Athena CE Programs: Adding an Instructor

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.

Adding New Instructor

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 or helpdesk@uwec.edu.