

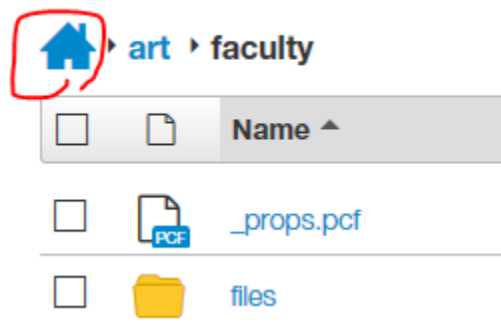
Updating Faculty Pages

NOTE: The actual faculty index page: uttyler.edu/art/faculty is an automatically generated page. With most faculty pages, the content added for each individual page is what populates this page. For that reason, users may not have access to the faculty index page.

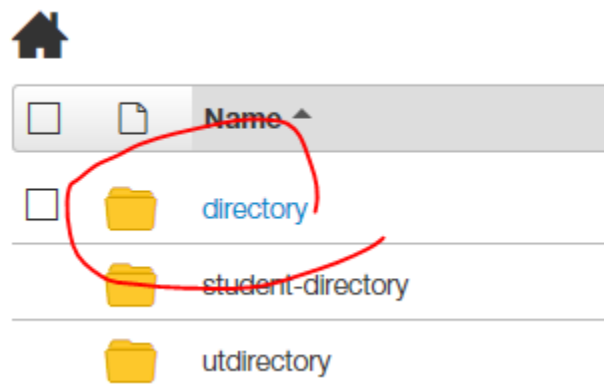
To Navigate to your department faculty folder: (Using “art” as the example)

Navigate to /directory/art.

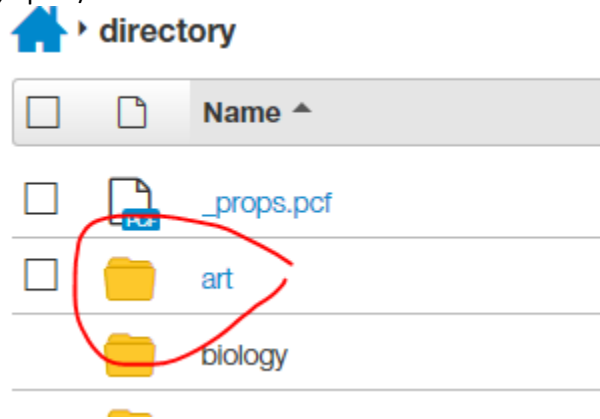
Hit the home button:



Then go to /directory/ (it will be blue), open it



Then, open /art:



Now, you will see all the faculty members that show up on your faculty page. You can open a page to edit it.

A screenshot of a file manager interface showing the 'directory > art' path. At the top right, there are buttons for '+ New' and 'Upload'. Below the path is a table with columns for 'Name ^', 'Status', 'Modified', and 'Option'. The table lists nine .pcf files.

<input type="checkbox"/>	<input type="checkbox"/>	Name ^	Status	Modified	Option
<input type="checkbox"/>		_props.pcf	496B	💡	12/9/15 1:34 PM
<input type="checkbox"/>		ghuge.pcf	3.3K	💡	4/18/16 10:47 AM
<input type="checkbox"/>		haslit.pcf	3.3K	💡	1/25/16 8:59 AM
<input type="checkbox"/>		hatcher.pcf	9.3K	💡	4/18/16 10:53 AM
<input type="checkbox"/>		hughes.pcf	4.8K	💡	2/8/16 12:38 PM
<input type="checkbox"/>		llsot.pcf	3.3K	💡	1/25/16 9:08 AM
<input type="checkbox"/>		pace.pcf	5.3K	💡	2/8/16 12:38 PM
<input type="checkbox"/>		serio.pcf	5.5K	💡	2/8/16 12:38 PM
<input type="checkbox"/>		wright.pcf	4.8K	💡	2/8/16 12:38 PM

To build a NEW faculty page:

You will start in /directory/art, then select "new"

The screenshot shows a file management interface for the directory /directory/art. At the top right, there are buttons for '+ New', 'Upload', and 'Filter'. The '+ New' button is circled in red. Below the buttons is a table listing files with columns for Name, Status, Modified, and Options. The files listed are: _props.pcf, ghuge.pcf, haslit.pcf, hatcher.pcf, hughes.pcf, llisot.pcf, pace.pcf, and serio.pcf. A dropdown menu is open from the '+ New' button, showing two options: 'New Faculty/Staff Department Override' and 'New Faculty/Staff Profile Page'. The second option is circled in red.

Name	Status	Modified	Options
_props.pcf	496B	12/9/15 1:34 PM	
ghuge.pcf	3.3K	4/18/16 10:47 AM	
haslit.pcf	3.3K	1/25/16 8:59 AM	
hatcher.pcf	9.3K	4/18/16 10:53 AM	
hughes.pcf	4.8K	2/8/16 12:38 PM	
llisot.pcf	3.3K	1/25/16 9:08 AM	
pace.pcf	5.3K	2/8/16 12:38 PM	
serio.pcf	5.5K	2/8/16 12:38 PM	

Buttons: + New, Upload, Filter

Dropdown menu options:

- New Faculty/Staff Department Override
- New Faculty/Staff Profile Page

Then, just fill out the form and add the filename at the bottom (Just the last name of the faculty member is needed)

Enter faculty/staff biography.

Filename

lastname|

Provide a filename for this new profile. Use only letters, dashes and numbers. This 'file-name.pcf'.

Image Options

Overwrite Existing

If selected, this file will overwrite any existing file of the same name in the same lo

More info:

www.utt Tyler.edu/web/oucampus/faculty.php

<http://www.utt Tyler.edu/web/oucampus/faculty.php#fac>

Once a page is created, you can EDIT a page by selecting the orange Multiedit button.