

# UNIVERSITY OF WISCONSIN-RIVER FALLS

Division of Technology Services, Web Team

## Faculty and Staff Profile Pages

### What is a faculty or staff profile page?

- A faculty staff profile page contains biographical information about campus colleagues
- The page contains basic data like the person's email address, office telephone number, office location, and the department or office they work for.
- This information is automatically included on the Profile page and is derived from the person's HR record in eSIS
- The page MAY also contain a photograph of the person, may have a link to a personal web site, may feature vitae information and list which courses are currently taught
- This information is updated by a campus web page author who works with the faculty and staff member (or the person him/herself if he/she is a web author)

### How do visitors access the page?

- Visitors access the page through the results of "people search" look up
- Or a link to profile page on the department's page that features a staff listing

### How to update a faculty or staff profile page?

- Profile pages can be updated by any authorized subsite author
- Page authors can access the staff page in the "FacultyStaff" subsite and make the desired changes using the faculty staff profile element. **Select the element and click the data icon to begin editing**

The screenshot shows a web form titled "Enter Custom Element Data" with a subtitle "Please enter the following information for the 'Faculty/Staff Profile' element." The form has three tabs: "Faculty/Staff Profile" (selected), "Faculty Vitae", and "Additional Info". The "Faculty/Staff Profile" tab contains the following fields:

- Name:** A text input field with "Michael" entered.
- Department:** A drop-down menu with "Academic Success Center", "Accounting and Finance", and "Accounting/Accounts Payable" as options.
- Title/Position:** A text input field.
- Graduate Faculty:** A checkbox that is currently unchecked.
- Photo:** A "Select Image..." button and a "Clear" button. Below this is the text "image must be 200 x 300 pixels".
- EmpID:** A text input field with "10" entered.

At the bottom of the form, there is a "Check Spelling" checkbox (checked), a "Save" button, and a "Cancel" button. The University of Wisconsin logo is visible in the bottom right corner of the form's frame.

- **Choose the department** from the drop-down list; **enter the title/position** (e.g., Professor, Instructor, Program Assistant); check the **graduate faculty** box if appropriate
- **Photos of some faculty and staff members** are preloaded in the subsite folder and can be accessed by clicking the "select image" button
- **Start with "Choose"** an image. Always use the image provided. You can replace it later with a newer version (see below).

- If a staff photo does not exist, please upload a 200x300 image to the FacultyStaff subsite
- **IMPORTANT:** Replace an existing photo with a new one. There should not be more than one photo of a staff member in the FacultyStaff subsite

## Properties

Specify the source of the image and its rendering properties below.

**Image:** /FacultyStaff/images/... .jpg Choose... New...

**Alternate Image Text (Flyover Text):** Olsen, Kathy Upload new version of image.

Save Cancel

## How to link a faculty or staff profile page?

Authors create or open a staff roster page in the appropriate subsite

Author creates the list of staff members

1. To create a link to profile open the textbox that contains the name to be linked
2. Highlight that staff members name
3. Type: is page or bookmark on page
4. Select Choose
5. Search criteria: type persons last name
6. Subsite: Choose FacultyStaff

**Choose Page**

Please enter the criteria by which you want to search, and any other options as desired.

**Quick Find** | [Advanced Search](#) | [Saved Searches](#)

**Search Criteria:** Contains

**Search Using:**  Standard Metadata  Full Text  My Tags

**Subsite:** /FacultyStaff/

- FacultyStaff
- FalconFeatures
- FalconPrograms
- Fieldhouse

Show More Search Cancel

select a CommonSpot page, uploaded document or external URL to which you want to link. To link to a particular named portion of the current or selected page, press the 'Bookmark...' button and select the named element.

Display the link with the following properties.

**Link Display:** Normal Link

Save Cancel

7. Search
8. Select appropriate result
9. Select the "Link Windows Properties" tab
10. Check "Open link in a new window"
11. Select "New Window Properties button"
12. Make Width 900 Height 700
13. Save

Contact [webmaster@uwrf.edu](mailto:webmaster@uwrf.edu) for more information