

Lighthouse



**Austin Community College
Professional Development**

This tutorial demonstrates how to access, add, update, remove, and publish faculty syllabus, cv, and office hour requirements for HB 2504.

Lighthouse Step-by-Step Guide

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Gather Assets

Before logging into Lighthouse, make sure you have the most recent electronic copy of your Curriculum Vitae, Office Hours, and Syllabus. Having these documents ready will enable you to copy and paste information instead of having to type all of the information into Lighthouse.

NOTE: It is strongly recommended that YOU enter the required information into Lighthouse, instead of an administrative assistant or fellow colleague. This information is your responsibility. Remember Admin Rule 3.05.002 (<http://www.austincc.edu/admrule/3.05.002.htm>).

Accessing Lighthouse

Open your Internet Browser (any browser should work) from any computer on or off ACC campus.

Type in: <http://www5.austincc.edu/lighthouse>

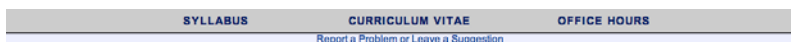
You will login using your ACCeID and password.



Lighthouse

A screenshot of the Lighthouse login page. It features a yellow key icon with "ACCeID" written on it. To the right of the key are two input fields: "ACCeID:" and "Password:". Below the "ACCeID:" field is a link that says "What's my ACCeID? ACC Helpdesk". To the right of the "Password:" field is a checkbox labeled "Keep me logged in for 24 hrs?" with the subtext "(Do not use on shared computers)". At the bottom right of the form is a "Login" button.

Once logged in to lighthouse you will find a new screen. You now have options to access your Syllabus, Curriculum Vitae, or Office Hours.



Lighthouse

Hello, Terry Stewart Mouchayleh!

Welcome to Lighthouse, an application for maintaining faculty and class information.

What You Need to Do

1. Reminders of what needs to be done will be shown here. Below are some examples.
2. Complete your syllabuses for the next semester of classes
3. Submit your Curriculum Vitae
4. Verify your Office Hours for next semester

Known Issues

Adding a content area, then re-ordering them without saving causes the added area to disappear.

Fixed Issues

Unable to add multiple sections of the same course to the same syllabus.

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Under “What You Need to Do”, you will find a list of tasks you need to complete. This is specific for each individual logging on to the system.

Syllabus

Click on the word Syllabus above your name once logged on to Lighthouse to access the Syllabus page. You will know that the link is selected when “Syllabus” turns a lighter shade of blue and has a dotted line underneath.



After you click on the Syllabus link, a new page will open displaying the course(s) you have been assigned. In order to add the Syllabus to this course, *click on Add Syllabus*. If you would like to make changes to the Syllabus once you have started it, *click Update Syllabus*.

Syllabus List

Fall 2010

08/23/2010 - 12/12/2010

English Composition I
ENGL-1301

Section 134
• [Update Syllabus](#)

A new page will open with your course information. You will also find four content areas: Course Requirements, Readings, Course Subjects, and Learning Objectives. These are the four required content areas for HB 2504, however, you are able to add additional content areas.

There is also a tutorial that you may launch at anytime to guide you through adding information to the Syllabus. The tutorial is located on the right-hand side of the screen.



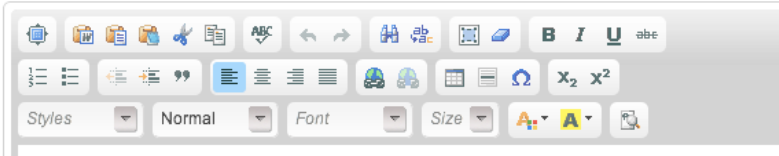
To enter information into each content area, place your cursor in the text box (under the correct content area) and start typing. You may also open your electronic Syllabus at this time and copy and paste portions into the content areas. You may paste text and tables into the content areas.

