

# The Q: Portal for Faculty

**Topics:** Interface, Adding Handouts and Bookmarks, Adding Course Information

## Login Screen

- Helpful campus links, event calendar, and announcements
- Sign in: same as QCC Net

## Interface: Tabs and Sidebar links (note duplicates)

### Tab links (horizontal menu)



### Quick Links (the left side vertical menu) displays: **My Courses** **My Pages** **My Groups**

Use **My Pages** to customize your page layout or to use the File Cabinet

Use **My Courses** to publish individual course information, to use the gradebook, to access or create groups, or to copy a course.

Use **My Groups** to share information with a campus group.

## Accessing the File Cabinet

- Select **My Pages** under Quick Links (shown below).
- Select **File Cabinet**
- In the File Cabinet window, select the **Handouts** tab (image at right)

The image below shows the File Cabinet after folders have been created.

You may delete any folder you create, such as “Ungrouped items folder,” by selecting it, then clicking the trash.

**Welcome**  
Faculty Welcome  
• [Welcome to The Q!](#)  
• [Announcements](#)  
• [My Faculty Tools](#)  
• [Grade and Attendance Reporting](#)  
**Student Welcome**  
**Quick Links**  
☑ **My Courses**  
☑ **My Pages**  
Default Page  
File Cabinet  
Message Center  
☑ **My Groups**

## File Cabinet

### File Cabinet

**Coursework** **Bookmarks** **Handouts** **Readings** **Course Cartridges**

### Handouts

| <input type="checkbox"/> | File Name  | Uploaded  | File Type | Edit | Delete |
|--------------------------|--|-----------|-----------|------|--------|
| <input type="checkbox"/> | <a href="#">Computing, writing guides</a>            |           |           |      |        |
| <input type="checkbox"/> | <a href="#">ENG 101</a>                              |           |           |      |        |
| <input type="checkbox"/> | <a href="#">ENG 102</a>                              |           |           |      |        |
| <input type="checkbox"/> | <a href="#">ENG 255</a>                              |           |           |      |        |
| <input type="checkbox"/> | <a href="#">Ungrouped items</a>                      |           |           |      |        |
| <input type="checkbox"/> | <a href="#">ENG 102 Syllabus - Spring 2012</a> (42K) | 1/18/2012 | .docx     |      |        |


Delete Selected or **Move Selected to:**

## To create a folder (a set)...

You are simply creating a container to organize files:

At the lower right see these commands to create a folder and to upload files:


 [Create a New Folder](#)  [Upload Files to File Cabinet](#)

- Select  Create a new folder
- In the space, fill in the name
- Click “Save” or “Save and add another” if you want to create a second folder
- If you don’t create folders, the files are categorized as “Ungrouped.”

You may create folders (sets) for handouts or for bookmarks (links to web sites).

