








Replace my picture with your own and my name with yours.

Change the course information to fit your course.

In the cells that say Picture, insert the picture you had the student send you and size it to 1.5" high. Then change Student Name to be their name. Remove any unused entries and save the document with a name relevant to the course.

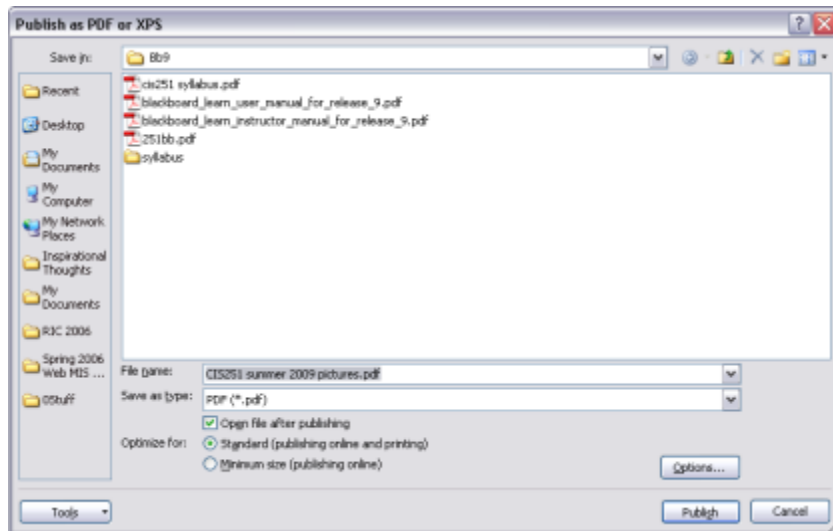
I usually have a starting assignment called About Me where I ask them to tell me a little about themselves and include their home email address and their picture. They submit this as an assignment as practice so I know they are able to submit assignments. They also submit the picture as a JPG and I use it on the Student Pictures page.

Here is a sample page with images from the SOM Faculty page as though they were students in this class.

	CIS251-20 Computers in Management Summer 2009		
Professor Evans			
			
David Filoist	Joanne Huser-Lafond	James McGuire	Richard Perreault
			
Stephen Lamond	John O'Neil		

Save it As using a name associated with your course, such as cis251 summer 2009 pictures.docx.

And then, save it as a PDF with the same name. This is the file loaded to Bb9. Keep the docx file on your local machine to make changes later, if necessary.



Office > Save As > PDF or XPS. Locate the folder to save in, and then click Publish to turn the document into a PDF. For more details, see the white paper Saving a Word Document as a PDF.



CIS251-20 Computers in Management Summer 2009

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