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COURSE REQUIREMENTS

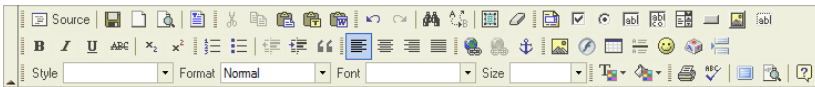
A brief description of each major course requirement, including each major assignment and examination.



Under each content area you will find a brief description of what should be placed in each content area.

If you would like to check out the features with the editor, click http://docs.cksource.com/FCKeditor_2.x/Users_Guide. Here you will find descriptions of the tools located in the editing area. Each button in the toolbar accesses a different function. There are simple functions for basic text formatting and more advanced features like creation of links and tables.

To use the **buttons** in the toolbar you must move your mouse pointer over the button. The button will highlight and a message with the information about the button function will appear. Click on the button to execute its function. With more experience you will have full control over all FCKeditor features and you won't have to read the description of the buttons. You will just use them intuitively.



Besides the toolbars buttons there are also toolbar **combos** (drop down boxes). The combos are the white areas with a little arrow on its side. They can be easily accessed by clicking on the white area or the little arrow. Once clicked, the menu will expand so you can choose from one of its available options. To execute one of them, simply click on it.

Here are a few common tools found in most desktop editing applications.

A few special features are:



Maximize the content area screen. Click on the icon again when you are ready to minimize the content area.



Paste from Word



Remove Formatting



Hyperlink (highlight the word you want to link, click the Link icon, type the URL in the pop-up window (for example, www.austincc.edu), and click OK)

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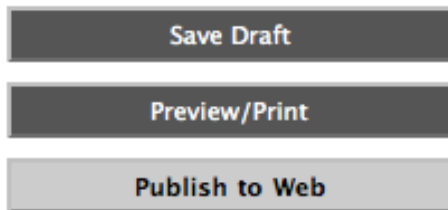
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Here are keyboard shortcuts for the editor:

- **CTRL+A** highlights the whole editing area
- **CTRL+B** changes your font to **bold**.
- **CTRL+C** copies the highlighted area to the clipboard.
- **CTRL+I** changes your font to *italic*.
- **CTRL+L** opens the Link window.
- **CTRL+SHIFT+S** saves the document.
- **CTRL+U** changes your font to underlined.
- **CTRL+V** or **SHIFT+INSERT** pastes the data from the clipboard
- **CTRL+X** or **SHIFT+DELETE** cuts the highlighted area.
- **CTRL+Y** or **CTRL+SHIFT+Z** starts the redo function.
- **CTRL+Z** starts the undo function.
- **CTRL+ALT+ENTER** fits the editor in the browsers window.

You may save your draft at any time. You may also preview/print or publish your syllabus to the web. The Publish option is located on the right-hand side of the Syllabus page.

Publish



NOTE: Lighthouse has an automatic save feature, just in case anything happens before you are able to save a draft.

You may reorder your syllabus or add additional content areas to your syllabus using the Tools feature. The Tools feature is located on the right-hand side of the Syllabus page.

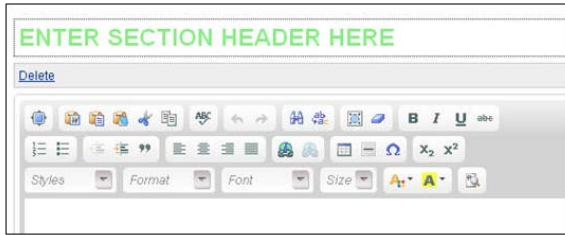
Tools



If you click “**Add Content Area**” you will automatically be directed below your other content areas to a new content area.

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You will enter the section header, where you read “Enter Section Header Here”. If you choose not to have a new section, you may click on “Delete” to remove the selected content area.

For example, you may want to alert students that this syllabus is a tentative syllabus or that it is subject to change. You may add “Disclaimer” as the section header and then you may want to re-order the syllabus so the “Disclaimer” is at the top. You could also make a note: For more information, please see this URL (Bb course, course website, department website, etc.).

