
From: TEACHING LEARNING <TEACHING.LEARNING@lehman.cuny.edu>

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To: faculty-staff-rf@list.lehman.edu <faculty-staff-rf@list.lehman.edu>

Subject: Update Your Instructor Profile & Office Hours!

Dear Colleagues,

Updating your Instructor Profile in Brightspace is a quick and impactful way to foster student connection, improve communication, and support engagement. Include a headshot, contact information, office hours, and a brief welcome message to make your course more personal and approachable—this will encourage students to reach out when they need support. Utilize Brightspace widgets such as the *Single Profile* to display this information directly on your course homepage.


How to Update Your Instructor Profile Widget

[Watch a short video](#) and [explore step-by-step instructions](#) on setting up your Instructor Profile Widget in Brightspace:

Best Practices for Instructor Profiles

The Instructor Profile Widget appears permanently on the course homepage so keep the information concise and student-focused. We recommend including:

- Headshot – A professional and friendly photo helps students feel more connected.
- Contact Info – Your preferred email or method of communication.
- Availability & Response Time – e.g., “I typically respond within 24 hours (Mon–Fri) and 48 hours on weekends.”
- Office Hours – Include virtual/in-person hours or a link to your scheduling tool.
- Welcome Note – A brief message encouraging students to reach out.

 **Tip:** If you’d like to share more about your background or teaching philosophy, consider placing a full bio in a dedicated “About the Instructor” section within your course.

As a reminder, please review the steps to prepare your course (attached) and essential elements for your Live Summer Brightspace course(s) to ensure their readiness. In addition, the **Brightspace Course Setup Guide (attached)** is designed to help you deliver

a smooth, accessible, and engaging learning experience. For inspiration and sample materials, check out the [Lehman Course Template](#), which includes examples of module structure, activities, and content organization.

Need help with Brightspace?

- Reach out to a [Brightspace Ambassador](#) (available through June 30)—Lehman faculty members available to assist you with setting up your course and enhancing your use of Brightspace as a teaching tool.
- For technical support or assistance, please email Faculty.Help@lehman.cuny.edu.
- For help with course design, teaching strategies, or Brightspace best practices, visit the “[Course Readiness](#)” module in the [Learning Hub](#). There, you can post questions in the “[Course Readiness Q&A](#)” discussion forum—**a space actively monitored by our instructional support staff, who will respond to your inquiries.**

NEW: Office Hours Support (Weekdays, Nights and Weekends)

IT Support Services and Center for Teaching and Learning (CTL) staff are now offering 30-minute one-on-one office hours to support you with Brightspace setup, design, and instructional planning. These sessions are available during regular business hours (9:00 a.m. – 5:00 p.m.), as well as evening and weekend hours to fit your schedule. Please use our [Bookings page to schedule a time that works for you](#).