabus application is comprised of four main sections: Security Maintenance, College Maintenance, Department Maintenance, and Instructor Maintenance. These categories are displayed on the **Administration Menu**.

The **Administration Menu** is shown below in its entirety, however each user will only be able to see and access the area which pertains to them. This will be further explained in the “**roles**” section.



Press the  icon at any time to return to the **Administration Menu**. Select the appropriate option.

eSyllabus Symbols

The following symbols are located within the eSyllabus Program.



Login

After entering your username and password on the **login** screen, select the login icon to access the administrative menu.



Logout

Press the **logout** icon at any time to end your eSyllabus session.



Home

The **Home** icon will lead you back to the administrative menu from any page within eSyllabus.



Help

Press the **Help** icon for helpful tips and other general information regarding eSyllabus.



User Lookup

This icon submits information provided to look up a specific employee or group of employees.



Alert

This icon indicates to the user that there is an important message to be viewed.



Update User

After entering the changes you wish to make within your user profile, click on this icon to submit your changes.



Search

Click this icon to perform a search request within the eSyllabus program.



Select

Clicking on this icon will select the particular field of information within that row that is to be modified.



Error

The error icon indicates that the eSyllabus program could not complete the requested task due to insufficient or invalid data.



Uploads

This icon indicates an area within eSyllabus that allows for the uploading of specific files.



Assign

This icon is located in the Security Managements section of eSyllabus and indicates the drop down selection for assigning roles, departments, and Colleges



Submit

Press this icon when you are ready to submit the appropriate information.



Departments

This icon indicates a dropdown box which presents three options: Building, Room, and Departments. These pages allow for the editing Of this specific information.



Calendar

This icon serves as a button within the College section that leads to the term page. Within the term page, the same icon allows for the selection of dates for specific terms.



Department Employees

The Department Employees icon serves as a button that opens the directory of employees. Additional sections found under this icon are the Sections and Course specific information.



Add Arrow

The add arrow icon allows the user to select names to create a department list.



Remove Arrow

The remove arrow icon allows the user to remove names from a department list.



Courses

This icon is located within the Department section. It is a dropdown box with options for the course or section page.



Refresh

Click on this icon to reflect current changes.



Edit

Click on this icon to make modifications to selected items.



Delete

Click on this icon to delete selected items.



**Curriculum
Vitae**

This icon directs you to the resume of each instructor. This section includes such information on each instructor such as Education, Position, and Publications.



**My
Departments**

This icon serves as a button that displays all departments to which each instructor has been added.



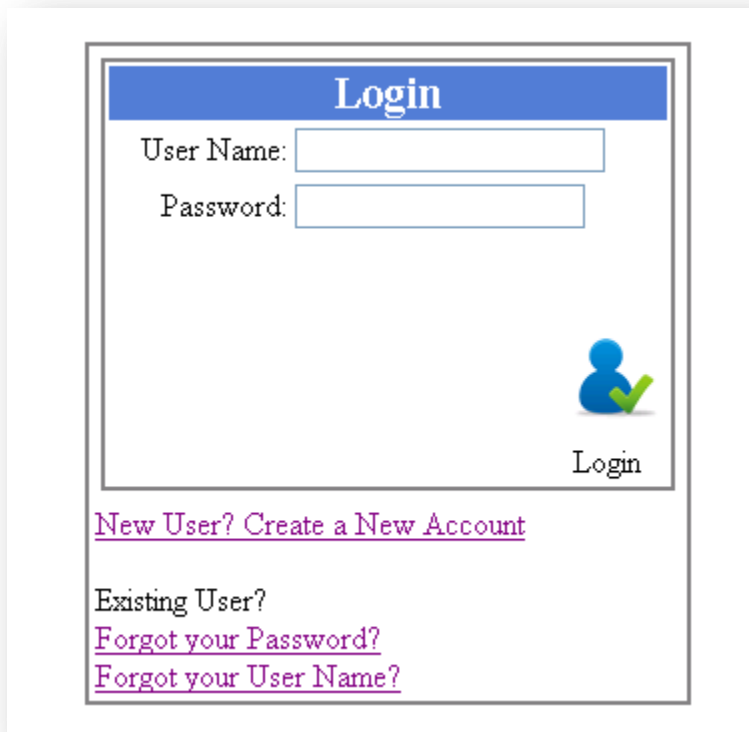
Copy

This icon serves as a button that duplicates editable information used in multiple sections.


The **login** screen provides the option of not just entering a username and password, but creating an account, recovering a password, and even recovering a username.

Login

The **login** screen is the very first screen that will appear upon navigation to the eSyllabus application.




The screenshot shows a login form with a blue header containing the word "Login". Below the header are two input fields: "User Name:" and "Password:". At the bottom right of the form is a blue user icon with a green checkmark, labeled "Login". Below the form are three links: "New User? Create a New Account", "Existing User?", "Forgot your Password?", and "Forgot your User Name?".