Re-order Tool

Once selected you will be able to drag and drop your sections. Once you drop them they will be saved automatically.



After you have added all content areas to your syllabus, **click on Publish to Web.**

If you would like to import a previous semester syllabus, you may choose which course and section:

Import Syllabus

Select the syllabus to overwrite this syllabus.

[Fall 2010 - Section 109 \(View\)](#)

[Fall 2010 - Section 080 \(View\)](#)

[Summer 2010 - Section 006 \(View\)](#)

If you have multiple sections or imported a syllabus and would like to use the same syllabus for your other sections, you must first publish the syllabus.

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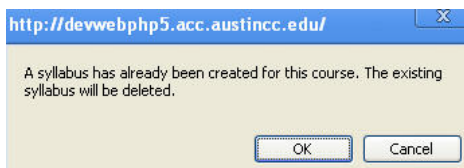
Sections

Select the sections for which this syllabus applies.

- Section 066
 Section 080

You will select the section for which the syllabus applies.

You will receive a warning message if the section already has a syllabus attached to it.



NOTE: If you make changes to the required content areas on your paper syllabus throughout the semester, remember to make those changes to the required areas in Lighthouse!!

Curriculum Vitae

Click on the word *Curriculum Vitae* to access your Curriculum Vitae page. You will know that the link is selected when “Curriculum Vitae” turns a lighter shade of blue and has a dotted line underneath.

CURRICULUM VITAE

After you click on the Curriculum Vitae link, a new page will open displaying your “Postsecondary Education”. The information posted is based on transcripts submitted to HR Records. If you find any issues with your listed education, please contact HR Records (as indicated on the webpage).

Curriculum Vitae

Postsecondary Education

The following is imported based on transcripts submitted to HR Records. Please contact them to add or correct any issues.

University of Central Oklahoma

Master of Arts

No major listed

Oklahoma State University Main Campus

Bachelor of Arts

No major listed

University of Texas At Austin

Doctor of Philosophy

Educational Administration

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On this page you will also find the content areas required for HB 2504: Teaching Experience and Professional Publications. You are able to add more content areas to this page.

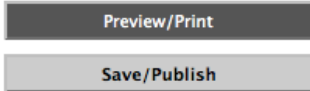
To enter information into each content area, place your cursor in the text box (under the correct content area) and start typing. You may also open your electronic Curriculum Vitae at this time and copy and paste portions into the content areas. You may paste text, images, and tables into the content areas.

Teaching Experience



If this is your first time to save the draft you will notice a Save Draft button. If you have already saved a previous version, you will see two buttons: preview/print or save/publish your curriculum vitae to the web. These options are located on the right-hand side of the Curriculum Vitae page.

Publish

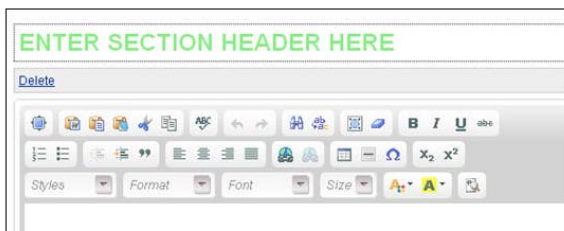


You may reorder your curriculum vitae or add additional content areas to your curriculum vitae using the Tools feature. The Tools feature is located on the right-hand side of the Curriculum Vitae page.

Tools



If you click “Add Content Area” you will automatically be directed below your other content areas to a new content area.



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You will enter the section header, where you read “Enter Section Header Here”. If you choose not to have a new section, you may click on “Delete” to remove the selected content area.

After you have added all content areas to your curriculum vitae, click on Save/Publish.

Office Hours

Click on Office Hours to access your Office Hours page. You will know that the link is selected when “Office Hours” turns a lighter shade of blue and has a dotted line underneath.

OFFICE HOURS

After you click on the Office Hours link, a new page will open. On this page you will add your office hours. If you previously entered office hours on this page, they will be listed below the entry form.

