

Creating a Resume in FirstClass – Resource Teachers are encouraged to create a resume that includes your weekly schedule.

Example:

MONDAY

9:30 - 10:15

Johnston

11:45 - 12:30

Ray

12:45 - 1:30

Clark

TUESDAY

9:30 - 10:15

Stark

11:45 - 12:30

Williams

1:15 - 2:00

Parker

FirstClass provides every user with a resume, which is a special form designed to contain personal information.

Other users can open this form if they want to see information about you.

Your resume is blank until you update it. In addition, conferences and calendars can have resumes to provide information about them.

To add personal information to your resume:

Choose File > Open > Resume

Type your name in the top input area

Type any information that you think would be useful to other users in the bottom input area. This is where we recommend that you type in your weekly schedule. This will assist others in scheduling meetings or locating classes quickly.

Close the resume to automatically save your changes.