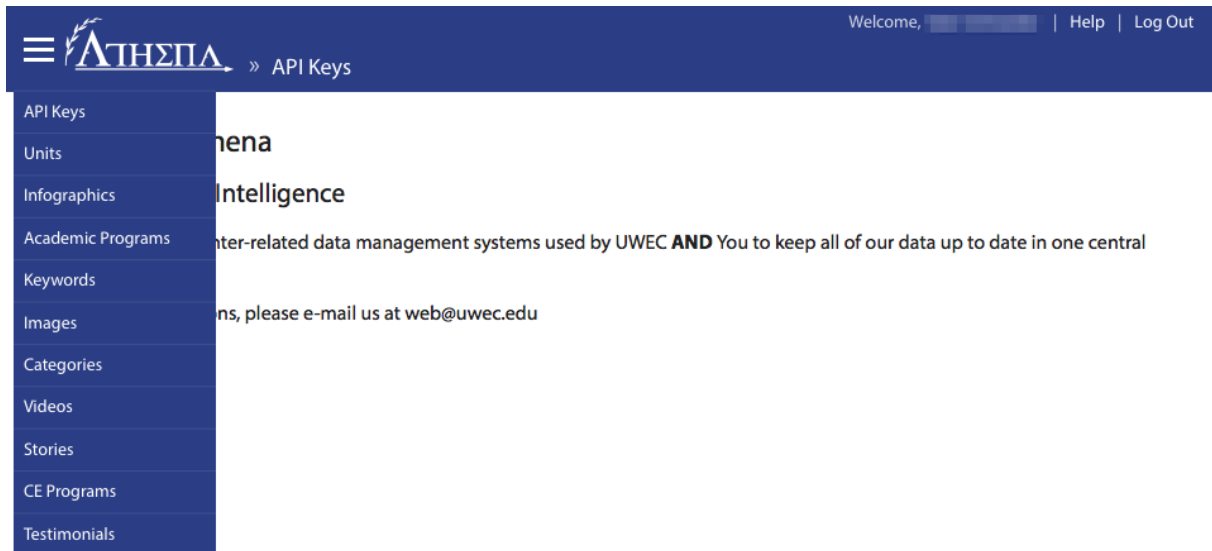


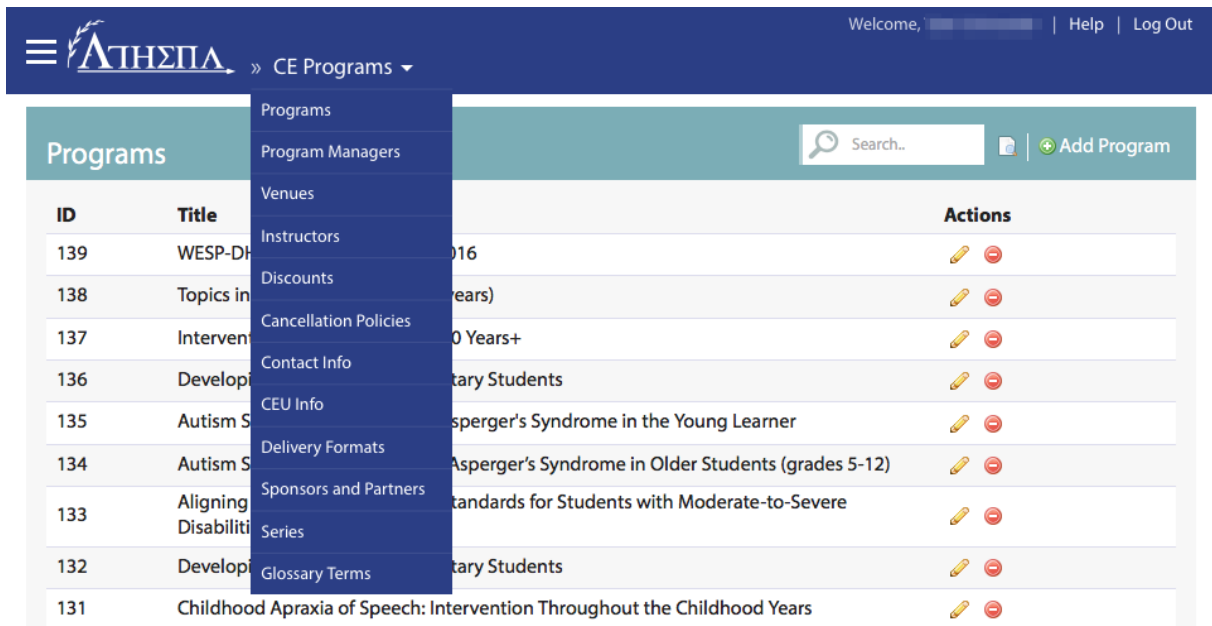
Athena CE Programs: Adding an Instructor