Office Hours



Entered Office Hours

No previously entered office hours have been entered into Lighthouse

You will need to choose the Active Semester. Click on the drop down list to find the active semester.

- ✓ Spring 2010
- CE Summer 2010
- Summer 2010
- Fall 2010
- CE Fall 2010
- CE Spring 2011
- Spring 2011
- CE Summer 2011
- Summer 2011

Next, you will enter your Location, Days, Time, and any Notes for your students.

The office hours will be displayed on the directory and any syllabi during the active semester.

NOTE: If you have office hours on different days at different locations or times, make sure to add another office hour entry.

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You may add as many office hour entries as needed.

Legacy Office Hours

This is for reference purposes only. Starting Fall 2010, only Office Hours entered into Lighthouse will be used

Logout

You may Logout of Lighthouse at anytime. The Logout link is located in the upper right-hand side of the screen.

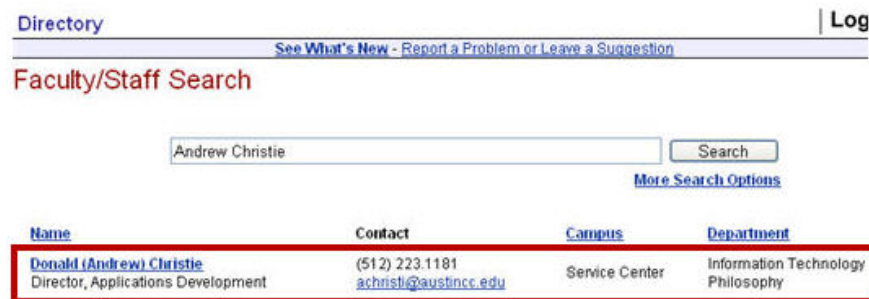


Student View

There are two locations in which to view your faculty member's course information and Curriculum Vitae.

1. The DIRECTORY

For example, let's say I want to find information for Andrew Christie. Type his name into the directory search field and then **click on Search**.



Once found, **click on his name (the blue hyperlinked name)**.

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A new window appears with all of his information, including his course information and his curriculum vitae. You may view the course information and curriculum vitae at the bottom of the page under **Faculty Information**.

Personal Notes

Donald (Andrew) Christie

Phone (512) 223.1181
achrist@austincc.edu

Service Center
Room: 113

Director, Applications
Development
[Information](#)
[Technology](#)
[Philosophy](#)



[Login](#) to use the following
Save Favorite
Calendar
Enable Your Photo

[Import Contact \(vCard\)](#)
A vCard can be imported into
Outlook and many other email
programs.

Additional Information

Fax
(512) 223.1211

Website
austincc.edu/~achrist

Supervisor
[Stan Gunn](#)

Secondary Position(s)

Adjunct, Assistant
Professor
[Philosophy](#)

Faculty Information

Summer 2010 07/08/2010 - 08/15/2010
Introduction to Philosophy PHIL-1301

- Section 011 - [Syllabus](#)

Fall 2010 08/23/2010 - 12/12/2010
Introduction to Philosophy PHIL-1301

- Section 049 - [Syllabus](#)

Ethics PHIL-2306

- Section 004
- Section 018

Office Hours - Fall 2010

- T W Th
6:00 PM - 7:00 PM
RRC Lounge, RGC Lounge
Tuesday & Wednesday evenings --> RRC Lounge
Thursday evenings --> RGC Lounge
& By Appt

Office Hours - Summer 2010

- T Th
9:10PM - 9:40PM
RRHEC AVRY 220
& By Appointment

[Curriculum Vitae](#)

2. The COURSE Schedule

(<http://www5.austincc.edu/schedule/index.php>)

For example, let's find course information for Terry Stewart Mouchayleh.

NOTE: You are able to search by discipline, location, instructor, honors, canceled sections, weekend college, etc.

From the Course Schedule home page, click on Instructor (for the Current Term, the link is located on the lower right-hand side of the window).

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Course Schedule

Beta Preview - Report a Problem or Leave a Suggestion
Use the link above to provide any feedback to improve the schedule.

