

# 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

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# Lighthouse Step-by-Step Guide

## 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>).**

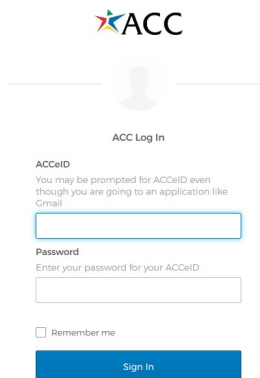
## Accessing Lighthouse

Open your Internet Browser (any browser should work) from any computer on or off ACC campus.

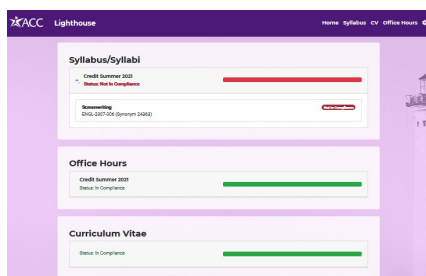
Type in: <https://lighthouse.apps.austincc.edu/>

Please email [kgalaviz@austincc.edu](mailto:kgalaviz@austincc.edu) with any concerns or feedback during this transitional phase.

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.



## Personal Notes

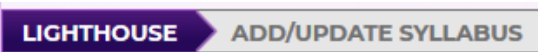
# Lighthouse Step-by-Step Guide

Under each category, you will find a where you stand with the HB2504 compliance. This is specific for each individual logging on to the system for the current term.

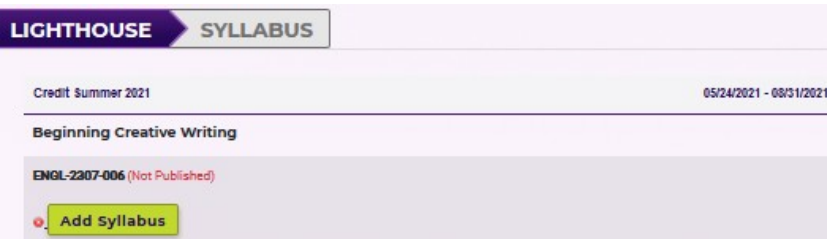
## Syllabus

*Click on the word **Syllabus*** on the header to see the status of syllabus for sections that you have been assigned that have not ended.

You can click on the section to go directly to the syllabus for the section.



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***.



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 upper right-hand side of the screen once you click on the cog.



To enter information into each content area, place your cursor 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

# Lighthouse Step-by-Step Guide

## Personal Notes

### Course Requirements

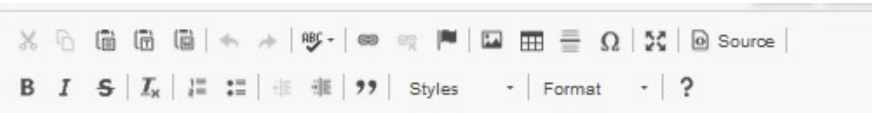
⚠ The content must have a minimum of 10 words to publish.



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](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 will not 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



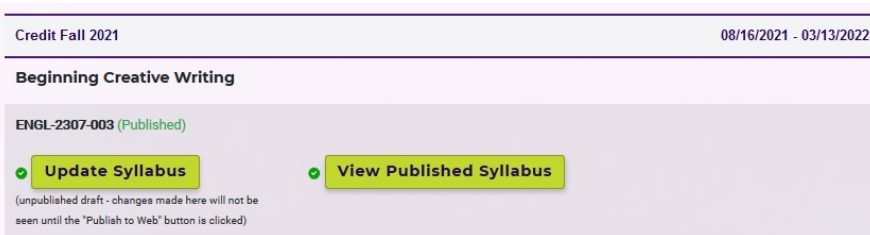
Hyperlink (highlight the word you want to link, click the Link icon, type the URL in the pop-up window (for example, [www.austincc.edu](http://www.austincc.edu)), and click OK)

# Lighthouse Step-by-Step Guide

Here are keyboard shortcuts for the editor:

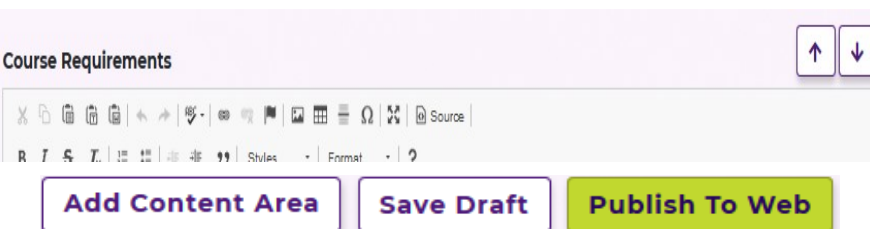
- **CTRL+A** highlights the whole editing area
- **CTRL+B** changes your font to **bold**.
- **CTRL+C** copies the highlighted area to the clipboard.
- **CTRL+I** changes your font to *italic*.
- **CTRL+L** opens the Link window.
- **CTRL+SHIFT+S** saves the document.
- **CTRL+U** changes your font to underline.
- **CTRL+V** or **SHIFT+INSERT** pastes the data from the clipboard
- **CTRL+X** or **SHIFT+DELETE** cuts the highlighted area.
- **CTRL+Y** or **CTRL+SHIFT+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 and becomes active once the syllabus is in compliance.



