Editing your faculty website via Faculty Web

2018

KENNESAW STATE UNIVERSITY
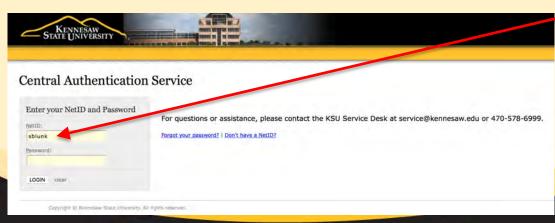
LOGGING IN

Begin your Faculty Web website

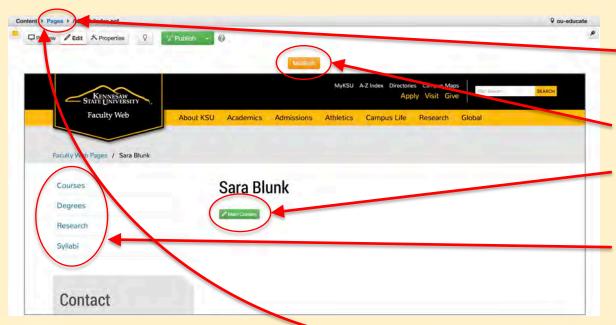**http://facultyweb.kennesaw.edu/(yourNetID)/index.php**

LOGGING IN

Click on the © copyright at the very bottom of the page to get to the login screen. (It will turn yellow when you hover your mouse over it.)

Login with your KSU Net ID and password.

BASIC EDITING

You will now be in edit mode for your home (index) page.

Click here to edit a different page.
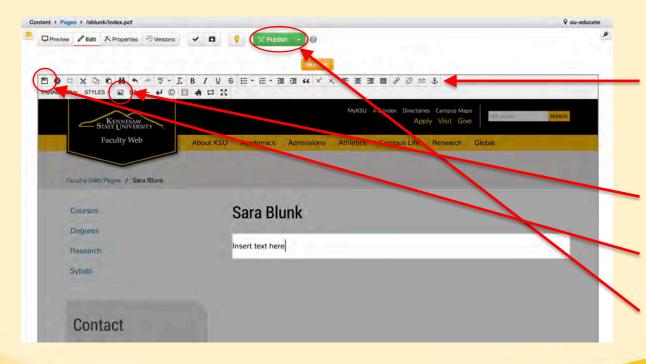
Click here to edit office hours.

Click here to edit content on this page.

You CONNOT edit a different page by clicking here. Edit a different page by clicking "Pages".

BASIC EDITING

Make changes, save and PUBLISH!

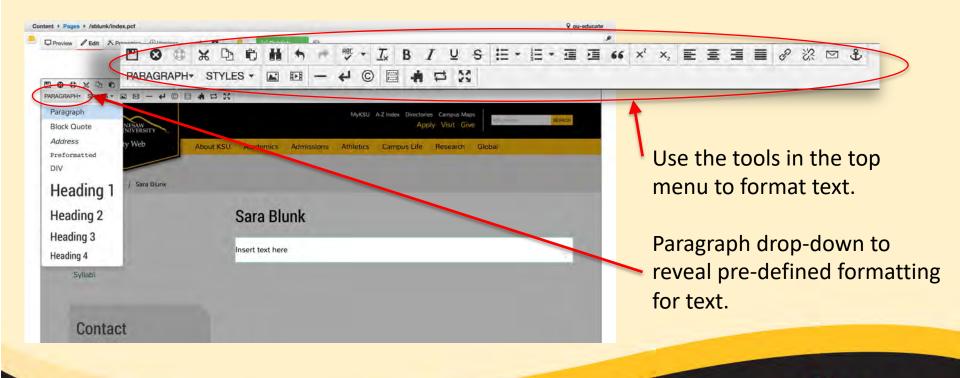Use the formatting tools in the top menu, similar to formatting text bar in Word.
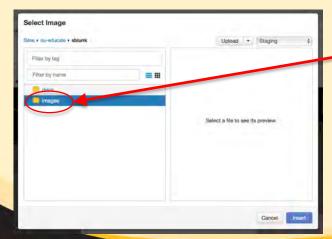
Insert image
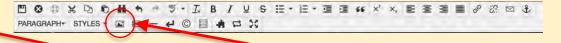
Save

PUBLISH!