Registration Help Line
(512) 223.INFO
(512) 223.4636
[Registration Info](#)

Continuing Education
[Course Schedule Website](#)

Current Term
Summer 2010
[Discipline](#)
[Location](#)
[Instructor](#)
[Honors](#)
[Canceled Sections](#)
[Weekend College](#)

Future Terms
Spring 2011
[Discipline](#)
[Location](#)
[Instructor](#)
[Honors](#)
[Canceled Sections](#)
[Weekend College](#)

Summer 2011
[Discipline](#)
[Location](#)
[Instructor](#)
[Honors](#)
[Canceled Sections](#)
[Weekend College](#)

Past Terms
Summer 2009

Fall 2010

<p>Disciplines</p> <p>Accounting Air Force Science Allied Health Science American Sign Language-Interpreter Training Anthropology Arabic Architectural and Engineering Computer Aided Design Art Astronomy Auto Body Collision and Refinishing Automotive Technology and Outdoor Powered Equipment Biology Biotechnology Building Construction Technology Business and Technical Communications Chemistry Child Care and Development Chinese Commercial Music Management Computer Information Technology Computer Science Creative Writing Criminal Justice Culinary Arts Dance Dental Hygiene Diagnostic Medical Imaging - Radiology Drama</p>	<p>Heating, Air Conditioning and Refrigeration Technology History Hospitality Management Human Development Human Services Humanities International Business Japanese Jewelry Journalism Land Surveying Technology/Geomatics Latin Management Marketing Mathematics Mathematics - Developmental Medical Lab Technology Meeting and Events Planning Military Science Music Nursing Nursing (Vocational) Occupational Therapy Assistant Office Administration Paralegal Personal Fitness Trainer Pharmacy Technician Philosophy Photographic Technology</p>	<p>Campuses</p> <p>Cypress Creek Eastview Campus Highland Business Center Northridge Pinnacle Rio Grande Round Rock Campus Riverside South Austin Campus All Locations</p> <p>Distance Learning</p> <p>Directed Course Distance Learning Distance Learning Hybrids Instructional TV Print-Based Course</p> <p>Weekend College</p> <p>Cypress Creek Eastview Campus Northridge Riverside South Austin Campus</p> <p>Other Sorts</p> <p>Instructor List Honors Canceled Sections</p>
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Personal Notes

After you click on Instructor, a new window appears with a list of all instructors teaching during that term. Scroll through the alphabetical list and find Terry Stewart Mouchayleh (for example).

[Mouchayleh, Terry Stewart](#)

Once found, click on her name.

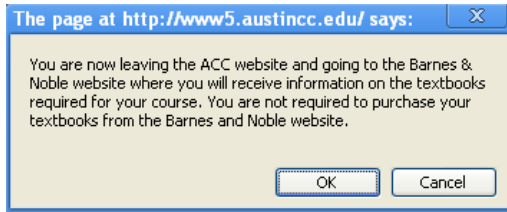
A new page opens displaying all course information for Terry Stewart Mouchayleh.

Course Schedule by Instructor

CLASSROOM SECTIONS														
Seats Available	Enrolled / Total Seats	Section Type	Campus Code	Room	Meeting Time	Textbook Info	Instructor							
+ - Prereq. Required	Used to register	Section Number	Building Code	Meeting Days	Directory, Office Hours, CV info									
English														
16 Week Session: August 23 - December 12														
ENGL 1301 English Composition I														
C	E	[18/18]	17117	Lec	134	NRG	NRG4	4103	TTh	5:40pm-7:00pm	Syllabus	Textbooks	Directory	Mouchayleh, Terry Stewart

- Click on Syllabus to view the course syllabus.
- Click on Textbooks to view the textbooks for the course. A pop-up window will appear notifying you that you will be taken to an external website.

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- Click on Directory to open up the instructor's directory information.
- Click on the instructor's hyperlinked name if you would like to go to their faculty web page link.

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