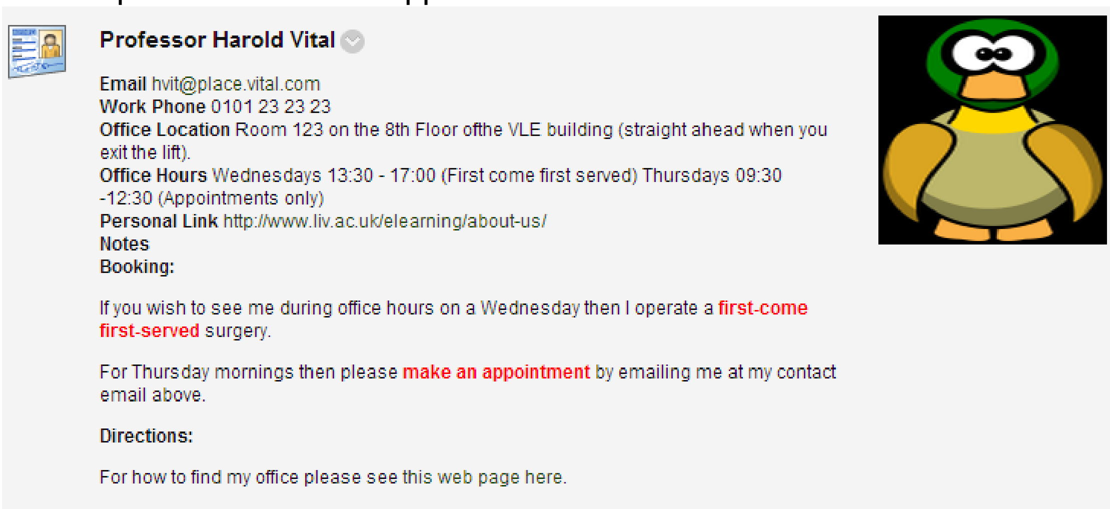
Adding staff contact details

Overview

Every VITAL module menu contains a section called **Module Staff** which leads to a page called **Contacts.** This page uses the Contacts tool. Here you can add a profile for each member of staff teaching on the module for your students' reference, as the VITAL Baseline specifies. Below is an example contact profile as it would appear to students.

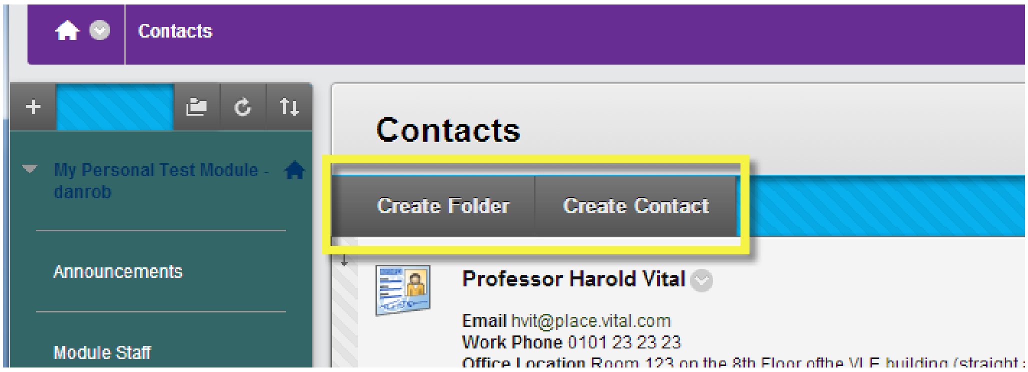


Folders can be created to organise multiple staff profiles, by role on the module for example (see step 6 below).

Create a contact profile

Every VITAL module comes with a default **Module Staff** section which is an instance of the Contact tool. Click this link on your module menu to open the Contacts section.

1. You should now see a page called **Contacts**, as shown below, which will display any current contacts and two buttons, **Create Folder** and **Create Contact**.