Last Modified on 02/25/2020 1:11 pm CST

1. [Log in to Athena](#)
2. Select **CE Programs** from the navigation menu.



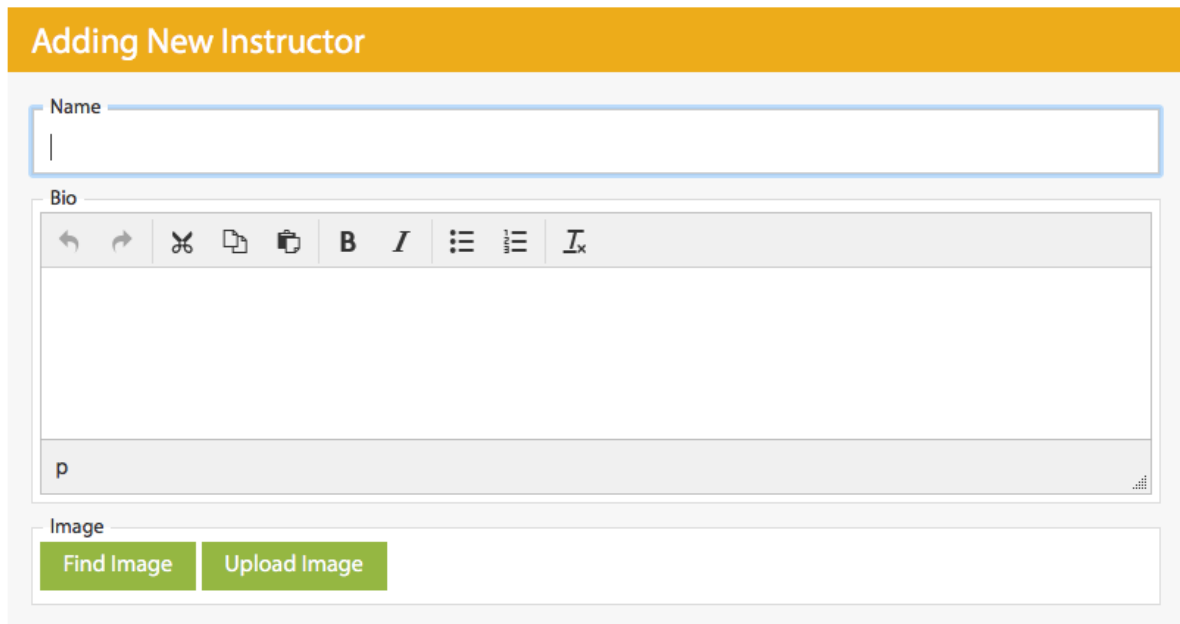
3. Select **Instructors** from the sub-navigation menu.



4. Click **Add Instructor** at the top.



5. Add the instructor's name.



NOTE: Use the instructor's first and last name (e.g. Harvey Schofield). If prefixes or suffixes are needed, use appropriate abbreviations (e.g. Dr. Harvey Schofield). For more information, see [UW-Eau Claire's Editorial Style Guide](#).

6. (Optional) Add a bio. This should be concise and cannot include URLs.
7. (Optional) Select or upload a new image.

NOTE: Be sure to check the "CE Programs" crop tab. For help adding a new image, see [Adding an Image](#), [Editing Image Properties](#), and [Cropping an Image](#).

8. Click **Create Instructor**.



Still need help?

If you have questions related to this article, please contact the LTS Help Desk at [715-836-5711](tel:715-836-5711) or helpdesk@uwec.edu.