- Type your **username** (which is the same as your PALS ID)
- Enter your **password**
- Click the  icon

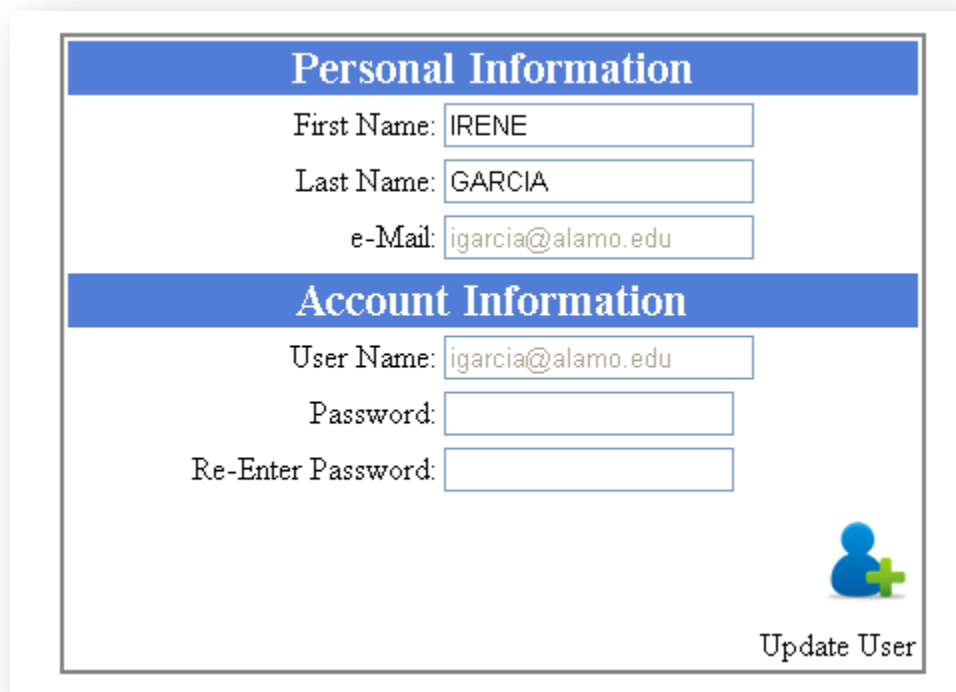
Note: The login page is case sensitive. The username must be in all lowercase. The password must be typed exactly as it appears in your account confirmation email.

How To Change Your Name And Password Within eSyllabus

- When logged into eSyllabus, you will note that your **username** is located next to the  icon. Click on your **username**.



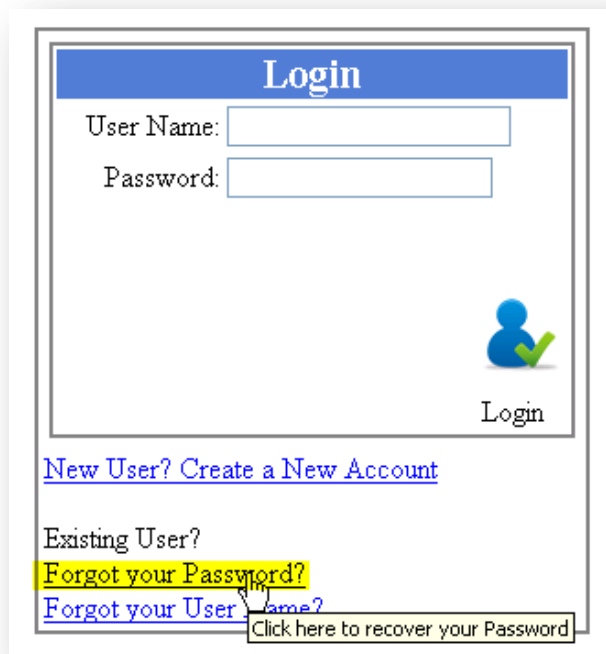
- You will be taken to a screen that says **Personal Information**.

A screenshot of the "Personal Information" and "Account Information" form. The "Personal Information" section has three input fields: "First Name: IRENE", "Last Name: GARCIA", and "e-Mail: igarcia@alamo.edu". The "Account Information" section has three input fields: "User Name: igarcia@alamo.edu", "Password:", and "Re-Enter Password:". At the bottom right, there is a blue user icon with a green plus sign and the text "Update User".

- Here you will be able to change your first name, last name, and/or your password.
- When finished, click on the  icon to complete the changes.

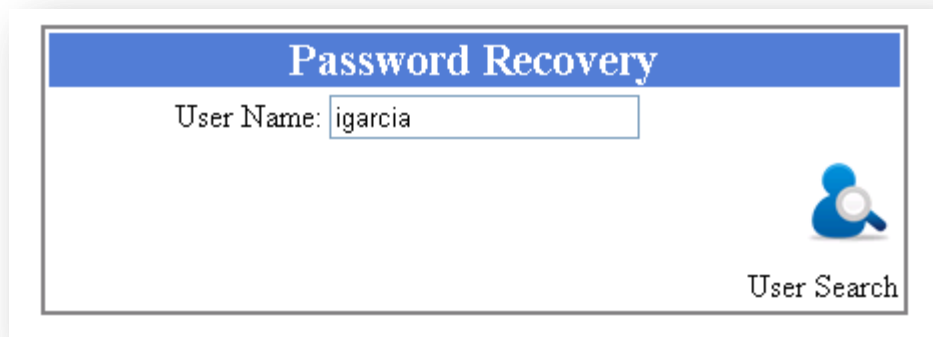
How To Recover An Existing Password

- On the login screen, click on the **Forgot your Password option**.