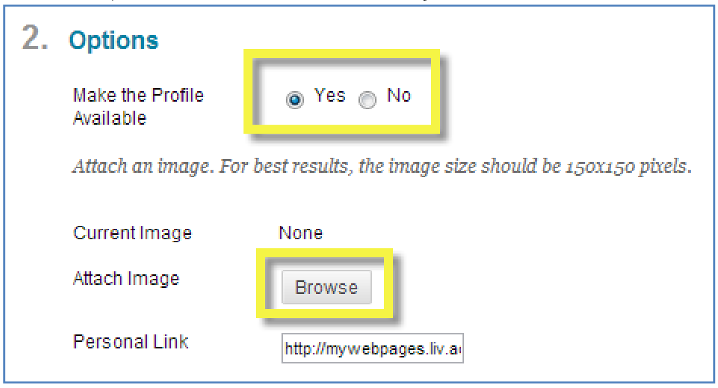


2. Click the **Create Contact** button and complete the set-up page, following the Baseline advice as a minimum (name, contact email, office location, office hours (where appropriate) and an image is recommended).

3. In section 2 **Options**, set **Make the Profile Available** to **Yes** if you want the contact to be immediately available for students to see. You can edit contacts to change this setting and hide contacts at any time.

4. The **Notes** section has a simple text editor so you can write more about yourself here if you wished.

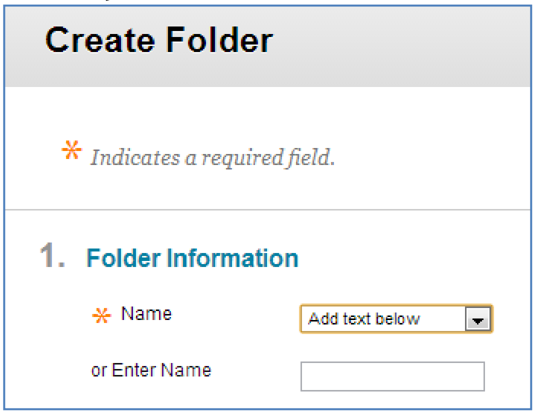
5. In section 2 **Options** you can choose to attach an image of yourself. Click the **Browse** button to locate an image on your PC to upload. Images should be no larger than 150 x 150 pixels otherwise they will distort. You can also include a link to a personal website (copy and paste the full address). Click **Submit** when you have finished.



6. You can also create contacts on this page from the **Control Panel** menu. Click on the **Course Tools** menu and select the **Contacts** option here.

Organise contacts by folder

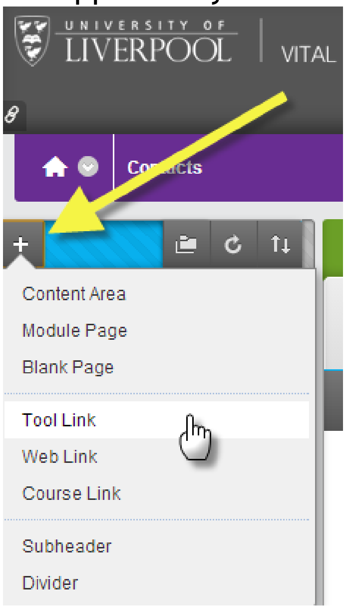
7. If there are a large number of staff contacts for a module then you could organise them into folders using the **Create Folder** button. Create the folders first and then create the contacts in each relevant folder. Unfortunately you cannot drag and drop contact profiles into or between folders. The system suggests several categories of folder, namely: Contacts, Teaching Assistants and Guest Lecturers, and you are free to create your own folder titles as well with the **Add text below** option.



