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

Personal Notes

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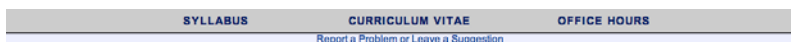
Type in: http://www5.austincc.edu/lighthouse

You will login using your ACCeID and password.

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

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.

SYLLABUS

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.

Launch Tutorial

To enter information into each content area, place your curser 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.

Personal Notes

COURSE REQUIREMENTS

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

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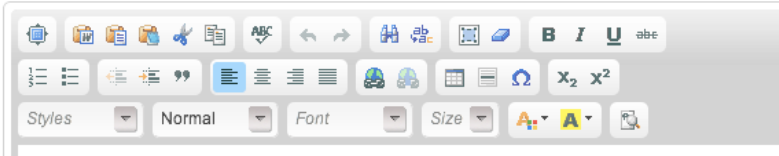
Under each content area you will find a brief description of what should be placed in each content area.

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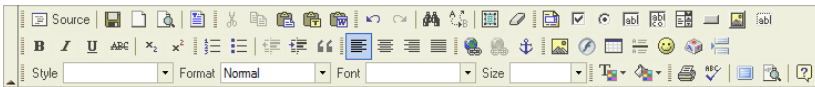
Besides the toolbars buttons there are also toolbar **combos** (drop down boxes). The combos are the white areas with a little arrow on its side. They can be easily accessed by clicking on the white area or the little arrow. Once clicked, the menu will expand so you can choose from one of its available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

Personal Notes

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+SHITF+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

| Save Draft |
| Preview/Print |
| Publish to Web |
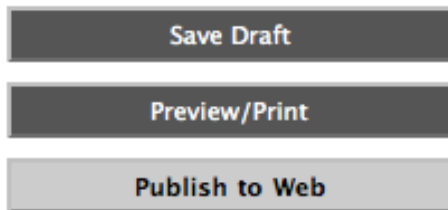
NOTE: Lighthouse has an automatic save feature, just in case anything happens before you are able to save a draft.

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.
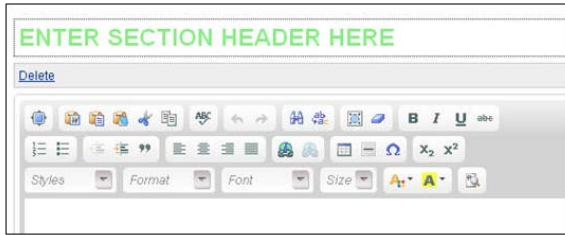
Tools

Re-order Syllabus

Add Content Area

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

Personal Notes

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:

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.
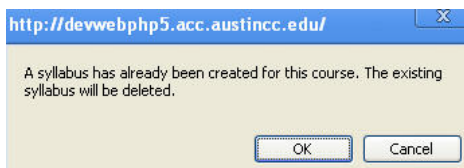
Sections

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.

http://devwebphp5.acc.austincc.edu/

A syllabus has already been created for this course. The existing syllabus will be deleted.

[OK]   [Cancel]

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

	Personal Notes

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 curser 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 daft you will notice a Save Draft button. If you have already saved a precious 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

Preview/Print

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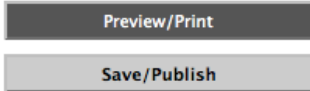
You may reorder your curriculum vitae or add additional content areas to your curriculum vitae using the Tools feature. The Tools feature is located on the right-hand side of the Curriculum Vitae page.

Tools

Re-order Syllabus

Add Content Area

If you click "Add Content Area" you will automatically be directed below your other content areas to a new content area.
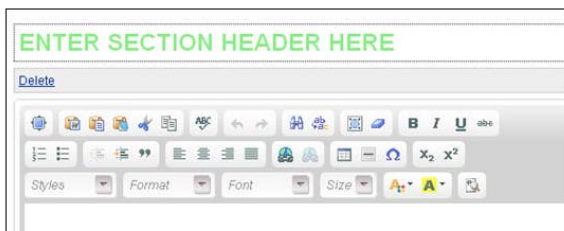
ENTER SECTION HEADER HERE

Delete

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

Add Office Hours
Active Semester
Location
Days ☐ Su ☐ M ☐ T ☐ W ☐ Th ☐ F ☐ Sa
Time ___ — ___
Notes

(Save)

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.

Personal Notes

Personal Notes

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.
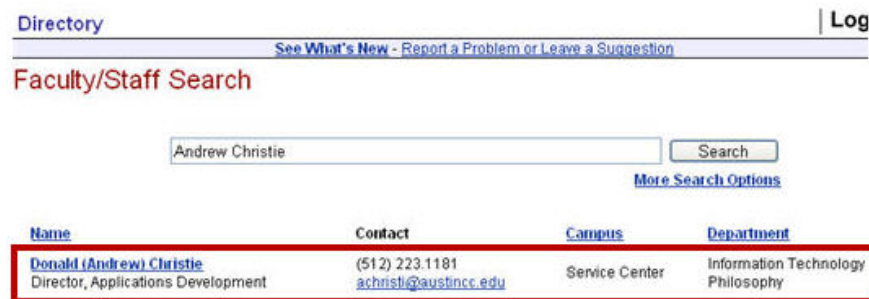

Student View

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)**.

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**.

Donald (Andrew) Christie

Phone (512) 223.1181
achristi@austincc.edu

Service Center
Room: 113

Director, Applications
Development
Information
Technology
Philosophy

Login to use the following
Save Favorite
Calcium 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/ achristi

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 disciple, 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).

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).
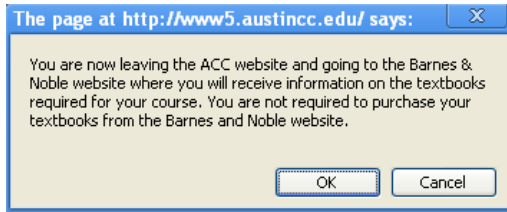

Once found, click on her name.

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

- 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.

Personal Notes

The page at http://www5.austincc.edu/ says:

You are now leaving the ACC website and going to the Barnes & Noble website where you will receive information on the textbooks required for your course. You are not required to purchase your textbooks from the Barnes and Noble website.

[OK]   [Cancel]

- 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.