The screenshot shows a login form with a blue header titled "Login". Below the header are two input fields: "User Name:" and "Password:". To the right of the input fields is a blue person icon with a green checkmark, and the word "Login" below it. Below the login form are three links: "New User? Create a New Account", "Existing User?", and "Forgot your Password?". The "Forgot your Password?" link is highlighted in yellow. Below it is another link "Forgot your Username?" with a tooltip that says "Click here to recover your Password".

- You will be taken to the Password Recovery page where you will be asked to fill in your username (PALS ID) as shown below.



The screenshot shows a "Password Recovery" page with a blue header. Below the header is a "User Name:" label followed by an input field containing the text "igarcia". To the right of the input field is a blue person icon with a magnifying glass, and the text "User Search" below it.

- After typing in your username and clicking on the  icon, you will receive a message advising that an email has been sent to your PALS email address.



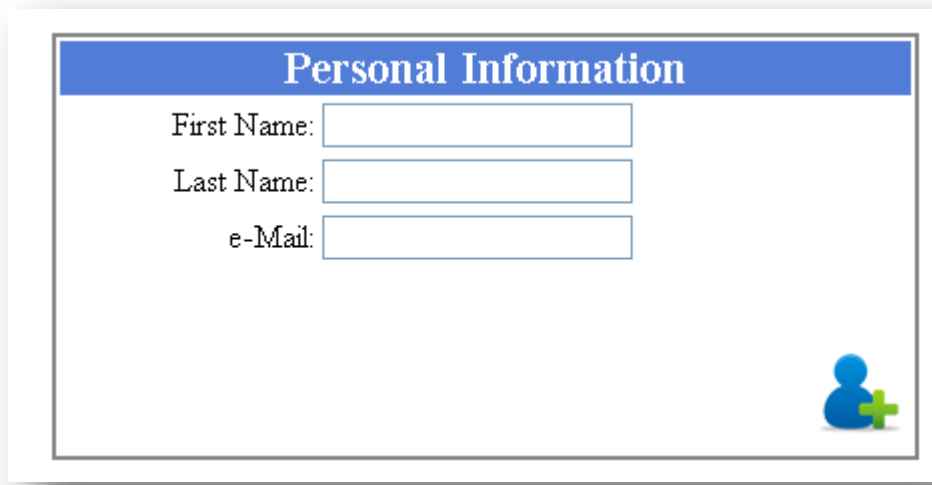
An e-Mail was sent to you with the information required

How To Create A New User Account

- Directly on the **login screen** is an option which states **Create a New Account**

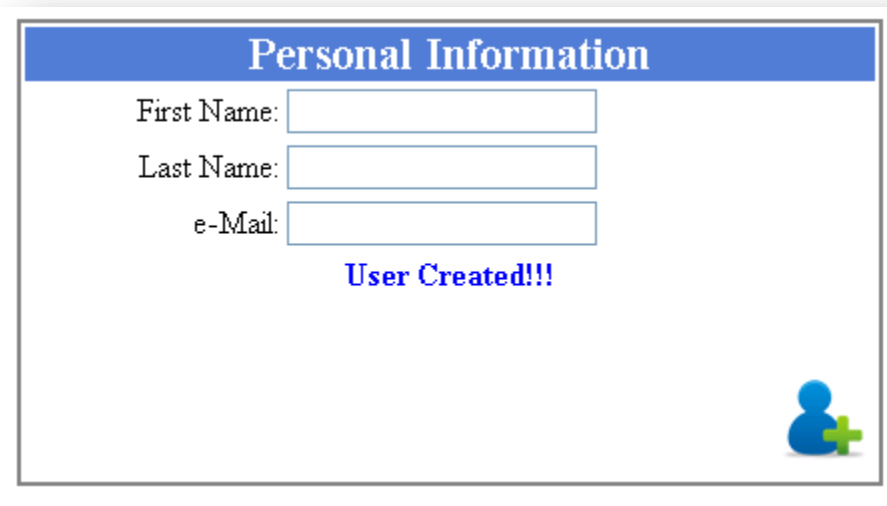
The screenshot shows a login form with a blue header bar containing the word "Login". Below the header are two input fields: "User Name:" and "Password:". To the right of the input fields is a blue person icon with a green checkmark, and below it is the text "Login". At the bottom of the form, the text "New User? Create a New Account" is highlighted in yellow, with a mouse cursor pointing to it. Below this are three blue links: "Existing User?", "Forgot your Password?", and "Forgot your User Name?".

-
- Once you have clicked on this option, you will be directed to a **Personal Information** page as shown below



A screenshot of a web form titled "Personal Information" in a blue header. The form contains three input fields: "First Name:", "Last Name:", and "e-Mail:". Each field is followed by a white rectangular input box. In the bottom right corner of the form, there is a blue person icon with a green plus sign next to it.

-
- Once you have completed filling out your personal information, you will receive a message stating that your account has been created.



A screenshot of the same "Personal Information" form, but now it displays a success message. The text "User Created!!!" is centered on the page in blue. The input fields for "First Name:", "Last Name:", and "e-Mail:" are still present. The blue person icon with a green plus sign is also visible in the bottom right corner.

Note: Although your account has been created, it is important to contact your appropriate college helpdesk to activate your account with your correct role.



The **Security Maintenance** section allows you to assign each instructor a specific college, role, or department within the eSyllabus system. This section is only accessible by those within the information technologies departments.

How To Upload Users From A Text File

- Click **Browse** – locate the text file

Note: This is a text delimited file which must contain the following information in its exact order.

