

The Online Directory: Your First Point of Student Contact

What is it ...

The online directory is a searchable database of all MJC faculty, staff and administrators.

... and why is it important?

The online directory is the first point of contact with your students. When a student searches for your name on the MJC website, your directory page is generally the first result they'll see. It's the easiest way for your students to find out more information about you, and the only way to communicate to prospective students who are considering enrolling in your class.

What's already on my directory page?

- ★ Name
- ★ Title
- ★ Office Location
- ★ Phone Number
- ★ Email Address

These items are shown by default on your directory page. You will not be able to edit them. If incorrect information appears here, call the Help Desk (209-575-7800) and tell them "I need to update my information in the active directory". They will correct the error for you.

What should I add?

- ★ Your office hours - Even if you add nothing else, please post your office hours, and update them each semester
- ★ Your class syllabi - you can upload a PDF or DOC file of your syllabus right to the online directory
- ★ Descriptions of the courses you teach, including the textbooks required for each course
- ★ Links to any learning management system, class project website, or social media group for your class, or other tools you may require students to use, such as turnitin.com

What else can I include?

- ★ A photo of yourself - some students are better with faces than with names
- ★ A link to your website or professional social media page
- ★ Links to resources for your classes or field of study
- ★ Any papers you've published

How do I log in?

- ★ Visit your directory page, then click the "Update Profile" link at the bottom
- ★ Your username is your network login, usually your last name and first initial
- ★ Your password is the same as your MJC email password
- ★ Make sure you click the "Update User Information" button at the bottom of the page when you're done editing your information

Questions? Contact your Web Developer, Joshua Sigman: sigmanj@mjc.edu or 209-575-6234