

Staff Contact details and Teaching timetable



Lecturer

On this guide:

- A. [Updating Staff contact details and teaching timetable](#)

Overview

The Staff contact details are vital information for the students, so as the teaching timetable. This would provide information to the students on who and how to contact the lecturer and the details of the face-to-face session. In the previous Moodle course pages, the Staff Contact details and Timetable are separate activities. The new course template includes the combined Staff contact details and Teaching Timetable.

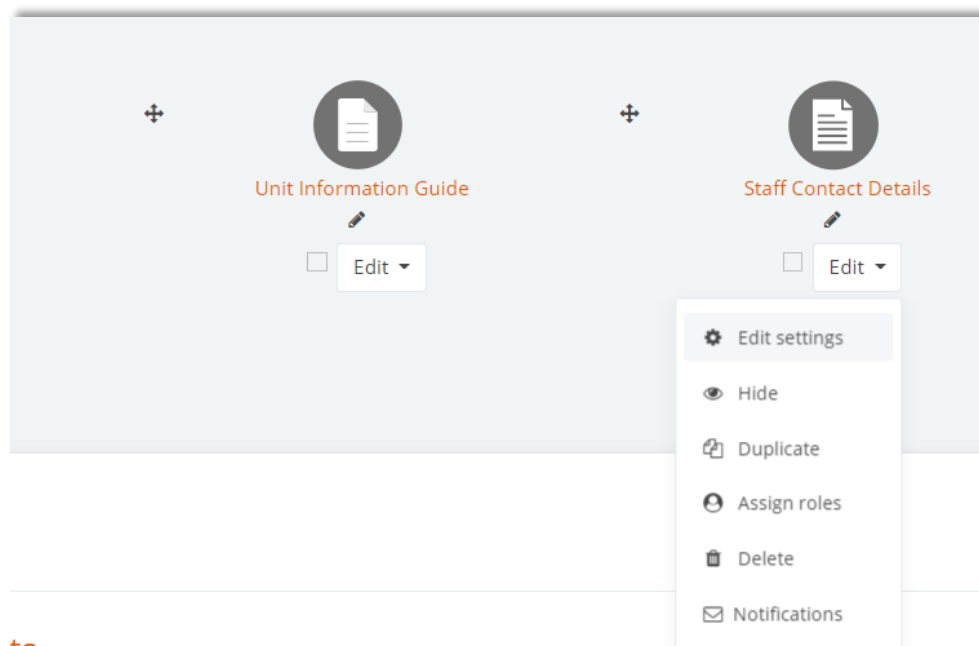
Pre-condition

1. The user must be on a Moodle course page as a Student of the unit. See [Moodle Enrolment](#), [Accessing your course](#), and [The Moodle course](#).
2. The Course Editing is on. See [Course Editing On/Off](#).

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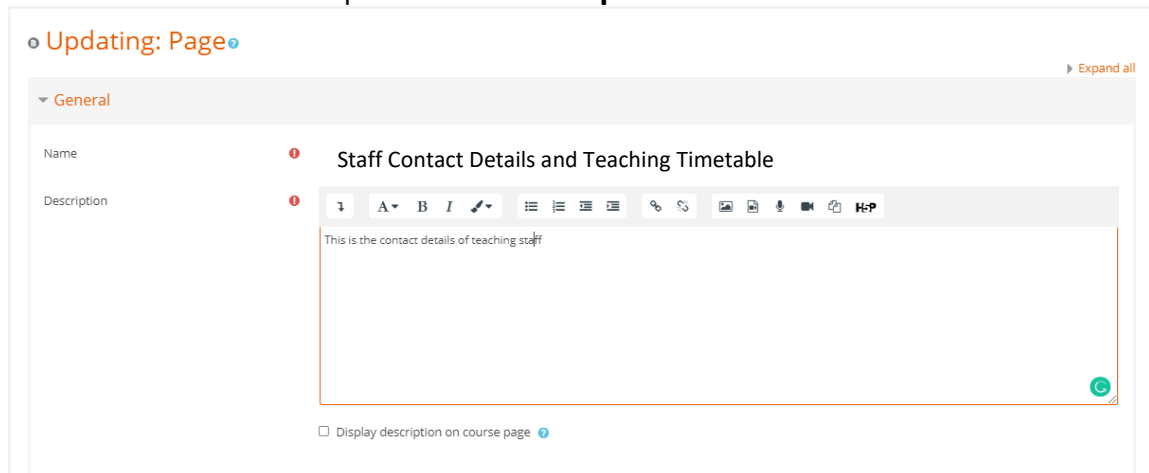
Procedure

1. Go to the Staff Contact details resource.
 - a. Click the **Edit** menu under the **Staff Contact Details and Teaching Timetable** resource in the **General section**, then select **Edit Settings**. The *Updating page* appears.