Campus	Ist_name	MI	PERSON.F	PALS_ID	ID
SAC	Garcia		Irene	igarcia	1234
SAC	Garcia	M	Lisa	lgarcia6	1234

- Select the College

Security Maintenance

Log Out [lgarcia6@alamo.edu](#) Home Page Help

Uploads Assign

Upload Users from txt file

Select txt file: Browse...

College to assign to users: SAC

Role to assign to users: SAC
NLC
NVC
PAC
SPC

- Select the appropriate role

Security Maintenance

Log Out [lgarcia6@alamo.edu](#) Home Page Help

Uploads Assign


Upload Users from txt file

Select txt file: Browse...

College to assign to users: SAC



Role to assign to users: Unassigned
Unassigned Admin
Departmental Admin
Institutional Admin
IT Admin

Role to assign to ALL users

- Click the  icon

How To Assign Roles To An Instructor



ID	Full Name	Email	Select
12821	GOMEZ, PABLO	pgomez36@alamo.edu	<input type="radio"/>
13981	ABADIE, JUDE	jabadie@alamo.edu	<input type="radio"/>
13982	ABBOTT, GREGORY	gabbott1@alamo.edu	<input type="radio"/>
13983	ABOUL-SAAD, WISSAM	waboul-saad@alamo.edu	<input type="radio"/>
13984	ABREGO, IRENE	iabrego@alamo.edu	<input type="radio"/>

- Click the  icon.
- Choose **Roles** from the drop down menu
- Click next to the instructor whose role you would like to edit
- The roles are located on the right hand side
- Click the  to save changes

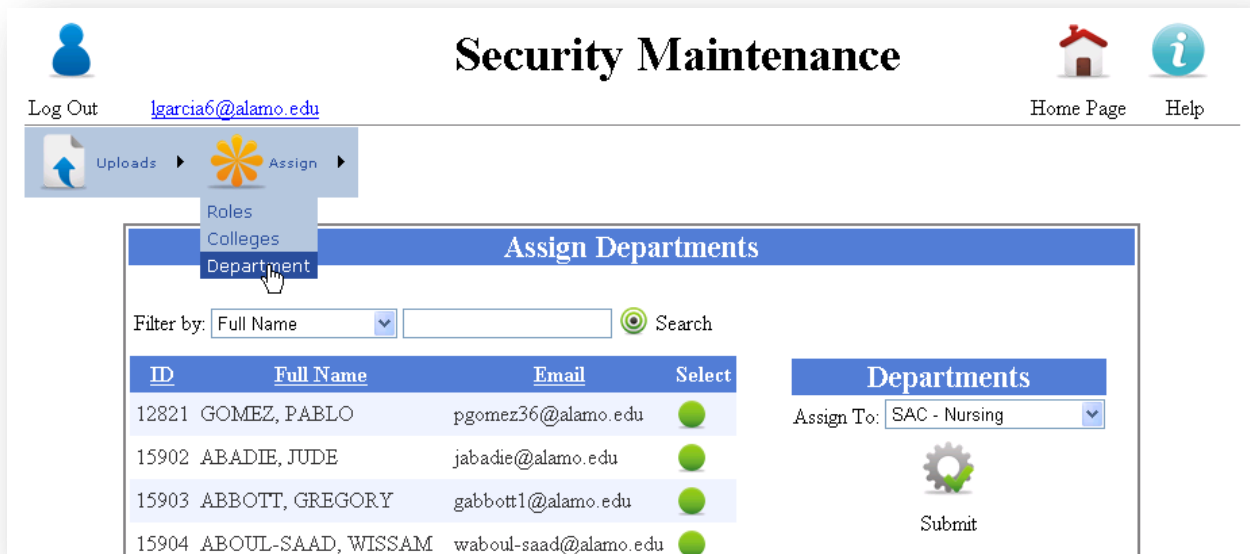
How To Assign An Instructor To Their College(s)

ID	Full Name	Email	Select
12821	GOMEZ, PABLO	pgomez36@alamo.edu	<input type="radio"/>
15902	ABADIE, JUDE	jabadie@alamo.edu	<input type="radio"/>
15903	ABBOTT, GREGORY	gabbott1@alamo.edu	<input type="radio"/>
15904	ABOUL-SAAD, WISSAM	waboul-saad@alamo.edu	<input type="radio"/>
15905	ABREGO, IRENE	iabrego@alamo.edu	<input type="radio"/>
15906	ABRHA, YIRGALEM	yabrha@alamo.edu	<input type="radio"/>





- Click the  icon




- Choose **College** from the drop down menu
- Click  next to the instructor whose college(s) you would like to edit
- Select the appropriate college or colleges (located on the right hand side)
- Click the  icon to save changes

How To Assign An Instructor To Their Department(s)



The screenshot shows the 'Security Maintenance' interface. At the top, there is a user profile icon, the title 'Security Maintenance', and navigation links for 'Home Page' and 'Help'. Below the title, there is a 'Log Out' link and the user's email address 'lgarcia6@alamo.edu'. A navigation menu is visible with 'Uploads' and 'Assign' options. The 'Assign' menu is open, showing 'Roles', 'Colleges', and 'Department' options. The 'Department' option is selected, leading to the 'Assign Departments' section. This section features a 'Filter by' dropdown set to 'Full Name' and a search box. Below this is a table of instructors with columns for 'ID', 'Full Name', 'Email', and 'Select'. The 'Select' column contains green circle icons. To the right of the table is a 'Departments' section with an 'Assign To:' dropdown menu set to 'SAC - Nursing' and a 'Submit' button with a gear icon.



