ADDING STAFF CONTACT DETAILS ON VISION

This guide covers how you can upload your staff contact details on Vision.

Students may have questions or need further support. Sharing your preferred contact details and office hours on your course page on Vision makes it a lot easier for students to contact you if needed – and it helps them contact you in a manageable way for you.
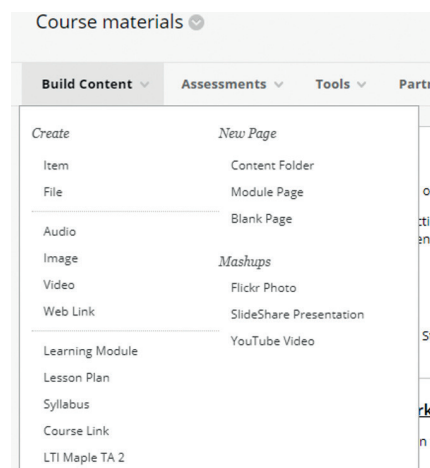
HOW TO UPLOAD YOUR CONTACT DETAILS

STEP 1. Go to **www.vision.hw.ac.uk** and **login**

STEP 2. Navigate to your course

STEP 3. Go to a page where it would be logical for your students to look for your contact details – e.g. **Course Information**. If there is no suitable place, there is guidance at the end on how to create a new content area.

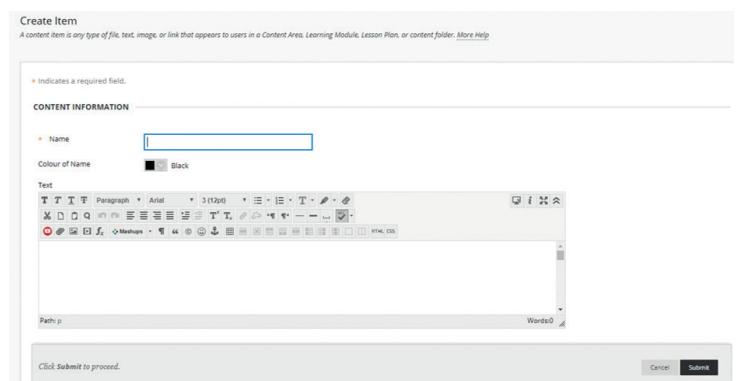**STEP 4.** Hover over **Build Content**.

STEP 5. This will allow you to select what type of content you would like to build. Under the **Create** heading, select **Item**

STEP 6. This will take you to a new page. Any fields marked with a ***** indicates a required field.

STEP 7. In the **Name** box, write 'Course Contact Information'

STEP 8. In the box below, you can add text. This can be written straight in the box or it can be copied text.

EXAMPLE CONTACT INFORMATION:

Course Leader
Karoline Nanfeldt (Edinburgh Campus)
Email: k.nanfeldt@hw.ac.uk

Course enquiries
Please post any course related questions on the discussion board. If you need further help and support, email me and I will endeavour to reply to you as soon as possible.
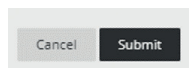
Office hours
My office hours are 9-11am (GMT) every day. I will be in the Course Webinar room during this time.

Personal tutor support
You can also contact your personal tutor if you have any issues that you wish to discuss with them.

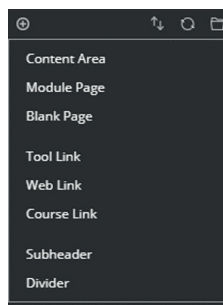**STEP 9.** Once you are happy with your text, press the **Submit** button in the lower right-hand side

CREATING A NEW CONTENT AREA

If you do not have a suitable place on the left-hand navigation to add your contact details, you can create a new content area.
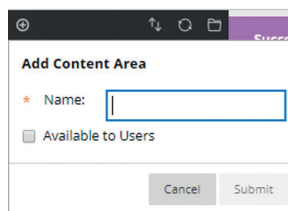
STEP 1. On the left-hand navigation, hover over the **+** in the upper left corner.
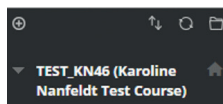
STEP 2. Select **Content Area**

STEP 3. Enter the name of your content area

STEP 4. Ensure that you tick **Make available to users** option or your students will not be able to see the content area

TOP TIPS

- Keep your contact details to the modes that you and students can easily access e.g. course discussion board, email.
- Encouraging students to use the course discussion boards will save you answering multiple queries on the same topic by email / phone.
- Remind students that they also have the support of their personal tutor.

TROUBLESHOOTING

If you experience any issues uploading materials to Vision, ensure that:

1. You have instructor access to the course. You will know whether you do by whether you can turn on/off edit mode in the upper right corner
2. You have turned on edit mode

Any other issues, please contact the IT Helpdesk at **ISHelp@hw.ac.uk.**

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