2. Updating the Staff Contact Details and Teaching Timetable

- a. Check whether the **Name** is "Staff Contact Details and Teaching Timetable". Leave the name if it is in the correct order.
- b. Provide a brief description in the **Description** field.



Updating: Page


General

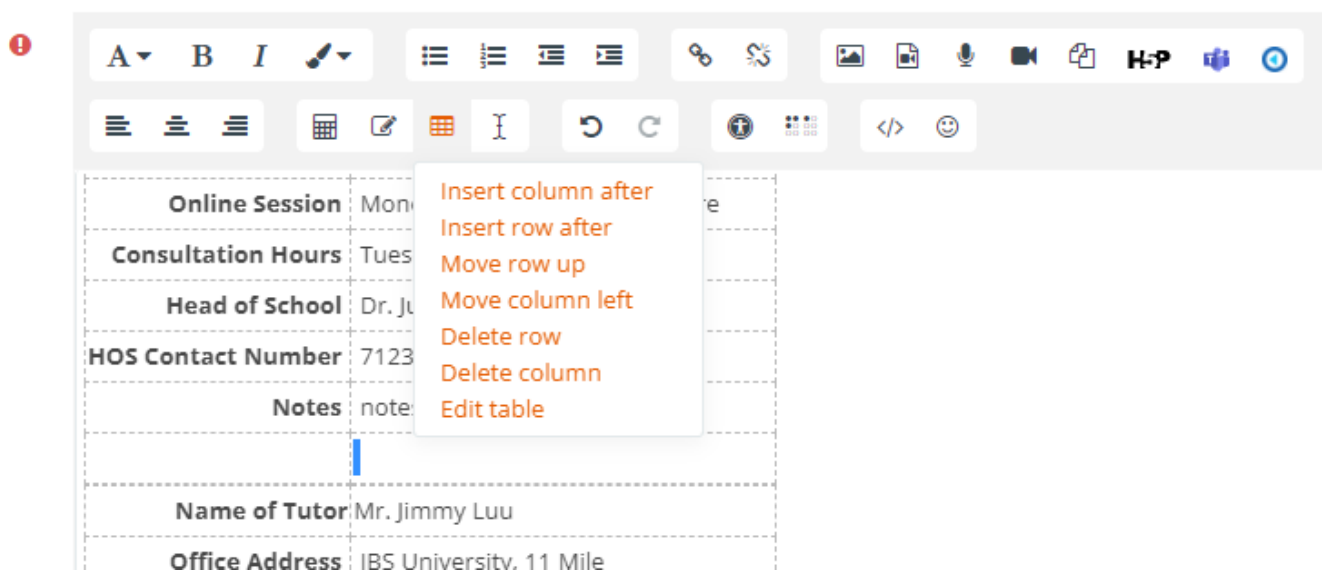
Name: Staff Contact Details and Teaching Timetable

Description: This is the contact details of teaching staff

Display description on course page

3. Update the Staff contact details and Teaching Timetable.
 - a. Remove the dummy staff and timetable information, then replace them with appropriate staff details in the space provided.
 - b. If the information is not applicable, leave it blank.
 - c. Leave the formatting unchanged.

- d. Delete excess row by selecting the row, click the Table icon , then select the Delete row from the menu



Rich text editor toolbar showing a table with the following content:

Online Session	Monday	
Consultation Hours	Tuesday	
Head of School	Dr. Jimmy Luu	
HOS Contact Number	7123	
Notes	note	
Name of Tutor	Mr. Jimmy Luu	
Office Address	IBS University, 11 Mile	

The context menu is open over the table, showing options: Insert column after, Insert row after, Move row up, Move column left, Delete row, Delete column, and Edit table.

4. Save
 - a. Leave all other settings.
 - b. Click Save and return to the course; otherwise, choose from the other two options.



Save and return to course Save and display Cancel