ID	Full Name	Email	Select
12821	GOMEZ, PABLO	pgomez36@alamo.edu	
15902	ABADIE, JUDE	jabadie@alamo.edu	
15903	ABBOTT, GREGORY	gabbott1@alamo.edu	
15904	ABOUL-SAAD, WISSAM	waboul-saad@alamo.edu	

- Click the  icon
- Choose **Department** from the drop down menu
- Click  next to the instructor whose department you would like to edit
- The departments are located in a drop down menu the right hand side
- Click the  icon to save changes



The **College Maintenance** portion of the eSyllabus program allows for the addition of terms, buildings, and Rooms in accordance with the mandate. This role pertains to the College administrators. (VP and their secretaries)


How To Add A Term


- Click the  icon
- Select the appropriate college
- Type the term name (ex: 2010 Summer II)
- Type the beginning and end date (ex: 5-11-26)
- Click the  icon.


Terms

College:

Term:

Begin Date: 



End Date: 


Submit

<u>ID</u>	<u>Term</u>	<u>Begin Date</u>	<u>End Date</u>	<u>Is Active?</u>	<u>Select</u>
3	2010 Fall	5-05-2010	5-03-2010	<input checked="" type="checkbox"/>	Active
27	2011 Spring	1-01-2011	5-25-2011	<input type="checkbox"/>	Active

Note: Only one term can be active at a time.

How To Add Buildings

- Click the  icon.
- Choose Building from the drop down menu
- Select the appropriate College
- Type the Full Building Name (ex: Nursing)
- Type the Building Acronym (ex: NAHC)
- Type the Description (optional)
- Click the  icon to save changes


Buildings

College: ▼

Building



Acronym

Description



Submit


<u>Building</u>	<u>Acronym</u>	<u>Description</u>
Moody Learning Center	MLC	Edit

How To Add Rooms



- Click the  icon
- Choose **Room** from the drop down menu
- Select the appropriate College
- Select the Building Name
- Type the Office Room (ex: 021)
- Type the Description (optional)
- Click the  icon to save changes


Rooms

College: 

Building: 



Room:

Description: 




Submit


<u>Room</u>	<u>Description</u>
210	


How To Add Departments

- Click the  icon
- Choose **Departments** from the drop down menu
- Select the appropriate College
- Select the Building Name
- Select the Room
- Type the Department Full Name (ex: Nursing)
- Type the Department Acronym (ex: NAHC)
- Type Office Phone (210-486-0000)
- Type Department email (ex: sac-ots@alamo.edu)
- Click the  icon to save changes

Departments

College: 

Building: 


Room: 

Department:

Acronym:

Phone:

Email:




Submit

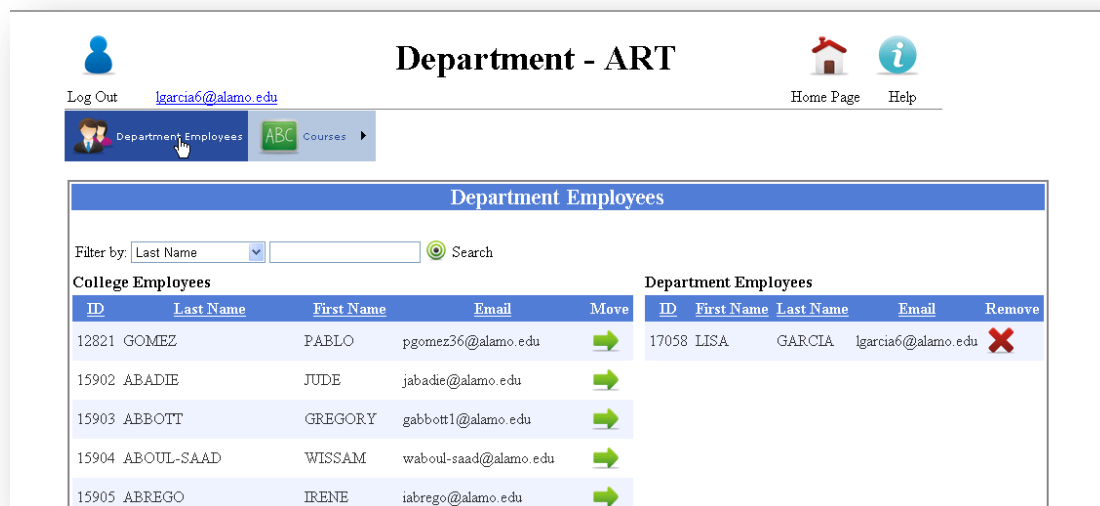
<u>Department</u>	<u>Phone</u>	<u>Email</u>	<u>Room</u>
Nursing	213654789		MLC - 210



The **Department Maintenance** portion of the eSyllabus application is designed to enable specified users to add instructors to specific departments, create and edit sections, and create and edit courses. This role pertains to the chairs and their secretaries. These individuals can only be assigned to one department.

