

Faculty/Staff Web Page Worksheet

If you have a photograph or would like one on your page, follow the guidelines in the Quick Reference Sheet for uploading and inserting a picture. Make sure that your picture is named by your username in your email address and has the jpg extension. If it is named this way it will automatically show up in the proper place on your Web page. If your email address is smithj@gtc.edu, then your picture should be named smithj.jpg

The following questions are meant as guidelines to help get you started on creating your webpage. Please answer in full sentences. You may answer on this sheet and then type your answers into your Web page, or answer directly in your Web page editor.

What are your office hours?

Where did you go to school or from where did you earn your degree?

If you are an instructor, what's your favorite part about teaching students?

If you are a staff member, what's the highlight of your work day?

What would you consider to be your biggest professional accomplishment?