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.



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

## Personal Notes

# Lighthouse Step-by-Step Guide

## Personal Notes

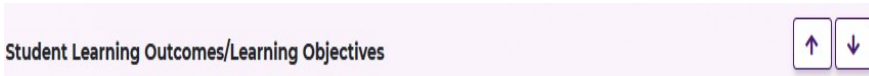


You will enter the section header, where you read “Enter Section Header Here”. If you choose not to have a new section, you may click on the trash icon to remove the selected content area.

**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

Click on the up arrow to move the content area up and click the down arrow to move the content area down.



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 section once you click on Import.

To import syllabus from a previous term, click here to find and select one: [Import](#)

### Import Syllabus Search

*To overwrite this syllabus with a previous version, click the Import link. You can see the previous version by pressing the View link.*

Semester	Subject	Course	Section	Import	View
Credit Spring 2021	ENGL	2307	009	<a href="#">Import</a>	<a href="#">View</a>
Credit Fall 2021	ENGL	2307	003	<a href="#">Import</a>	<a href="#">View</a>

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.

# Lighthouse Step-by-Step Guide

## Beginning Creative Writing

### Term

Credit Fall 2021

### Term Dates

08/23/2021 - 12/12/2021

- ENGL-2307-003 (28825)  
DST DIL ONL DIL  
DST 09:00 - 14:30 DIL ONL DIL
- ENGL-2307-020 (28834)  
DST DIL DLS DIL  
DST Tu 09:00 - 14:30 DIL DLS DIL

## Personal Notes

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.

**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.

**LIGHTHOUSE** **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).

### Post-Secondary Education

The following is based on transcripts submitted to HR Employment. Please contact HR outreach-group@austinctc.edu to add or correct any issues.

University of Southern California  
Master of Fine Arts  
Cinema-Television

University of Texas Austin  
Bachelor of Science  
Radio Television Film

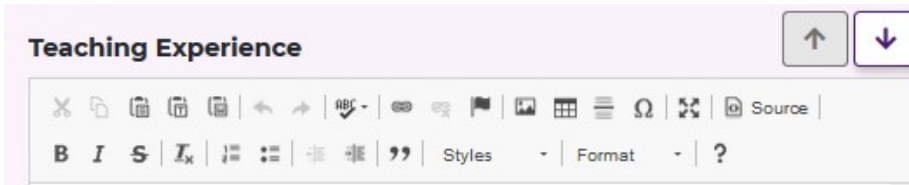
University of Texas Austin  
Bachelor of Arts  
English



# Lighthouse Step-by-Step Guide

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 cursor 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.



If this is your first time to save the draft, you will notice a Save Draft button. If you have already saved a previous 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.

**Add Content Area**

**Preview**

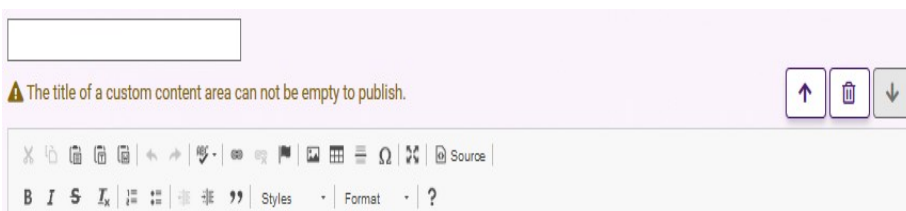
**Save Draft**

**Publish To Web**

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. Click on the up arrow to move the content area up and click the down arrow to move the content area down.



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



## Personal Notes

## Lighthouse Step-by-Step Guide

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 the trash icon 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.

**LIGHTHOUSE** 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.

Semester \*  
Select Term

Location \*

Days \*  
 Su  M  T  W  Th  F  Sa

Start Time \*  
hh:mm A

End Time \*  
hh:mm A

Additional Notes

\* Required [Publish To Web](#)

Entered Office Hours

[Credit Fall 2021](#) ^

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

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You may add as many office hour entries as needed.

## 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 us say I want to find information for Andrew Christie. Type his name into the directory search field and then **click on Search**.

ACC Directory

---

Name	<input type="text" value="Christie, Donald"/>
Location	<input type="text"/>
Department	<input type="text"/>
Position	<input type="text" value="Enter a partial or full position title"/>
Email	<input type="text" value="Enter a valid email address"/>

protected by reCAPTCHA  
[Privacy](#) - [Terms](#)



Once found, **click on his name (the blue hyperlinked name)**.