How To Add An Instructor To Your Department

- Click the  icon
- Locate the appropriate Instructor
- Click the  icon
- Repeat as needed









Department - ART

Log Out [lgarcia6@alamo.edu](#) Home Page Help

Department Employees Courses


Department Employees

Filter by: Last Name Search

College Employees					Department Employees				
ID	Last Name	First Name	Email	Move	ID	First Name	Last Name	Email	Remove
12821	GOMEZ	PABLO	pgomez36@alamo.edu		17058	LISA	GARCIA	lgarcia6@alamo.edu	
15902	ABADIE	JUDE	jabadie@alamo.edu						
15903	ABBOTT	GREGORY	gabbott1@alamo.edu						
15904	ABOUL-SAAD	WISSAM	waboul-saad@alamo.edu						
15905	ABREGO	IRENE	iabrego@alamo.edu						


Note: Instructors can be located by entering the first or last name in the search box. To view a listing of all the Instructors added you will need to click on the refresh image icon.


How To Add A Course To Your Department

- Click the  icon

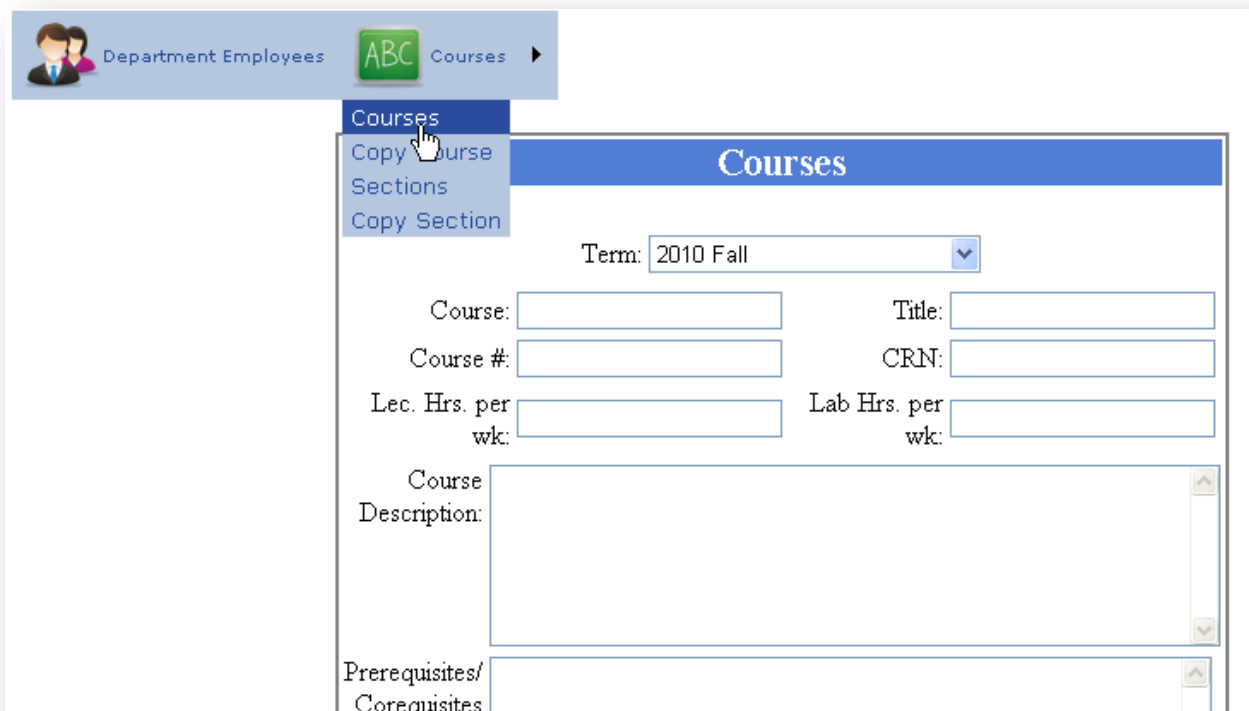


The screenshot shows the 'Department - ART' interface. At the top, there is a navigation bar with 'Log Out' and the email 'lgarcia6@alamo.edu'. On the right, there are icons for 'Home Page' and 'Help'. Below the navigation bar, there are two main menu items: 'Department Employees' and 'ABC Courses'. The 'ABC Courses' menu is expanded, showing options: 'Courses', 'Copy Course', 'Sections', and 'Copy Section'. The main content area is titled 'Department Employees' and contains a search filter and two tables. The 'College Employees' table has columns for ID, Last Name, First Name, Email, and Move. The 'Department Employees' table has columns for ID, First Name, Last Name, Email, and Remove.

College Employees				
ID	Last Name	First Name	Email	Move
12821	GOMEZ	PABLO	pgomez36@alamo.edu	
15902	ABADIE	JUDE	jabadie@alamo.edu	
15903	ABBOTT	GREGORY	gabbott1@alamo.edu	

Department Employees				
ID	First Name	Last Name	Email	Remove
17058	LISA	GARCIA	lgarcia6@alamo.edu	

- Choose **Courses** from the drop down menu



The screenshot shows the 'Department - ART' interface with the 'ABC Courses' menu expanded. The 'Courses' option is selected, and the 'Courses' page is displayed. The page has a search filter and several input fields for course information.

