

## Posting and Printing a Door Card Using the District's Online Template

- 1) Browse to– <http://www.smccd.net/doorcard/skyline.asp>
- 2) Login–Enter your email username and email password and click Login.  
(You will be taken to the “Step 1 Door Card” web page.)

**Door Card Login**

INSTRUCTOR:  Username:  @smccd.net Password:

**Student List of Faculty Door Cards**

**All Door Cards**

**8 Door Cards**

|   | Name   | Site            | Term        |
|---|--|-----------------|-------------|
| 1 | <a href="#">Anyta Archer</a>                                   | District Office | Fall 2004   |
|   | Information Technology Services - Instructional Aide - CTL     |                 |             |
| 2 | <a href="#">Peter Bruni</a>                                    | District Office | Spring 2005 |
|   | Information Technology Services - Instructor & CTL Coordinator |                 |             |

- 3) Under “Create Door Cards,” enter your information; then click “Add Doorcard.”

**Step 1** **Step 2** **Step 3** **Step 4**

**Welcome Peter Bruni - bruni**

**My Door Cards**

[Edit](#) [Delete](#) [Preview](#) [Time Blocks](#) Peter Bruni CSM 8/18/2004 - 12/14/2004

**Create Door Cards**

Card Name\*:  Card Term:  College:

Start Date:  End Date:   
example: 1/30/05 example: 5/30/05

\*The "Card Name" is used to reference your card in the case that you have multiple cards a semester.  
example: Spring05FirstHalf or Spring05SecondHalf

Note: After you create a door card you need to add time blocks. Time blocks are chunks of time that you specify when you will be in your office or in class.

- 4) Click on the “Step 2 Time Block” button and select your door card from menu. (You will be taken to the “Time Block” web page.)


|               |               |               |               |
|---------------|---------------|---------------|---------------|
| <b>Step 1</b> | <b>Step 2</b> | <b>Step 3</b> | <b>Step 4</b> |
| Door Card     | Time Block    | Preview       | Print         |

Select a Door Card

- 5) Under “Create Time Blocks,” enter your information; then click “Add Time Block.”

|               |               |               |               |
|---------------|---------------|---------------|---------------|
| <b>Step 1</b> | <b>Step 2</b> | <b>Step 3</b> | <b>Step 4</b> |
| Door Card     | Time Block    | Preview       | Print         |

Select a Door Card

 - If you see this icon next to your time blocks then you may have a time conflict. Time conflicts will cause your time blocks to appear on the wrong days.

[My Time Blocks](#)

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None

[Create Time Blocks](#)

Category:  Title:

Day(s):  Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Start:  End:

\* A title is what shows up in your time blocks

- 6) Click “Preview” button and wait for your door card to load. (You can go back and edit your door card if necessary.)

**Step 1**
**Step 2**
**Step 3**
**Step 4**

Door Card
Time Block
Preview
Print

Select a Door Card:

Note: Door card may take several second to load, please be patient.

Door Card Preview

**Peter Bruni - Spring05**

Semester: Spring 2005

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|          | Mon                    | Tues | Wed                    | Thurs | Fri                    | Sat | Sun |
|----------|------------------------|------|------------------------|-------|------------------------|-----|-----|
| 7:30 AM  | Instructor<br>7:30 - 8 |      | Instructor<br>7:30 - 8 |       | Instructor<br>7:30 - 8 |     |     |
| 8:00 AM  |                        |      |                        |       |                        |     |     |
| 8:30 AM  |                        |      |                        |       |                        |     |     |
| 9:00 AM  |                        |      |                        |       |                        |     |     |
| 9:30 AM  |                        |      |                        |       |                        |     |     |
| 10:00 AM |                        |      |                        |       |                        |     |     |
| 10:30 AM |                        |      |                        |       |                        |     |     |
| 11:00 AM |                        |      |                        |       |                        |     |     |
| 11:30 AM |                        |      |                        |       |                        |     |     |
| 12:00 PM |                        |      |                        |       |                        |     |     |
| 12:30 PM |                        |      |                        |       |                        |     |     |
| 1:00 PM  |                        |      |                        |       |                        |     |     |
| 1:30 PM  |                        |      |                        |       |                        |     |     |
| 2:00 PM  |                        |      |                        |       |                        |     |     |

- 7) Click the “Print” button. To Print properly, follow these steps:
- Read “Note” and make sure your browser is set up to print background images.
  - Then select “Print Small” or “Print Large” to print a door card which can be used in your door card holder or to print a full-sized (8.5” x 11”) door card.

**Step 1**
**Step 2**
**Step 3**
**Step 4**

Door Card
Time Block
Preview
Print

**Note:** When printing you need to make sure "print background" is selected in your browser preferences. Otherwise the lines and colors will not show.

**PC Instructions:** In Internet Explorer go to Tools ->Internet Options -> Advanced. Then scroll down to "printing" and ensure the box is checked.

**Mac Instructions:** In Safari see [screenshot](#).

Print Door Card

|             |             |             |         |                        |
|-------------|-------------|-------------|---------|------------------------|
| Print Small | Print Large | Peter Bruni | CSM     | 8/18/2004 - 12/14/2004 |
| Print Small | Print Large | Spring05    | Skyline | 2/1/2005 - 2/5/2005    |

- Choose “File > Print” from your computer’s main menu to print door card.