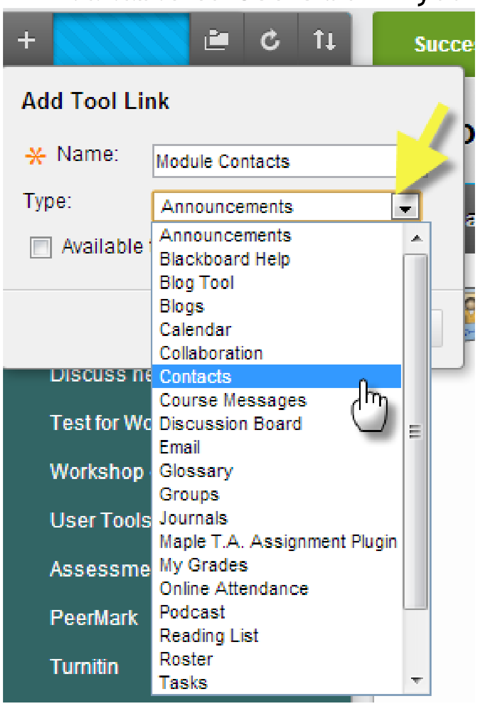
Create Contacts area in module

If you do not have a default **Module Staff** link on your module menu you can create one.

8. With the **Edit mode ON** hover the mouse pointer over the white cross in the upper left your module menu, as below. Click the **Tool Link** option.



9. On the menu that appears give a name to the link that will appear in the module menu and select **Contacts** from the dropdown list. Check the **Available to Users** box if you want this to display straight away.



10. You can drag and drop the link you have created to any position on the module menu.

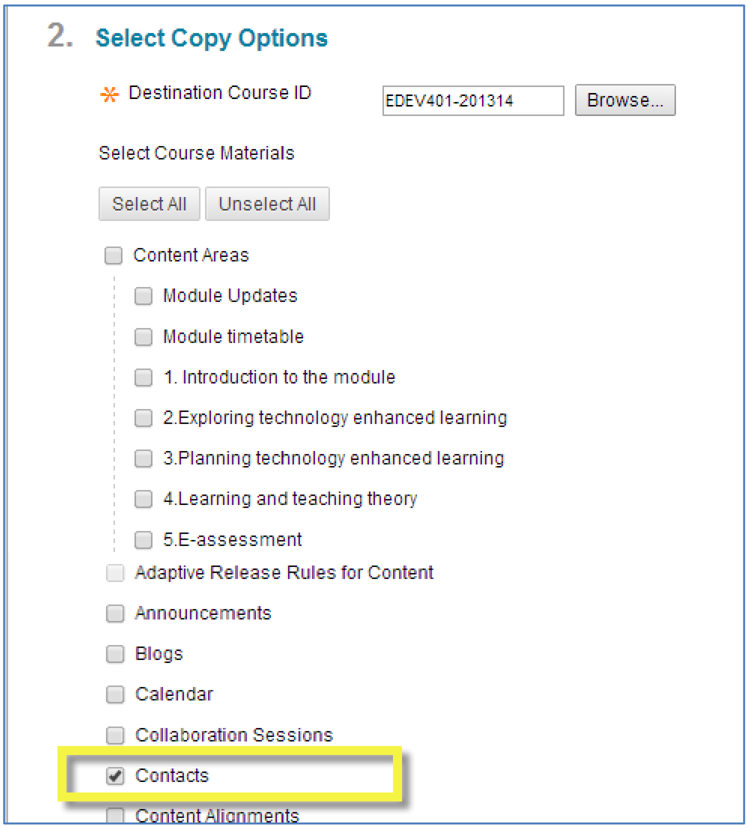
Copying Module Staff sections between modules

It is not possible to copy individual contacts details between modules simply or to automate this. Rather than recreate Module Staff details repeatedly for all of your modules, one option is to copy Module Staff sections using the Course Copy facility (Course Copy can be used between modules in the same year as well as for between years). You will need to be an Instructor on the source and destination modules. You can then delete any teaching staff who are not relevant to the destination module. To copy a Module Staff section you have made to another module using Course Copy:

1. In the **Control Panel** of the module, in the **Packages and Utilities** section, click on Course Copy.

2. In the **Destination Course ID** box use the **Browse** button to bring up a list of all of your modules and select the correct one to which you will copy. Make sure you get the select correct year code.

3. In the course materials check boxes, the only item you should select is Module Staff.



4. Ensure you do not select the Include Enrolments in the Copy box.

5. Click **Submit**. You will get an email to tell you when the course copy is complete and also if you visit the destination module you will see a copy progress message at the top of the module's entry page. The contacts will be copied into the Module Staff section of the destination module.