Term:

Course: Title:

Course #: CRN:

Lec. Hrs. per wk: Lab Hrs. per wk:

Course Description:

Prerequisites/ Corequisites:

- Select the appropriate Term

Courses

Term: 2010 Fall

Course:

Course #:

Lec. Hrs. per wk:

Course Description:

Prerequisites/ Corequisites:

2010 Fall
2011 Spring
2011 Fall
test term
test
test term
test

- Type the Course

Courses

Term: 2010 Fall

Course: ACCT2301

Title: Principles of Accounting I

Course #: 2301-001

CRN: 59793

Lec. Hrs. per wk: 3

Lab Hrs. per wk: 3

Course:

- Type the Title

Courses

Term: 2010 Fall

Course: ACCT2301 Title: Principles of Accounting I

Course #: 2301-001 CRN: 59793

Lec. Hrs. per wk: 3 Lab Hrs. per wk: 3

Course:

- Type the Course #

Courses

Term: 2010 Fall

Course: ACCT2301 Title: Principles of Accounting I

Course #: 2301-001 CRN: 59793

Lec. Hrs. per wk: 3 Lab Hrs. per wk: 3

Course:

- Type the CRN

Courses

Term: 2010 Fall

Course: ACCT2301 Title: Principles of Accounting I

Course #: 2301-001 CRN: 59793

Lec. Hrs. per wk: 3 Lab Hrs. per wk: 3

Course:

- Type Lec. Hrs. Per Wk

Courses

Term: ▾

Course: Title:

Course #: CRN:

Lec. Hrs. per wk: Lab Hrs. per wk:

Course:

- Type Lab Hrs. per Wk

Courses

Term: ▾

Course: Title:

Course #: CRN:

Lec. Hrs. per wk: Lab Hrs. per wk:

Course:

- Type Course Description, Prerequisites, and Student Learning Outcomes

Courses

Term: 2010 Fall

Course: ACCT2301

Title: Principles of Accounting I

Course #: 2301-001

CRN: 59793

Lec. Hrs. per wk: 3

Lab Hrs. per wk: 3


Course
Description:

Prerequisites/
Corequisites

Student
Learning
Outcomes:





Submit

Click the  icon to save changes

How To Copy A Course

- Click on the **Courses** icon and choose **Copy Course** option





The screenshot shows the 'Copy Course' interface. The 'Courses' menu is open, and 'Copy Course' is selected. The form displays 'College: SAC' and 'Term: 2010 Fall'. Below the form is a table with columns 'ID', 'Course', 'Department', and 'Copy'. The table contains two rows: ID 24, Course NURS0123, Department Nursing, and ID 25, Course NURS0124, Department Nursing. Each row has a scissors icon in the 'Copy' column.

- Click the  icon. This will duplicate the page
- Change the data you wish to edit. (i.e. section number)
- Click the  button to save


How To Add A Section To Your Department

- Click the  icon

The screenshot shows the 'Department - ART' interface. The 'Courses' menu is open, and 'Section' is selected. The interface displays a list of employees with 'Move' and 'Remove' buttons. The table is divided into 'College Employees' and 'Department Employees'.

College Employees					Department Employees				
ID	Last Name	First Name	Email	Move	ID	First Name	Last Name	Email	Remove
12821	GOMEZ	PABLO	pgomez36@alamo.edu		17058	LISA	GARCIA	lgarcia6@alamo.edu	
15902	ABADIE	JUDE	jabadie@alamo.edu						
15903	ABBOTT	GREGORY	gabbott1@alamo.edu						

- Choose **Section** from the drop down menu

Department Employees  Courses ▶

Courses
Copy Course
Sections
Copy Section

Sections

Term: Course:

Section: Instructor:

Textbooks:

Course Content:

Method of measurement:

Additional:

- Select the appropriate Term

Sections

Term: 2010 Fall Course:

Section: Instructor: GARCIA, LISA


Textbooks:

Course Content:

Method of measurement:

Additional Instructor Requirements:

General Description:



- Select the appropriate Course

Sections

Term: Course:

Section: Instructor:


Textbooks:

Course Content:

Method of measurement:

Additional Instructor Requirements:

General Description:



- Type the Section number (ex: 001)

Sections

Term: Course:

Section: Instructor:


Textbooks:

Course Content:

Method of measurement:

Additional Instructor Requirements:

General Description:



- Select the appropriate Instructor

Sections

Term: Course:

Section: Instructor:


Textbooks:

Course Content:

Method of measurement:

Additional Instructor Requirements:

General Description:



- Type the Textbook information, Course Content, Method of Measurement, Additional Instructor Requirements, and General Description.


Note: This information may only be filled in if it is blank. **You may not edit prefilled information.**

- Click the  icon to save changes



Sections	
Term:	2010 Fall
Course:	
Section:	
Instructor:	GARCIA, LISA
Textbooks:	
Course Content	
Method of measurement:	
Additional Instructor Requirements:	
General Description:	

How To Copy A Section

- Click on the  and choose **Copy Course** option




Department Employees ABC Courses ▶



Courses
Copy Course
Sections
Copy Section

Term: 2010 Fall

Course: NURSD123

Copy Sections

ID	Section	CRN	Copy
25	001		
26	002		
29	003		

- Click the  icon. This will duplicate the page
- Change the data you wish to edit. (i.e. section number)
- Click the  button to save





