

**Faculty Web Page Management System**  
**Help Getting Started**

# Table of Contents

Faculty Web Page Management System .....	1
Help Getting Started.....	1
Table of Contents.....	2
Manage My Personal Information.....	3
Creating My Personal Info.....	3
Publishing My Personal Info .....	3
Adding a Picture.....	3
Removing a Picture.....	4
Editing My Personal Info.....	4
Deleting My Personal Info.....	4
Manage My Courses .....	5
Adding a Course.....	5
Attaching a Syllabus to a Course .....	5
Removing a Syllabus from a Course .....	6
Editing a Course.....	6
Deleting a Course.....	6
Manage My Links .....	6
Adding a Link.....	6
Editing a Link.....	7
Deleting a Link.....	7
The Management Site.....	7
Logging In.....	7
The Main Menu .....	8
Navigating the Management Site .....	8
Viewing My Site .....	8
Logging Out .....	8

# Manage My Personal Information

## Creating My Personal Info

NOTE: If you are logging into the website management system for the first time you will automatically be taken to the Personal Info form page.

1. From the Main Menu, click the "Manage My Personal Info" link.
2. A listing of your current pages will display along with their current published status.
3. To create a new page, click on the "Add New Personal Info" link at the top of the page.
4. Provide the indicated information.
5. When you are finished click Submit. You can add another page or return to your page listings.

## Publishing My Personal Info

Before you can view your page, you must provide the page information AND publish the page to the web.

1. From the Main Menu, click the "Manage My Personal Info" link.
2. A listing of your current pages will display along with their current published status.
3. To publish a page, click on the "Publish" link in the action column.
4. The selected page will be published to the web and any previously published pages will be unpublished.

NOTE: you can only have one published page at a time.

## Adding a Picture

You can attach a picture file to a new or existing page.

1. This is done by using the "Browse" button on the page information form.
2. After clicking on the Browse button, you will be presented with a file viewer dialog box.
3. Using the file viewer dialog box, navigate to where you have stored the file on your local computer and select the file.
4. When finished select "Open".
5. On the page form, click the "Submit" button to save your changes.

### Removing a Picture

1. If you wish to keep a page listing but remove the attached picture file, you can do so by navigating to the Manage My Personal Info area from the Main Menu.
2. Locate the page for which you want to remove the attached file and click the "View" link from the action column.
3. On the list of personal information page, click the "Remove" link next to the picture field.
4. Note: you can also click the "View" link to display the picture.
5. Confirm the delete action.

### Editing My Personal Info

1. From the Main Menu, click the "Manage My Personal Info" link.
2. From the list of pages, find the page you want to edit and click the "Edit" link in the action column (the far right column).
3. Make the necessary changes and click Submit when finished.

### Deleting My Personal Info

1. From the Main Menu, click the "Manage My Personal Info" link.

2. From the list of pages, find the page you wish to delete and click the "Delete" link in the action column (the far right column).
3. Confirm the delete action by clicking the "Yes" button.
4. If you are unsure about the delete action, click the "No" button.

## **Manage My Courses**

### Adding a Course

1. From the Main Menu, click the "Manage My Courses" link.
2. A listing of your current courses will display.
3. NOTE: COURSES ARE FOR WEBSITE LISTING ONLY. Courses are not linked to Colleague/WebCT in any way.
4. To create a new course, click on the "Add New Course" link at the top of the page.
5. Provide the indicated information.
6. When you are finished click Submit. You can add another course or return to your course listings.

### Attaching a Syllabus to a Course

You can attach a syllabus file to a new or existing course.

1. This is done by using the "Browse" button on the course information form.
2. After clicking on the Browse button, you will be presented with a file viewer dialog box.
3. Using the file viewer dialog box, navigate to where you have stored the file on your local computer and select the file.
4. When finished select "Open".
5. On the course form, click the "Submit" button to save your changes.

## Removing a Syllabus from a Course

1. If you wish to keep a course listing but remove the attached syllabus file, you can do so by navigating to the Manage My Courses area from the Main Menu.
2. Locate the course for which you want to remove the attached file and click the "Remove" link from the Syllabus column.
3. Confirm the remove action.

## Editing a Course

1. From the Main Menu, click the "Manage My Courses" link
2. From the list of courses, find the course you want to edit and click the "Edit" link in the action column (the far right column).
3. Make the necessary changes and click Submit when finished.

## Deleting a Course

1. From the Main Menu, click the "Manage My Courses" link.
2. From the list of courses, find the course you wish to delete and click the "Delete" link in the action column (the far right column).
3. Confirm the delete action by clicking the "Yes" button.
4. If you are unsure about the delete action, click the "No" button.

## Manage My Links

### Adding a Link

1. From the Main Menu, click the "Manage My Links" link.
2. A listing of your current links will display.
3. To create a new link, click on the "Add New Link" link at the top of the page.

4. Provide a Title (text that displays on the web) and URL.
5. Please Note: http:// is already filled in the URL field. If you do not include this information your link WILL NOT work. If the link you require uses a secure site, modify the http:// link to https://.
6. When you are finished click Submit. You can add another link or return to your link listings.

### Editing a Link

1. From the Main Menu, click the "Manage My Links" link.
2. From the list of links, find the link you want to edit and click the "Edit" link in the action column (the far right column).
3. Make the necessary changes and click Submit when finished.

### Deleting a Link

1. From the Main Menu, click the "Manage My Links" link.
2. From the list of links, find the link you wish to delete and click the "Delete" link in the action column (the far right column).
3. Confirm the delete action by clicking the "Yes" button.
4. If you are unsure about the delete action, click the "No" button.

## The Management Site

### Logging In

To log into the faculty website management system, open a web browser and navigate to <http://www.yccd.edu/faculty>. Click on the "login" link on the upper right of the page. Provide your iCampus username and password and click submit.

Note: if you are logging into the faculty website management system for the first time you will be prompted to provide home page

information. See the "Creating My Personal Info" section for more details.

## The Main Menu

The main menu is the area where you can access all your website areas. From the main menu you can Create Personal Information such as biography, picture and contact info and office hours.

From the main menu you can also manage your classes and links.

To access a given area, click on the link for the indicated area. See Navigating the Management Site for more information.

## Navigating the Management Site

To navigate the faculty website management system you must first familiarize yourself with the layout. Every web page in the management site will have the same elements: 1) Page Title 2) Area Name 3) Link to Main Area 4) Link to specified action for given area.

Additional elements on a page may be a listing of other pages for viewing and/or editing.

## Viewing My Site

You can view the current status of your site by either navigating to the main faculty web page listing <http://www.yccd.edu/faculty> and selecting your name from the list, or

From the management website, select the "View My Site" link on the Main Menu area. (The site will preview in a new web browser window)

## Logging Out

When you are finished making changes to your site, you can logout from the management website by clicking the "Logout" link located on the Main Menu page or at the top of every page.