1. Go to http://www.sdccdonline.net/faculty/gateway.cfm

Log in using your Faculty Web Services CSID and password.
2. Select **Contact Information** in the Blackboard Faculty Gateway home page to update the information that you want to appear on your Course Information Page. Remove your phone number if you prefer not to display it. Click Update when finished.
3. To create a course information page, click on **Information Pages for Online Courses > Create Page.**

*This table lists all of the CIPs you have created in the past. If you have never created a CIP before, this section will be blank.*
3a. If you already have a Course Information page created and would like to use the same information for another CIP, choose **Copy**.
4. Select the course for which you want to create a page.

*This drop-down menu will populate with any of your current or upcoming online courses.
5. Choose **Standard Page** to create your Course Information Page using a template.

*If you prefer to link to a website that you have already set up for student information, such as [http://www.rpinfo.com/](http://www.rpinfo.com/), choose **Directly Link to External Website**.*
6. To build your page, fill in the form. The sections for Hardware and Software Requirements and Application and Registration Information are not editable. Use the Additional Information section if you want to add more details.

Be sure to Click Save every 15 minutes or so. If you do not insert a photo, the photo box will not appear on your Course Information Page. (For directions on how to insert an image, see Steps 9-13)
7. If you want to copy/paste text from Word into a text box, you may get this message. Click OK.
8. The **Paste from Word** box appears. Paste in the text. Keep the “Ignore Font Face definitions” box checked and the other box unchecked. Click **OK**.
9. To insert an image, click **Insert/Edit Image**.

*The Instructor Information and the Textbook Information sections are the only ones that accept images.*
10. Click on **Browse Server** to view your image folder. You will have the option to choose from a repository of previously uploaded files, or one that you upload.
11. Click **Browse** to locate the image file on your computer. Then click **Upload**.

Previous uploads are listed here in the server.
If you would like to upload a new image, choose "Browse."

Find the the file that you would like to use; select "Open"
12. The file will be saved to your Course Information Page file folder.
13. Click on the file that you would like to use to select it, and click **Ok**.

*Please put a short description of the image in the Alternative Text field.*
14. To upload your syllabus, type in the word **Syllabus** in the *Additional Information* section, create a hyperlink, and follow the same steps as inserting an image (steps 10-13).

Highlight the text and select "Insert/Edit Link"
15. Remember to click **Save** frequently. **Click Save before you Preview.**

When you have finished, click **Submit for Approval**. The page status will show “Pending.” It can still be edited by you and re-submitted for approval while in the Pending or in the Approved stage. Our staff will review your page and then it will be added to the list of Course Information Pages at [http://www.sdccdonline.net/infoPages.cfm](http://www.sdccdonline.net/infoPages.cfm).