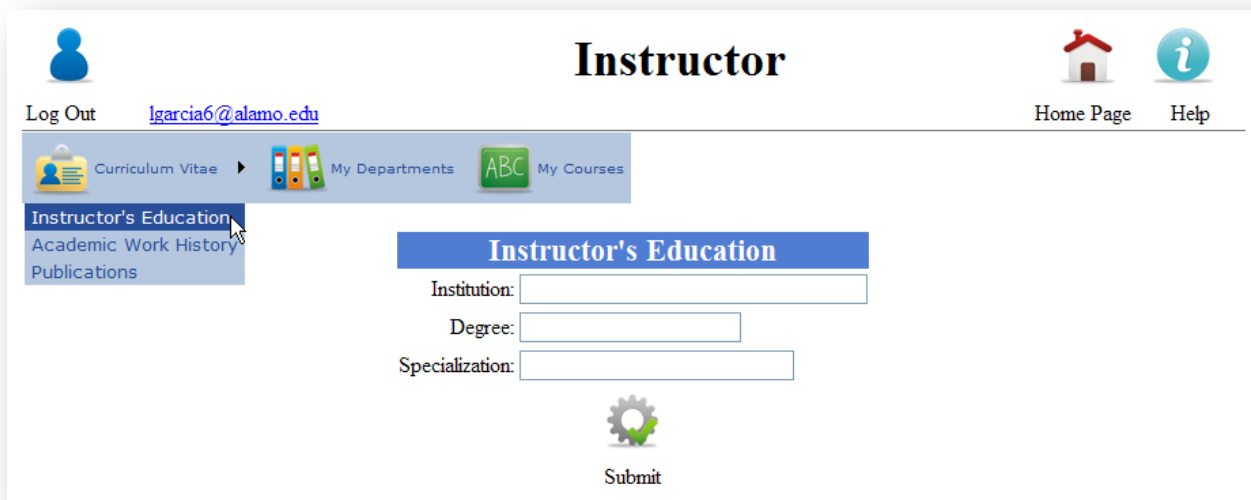
Instructor Maintenance

7

The **Instructor Maintenance** portion of the eSyllabus application allows for each instructor to enter their Academic qualifications such as all education, former academic positions, and publications, as well as edit some course and department information. This role is given to the instructor only. The instructor can be assigned to multiple colleges.


How To Add An Instructor's Education

- Click  icon
- Choose **Education** from the drop down menu
- Type the Institution, Type of Degree, and Specialization in the appropriate fields.
- Click the  to save changes




The screenshot shows the 'Instructor' dashboard. At the top, there is a user profile icon, the title 'Instructor', and navigation links for 'Home Page' and 'Help'. Below this, there are links for 'Log Out' and the user's email 'lgarcia6@alamo.edu'. A navigation bar contains 'Curriculum Vitae', 'My Departments', and 'My Courses'. A dropdown menu is open under 'Curriculum Vitae', showing 'Instructor's Education' (highlighted), 'Academic Work History', and 'Publications'. The 'Instructor's Education' form has three input fields: 'Institution:', 'Degree:', and 'Specialization:'. Below the form is a 'Submit' button with a gear icon.

How To Add An Instructor's Academic Work History

- Click  icon
- Choose **Position** from the drop down menu
- Type the Institution, Position, Begin Date, and End Date in the appropriate fields.


- Click the  to save changes

How To Add An Instructor's Publication(s)

- Click the  icon
- Choose **Publications** from the drop down menu
- Type the Title/ Description
- Type the URL
- Click Submit **image** to save changes

How To Add The Instructor's Phone Number And Office Room Number

- Click the  icon

- Click on the  next to the appropriate department

My Departments			
<u>ID</u>	<u>Department</u>	<u>Phone</u>	<u>Room</u>
8	Art		 <input type="button" value="Select"/>

- Type the phone number (With No Dashes)

My Departments			
Instructor Phone:	<input type="text" value="2104860000"/>		
Office Bldg/Room:	<input type="text" value="MLC - 210"/>		<input type="button" value="v"/>
			
<u>ID</u>	<u>Department</u>	<u>Phone</u>	<u>Room</u>
8	Art		

- Select the Office Room Number

My Departments

Instructor Phone:

Office Bldg/Room:

ID	Department
8	Art

- MLC - 210
- MLC - 010
- MLC - 320
- MLC - 514
- MLC - 125
- FAC - 120A
- NTC - 001
- EDUC - 001
- MCCH - 001
- FAC - 130
- GH - 121
- GH - 122
- GH - 123
- GH - 124

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- Click the  icon to save changes

How to view courses assigned to an instructor

- Click the  icon



- Select the appropriate term

My Courses

Filter:

- SAC - test term
- SAC - test term
- SAC - test
- SAC - test
- SAC - 2011 Spring
- SAC - 2011 Fall
- SAC - 2010 Fall
- NLC - 2010 Fall

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[Technology Services](#)

- A list of your course will be displayed

My Courses

Filter: SAC - 2010 Fall

<u>ID</u>	<u>Course</u>	<u>Section</u>	
30	MUSIC130	001	



Security Maintenance

The Information Technology Department is responsible for the security maintenance section of eSyllabus. This department will be in charge of assigning user roles within this application.



College Maintenance

College Administrators are responsible for assigning buildings, rooms, departments, and terms for each instructor.



Department Maintenance

College chairs and their administrative staff are responsible for creating and maintaining the list of department employees and course specific information.



Instructor Maintenance

This section is created and maintained by the instructor only. This section will comply with the new mandate and will contain information concerning the instructor regarding academic education, positions, and publications.