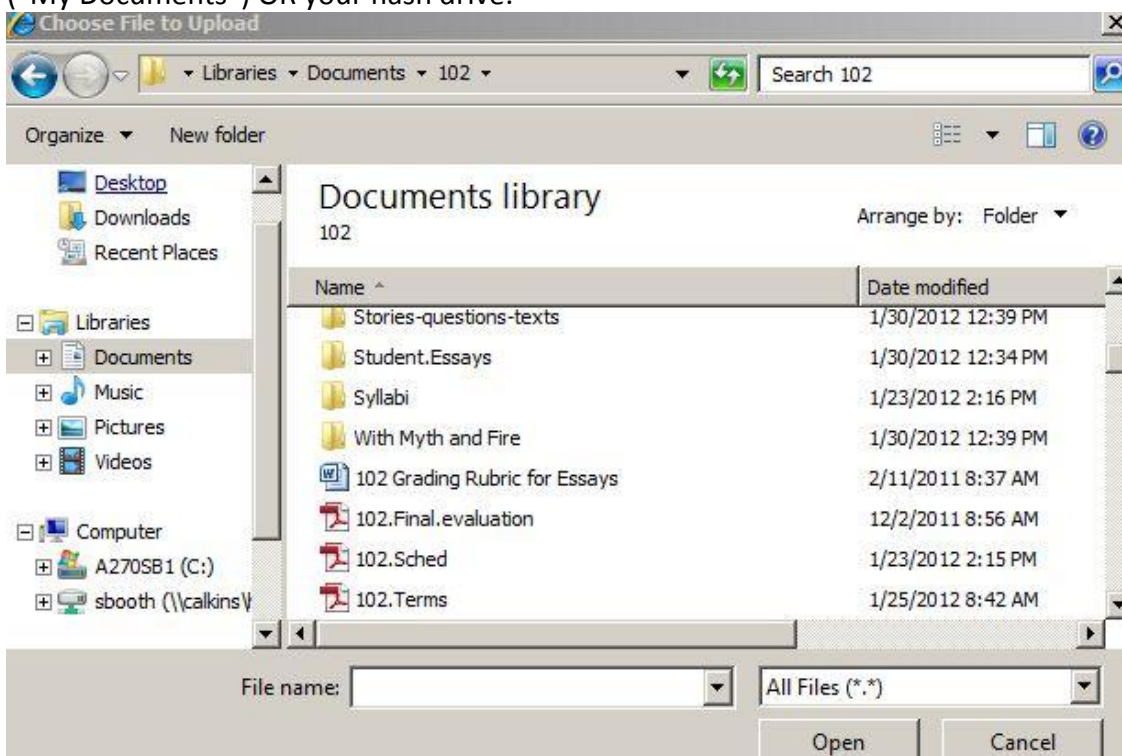
## To add handouts, open the folder (#4 below) by selecting it.

Or follow the steps from the beginning...

1. Select My Pages (sidebar)
2. Select File Cabinet
3. In the horizontal menu select Handouts
4. Select the appropriate course folder  
Select  **Upload files to file cabinet** (far right side of window)
5. In the Manage Handout window, select **Browse**





6. In the dialog box, look for the file from “My H Drive Documents” OR your personal machine (“My Documents”) OR your flash drive.



7. Once you've selected the file, click "Open" at the bottom right of the window.
8. At the bottom of the Handout view, select "Save" or "Save and add another."
9. Click the "Handouts" tab again and then select the folder to see that the file has been uploaded.

### How to add bookmarks –links to web pages–within a course

|   |  |
|---|--|
|  | <ul style="list-style-type: none"> <li>• Select My Courses</li> <li>• Select a course</li> <li>• Under Main Page (left sidebar shown in the image), select bookmarks</li> <li>• Then select  <a href="#">Add a Bookmark</a> on the far right</li> </ul> |
|---|--|

- In the Manage Bookmark View dialog box (shown below)  
For Label, write the title of the web site.  
To access the URL



- Open a second browser window (File menu>New>Window),
- Access the site
- Select the URL from the address box.
- Use the Edit menu (or CTRL + C) to copy the web address (URL).
- Return to the Bookmark view and paste the address in the URL box (Edit menu or CTRL + V)
- Select "Save" or "Save and add another"

*You may also add bookmarks to the File Cabinet by selecting the Bookmark bar in the File Cabinet view. Once you add the bookmarks, go to the course view and select "Import bookmarks from File Cabinet." This is more efficient if you want to add the same links to more than one course or section.*

**NOTE: The Course Information link within each course section includes the QCC catalog course description as well as the meeting time and place for the class.**

### How to add office hours... (I'm describing the most efficient method).

- Select **Personal Info** on the dark blue bar at the top of the window next to your name
- Select the Office Hours tab
- In the Notes section write your office hours.
- Check **Show the note only**, without any day/time information
- Remember to save.
- Office hours display in the course information link for each course section.

Under **Personal Info** you may also change your **password**, upload a photo, and control privacy settings.