

How to add a Courses to your profile

Teaching Activities

VLCS422 Equine Disease & Epidem **Instructor**

VLCS485 Directed Studies **Instructor**

VLCS622 Equine Epidem & Infect Disease **Instructor**

VLCS685 Directed Studies **Instructor**

VLCS691 Research **Instructor**

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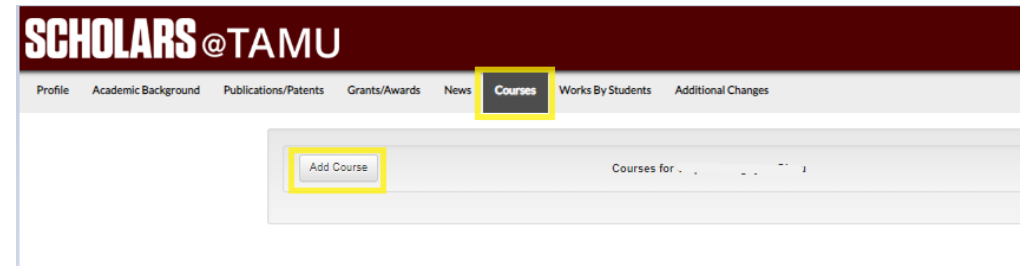
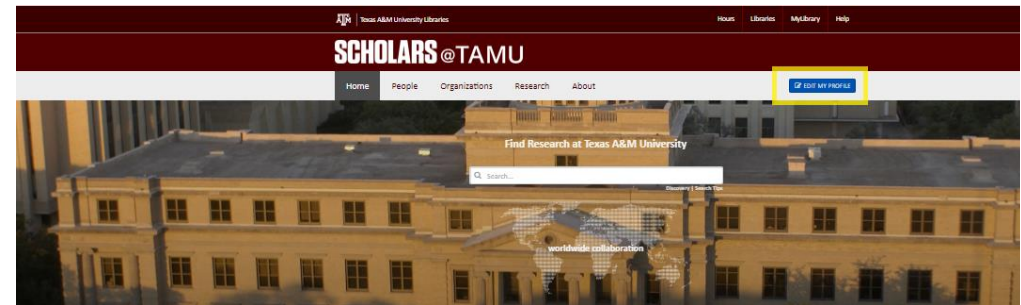
You may add courses to your public profile page (as shown above). To do this, please follow the steps listed below.

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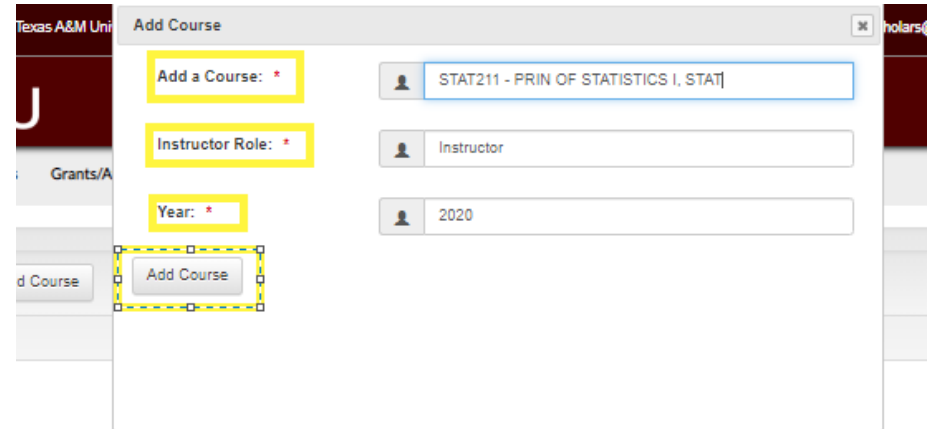
Steps

1. Locate and click the “**EDIT MY PROFILE**” button to the right of the main tabs on the Scholars@TAMU homepage
2. Locate the **Courses** in the middle of the Scholars@TAMU main section bar. Click the **Add Course** button. A dialogue box to add details about the course should appear

Screen View



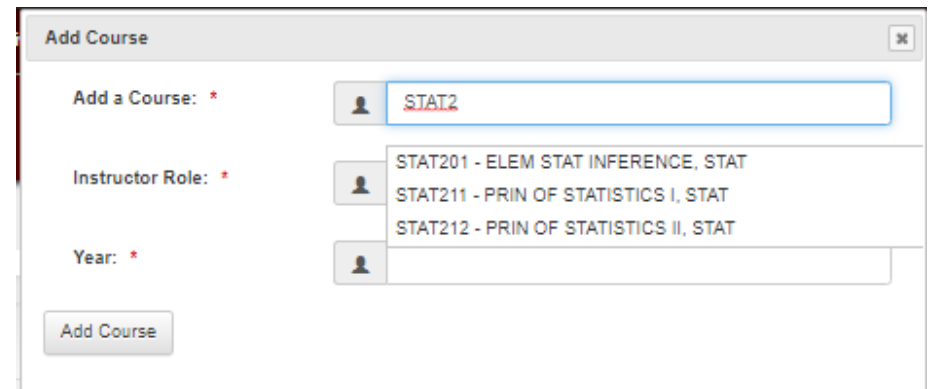
3. Fill out the Course dialogue box
 - a. For the **Add a Course** field, you search for the course name
 - i. enter in the department abbreviation and course number together without a space (e.g. STAT211)
 - ii. select the appropriate course from the drop down list of options
 - b. For the **Instructor Role** field, type in your role
 - i. e.g. Instructor
 - c. For the **Year** field, enter the academic year in which the course was taught
4. When the Course dialogue box is complete, click the **Add Course** button at the bottom of the window



The screenshot shows the 'Add Course' dialog box with the following fields and values:

- Add a Course:** STAT211 - PRIN OF STATISTICS I, STAT
- Instructor Role:** Instructor
- Year:** 2020

The 'Add Course' button at the bottom is highlighted with a dashed yellow border.



The screenshot shows the 'Add Course' dialog box with the following fields and values:

- Add a Course:** STAT2
- Instructor Role:** (empty)
- Year:** (empty)

The dropdown menu for the 'Add a Course' field is open, showing the following options:

- STAT201 - ELEM STAT INFERENCE, STAT
- STAT211 - PRIN OF STATISTICS I, STAT
- STAT212 - PRIN OF STATISTICS II, STAT

The 'Add Course' button is visible at the bottom.

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- 5. A browser notification confirming that your class has been added should appear. In addition, your entry should appear under the **Course** tab