Retrieved 1 record in 0.21 seconds

Show  entries

Filter:

Name	Contact	Campus	Department
<a href="#">Donald Christie</a>	achristi@austincc.edu (512) 223-1181	Service Center	Philosophy

Name	Contact	Campus	Department

Showing 1 to 1 of 1 entries

Filter:

Previous  Next

Personal Notes

# Lighthouse Step-by-Step Guide

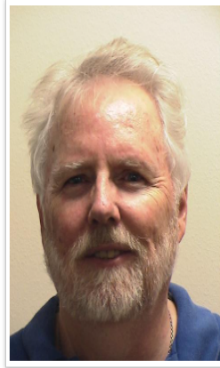
A new window appears with all of his information, including his course information and his curriculum vitae. You may view the course information and curriculum vitae at the bottom of the page under **Faculty Information**.

## Personal Notes

Donald Christie, Adjunct, Professor (Adjunct Faculty)

### Adjunct Faculty

Phone:	(512) 223-1181
Department:	Philosophy
Location:	Service Center Service Center, Room 113
Email:	<a href="mailto:achristi@austincc.edu">achristi@austincc.edu</a>
Manager:	<a href="#">Grant Potts</a>



< Information Incorrect? >

### Faculty Information

#### [Curriculum Vitae](#)

#### Credit Fall 2021 (08/23/2021 - 12/12/2021)

PHIL 1301 - Introduction to Philosophy

- Section 004 - [Syllabus](#)
- Section 037 - [Syllabus](#)

#### Office Hours

##### Credit Spring 2021

Tue	18:00 - 19:00	<a href="#">Collaborate Session (Blackboard)</a>	
Thu	14:00 - 15:00	<a href="#">Collaborate Session (Blackboard)</a>	

## 2. The COURSE Schedule

<http://www6.austincc.edu/schedule/>

For example, let's find course information for Samantha Ackers.

NOTE: You are able to search by discipline, 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).

# Lighthouse Step-by-Step Guide

<b>Continuing Education</b>	Fall 2021		
CE Course Schedule	Credit Disciplines	Geospatial Engineering	Campuses
CE Website	Accounting	German	Cypress Creek Campus
	Agricultural Sciences	Government	Elgin Campus
	Air Force Science	Health and Kinesiology	Eastview Campus
	Allied Health Sciences	Health Information Technology	Highland Campus
	American Sign Language-Interpreter Training	Heating, Air Conditioning, and Refrigeration Technology	Hays Campus
	Anthropology	History	Norhridge Campus
	Arabic	Hospitality, Meeting and Event Planning, Tourism	Rio Grande Campus
	Architectural and Engineering Computer Aided Design	Human Services	Round Rock Campus
	Art	Humanities	Riverside Campus
	Astronomy	Integrated Reading and Writing	South Austin Campus
	Automotive Collision Repair and Refinishing Technology	Interdisciplinary Studies	San Gabriel Campus
	Automotive Technology and Outdoor Powered Equipment	International Business	All Locations
	Biology	Italian	Distance Education
	Biotechnology	Japanese	Online Courses
	Building Construction Technology	Jewelry	Hybrid Distance Education Courses
	Business Office Technology	Journalism	Synchronous Virtual Class Meetings Required
	Business, Government, and Technical Communications	Korean	All Distance Education
	Chemistry	Latin	Weekend College
	Child Care and Development	Logistics and Supply Chain Management Management	Cypress Creek Campus
	Chinese	Marketing	Eastview Campus
	Communication Studies	Mathematics	Highland Campus
	Computer Information Technology	Mathematics - Developmental	Norhridge Campus
	Computer Science	Medical Laboratory Technology	Round Rock Campus
	Creative Writing	Military Science	Riverside Campus
	Criminal Justice	Music	South Austin Campus
	Culinary Arts	Music Business, Performance and Technology	Other Sorts
	Dance	Occupational Therapy Assistant	Instructor List
	Dental Hygiene	Paralegal	Instructor by Discipline
			Honors

## 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 Samantha Ackers.

[Ackers, Samantha](#)

Once found, click on her name.

A new page opens displaying all course information for Samantha Ackers

16 Week Session: August 23 - December 12

[EDUC 1300 Learning Framework: Effective Strategies for College Success](#)

14 E [2/16] 28253 DIL 065 DLS DIL TTh 12:00pm- 1:20pm Aug 23 Dec 12 [Textbooks](#) [Register](#)

Instructors: Ackers, Samantha ([Dir](#))

28253 - 28253 Section is restricted to students participating in the ASCENDER program, a customized approach to student learning. Contact Diana Hernandez-Quinonez [dhdz@austinc.edu](mailto:dhdz@austinc.edu) 512-223-9160 for enrollment information. For more information: <https://www.austinc.edu/students/ascender> This is a ZTC-class (Zero Textbook Cost section). In place of required textbooks, all textbook materials needed for the class will be available digitally to students free of charge. Students may print copies of the resources (if applicable) but will be responsible for printing costs. Course materials are Open Educational Resources (OER); see syllabus or [Lighthouse](#) for more information.

- 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.
- Click on Directory (Dir) to open up the instructor's directory information.
- Click on hyperlinked website if you would like to go to their faculty web page link.