FORMATTING TEXT

Use the tools in the top menu to format text.

Paragraph drop-down to reveal pre-defined formatting for text.

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ADDING AN IMAGE

Insert/Edit Image

General | Appearance

Source
Description
Tooltip
Dimensions ___ x ___ ✔ Constrain proportions
Class (NOT SET)
ID

CANCEL | OK

Select Image

Sites › ou-educate › sblunk

Filter by tag
Filter by name

docs
images

Select a file to see its preview.

Cancel | Insert

Select Image

Sites › ou-educate › sblunk › images   Upload ▾   Staging

Filter by tag
Filter by name

images
test-1.jpg
test-2.jpg

Select a file to see its preview.

Cancel | Insert

Upload to /sblunk/images

Access Group   (Inherit Existing)

Overwrite Existing

Allowed Extensions   DOC, DOCX, RTF, CSV, XLS, XLSX, PPS, PPT, PPTX, PDF, MP3, MPA, WAV, WMA, ASF, MPG, BMP, GIF, JPG, JPEG, PNG, TIF, ZIP, PCF, INC
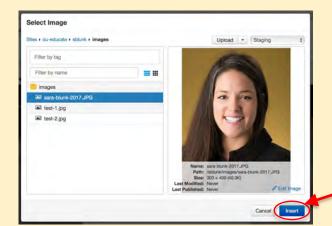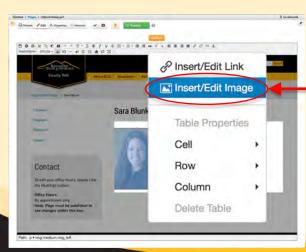
Files   + Add   or drag files from desktop

Cancel | Start Upload

1) Insert image

2) Browse for image

3) Click "Images" folder

4) Click "Upload"

5) Click "Add" & select file
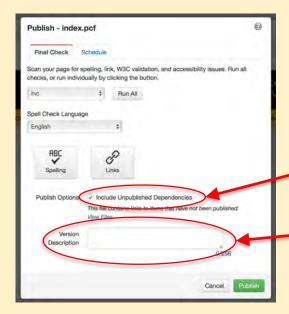
5) Click "Start Upload"
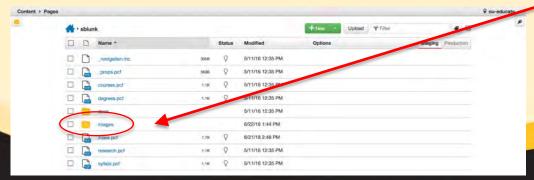
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ADDING AN IMAGE

Continued…

6) Select your image and clink "Insert"

7) Enter a description for your image. **NOTE:** This is what people will see in the case that your image does not load.

8) **IMPORTANT:** Choose a "Class". (You can always change this later.)

9) Later, if you don't like the way your image looks, right click on it and select "insert/edit image" & change the "Class".
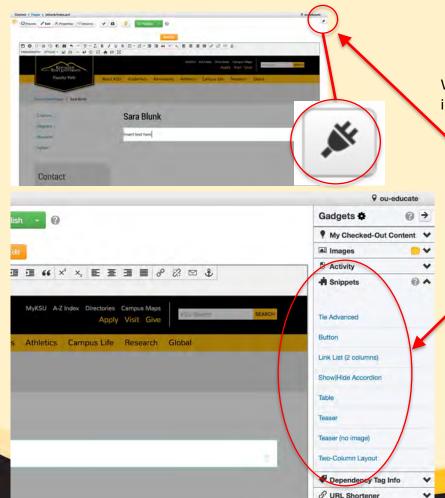
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HELPFUL HINTS

When publishing make sure the "Include Unpublished Dependencies" box is checked.

Including a "Version Description" will help you keep track of the changes you make to your website.

You can also upload images to the "image" folder and then insert them into the page too.

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USING SNIPPETS

When there is a lot of information on a page, "Snippets" help organize the information by creating defined sections and making the page look pretty.

Click the "Gadget" button, located in the top right hand corner of the screen to expand Gadget Sidebar and view available snippets.
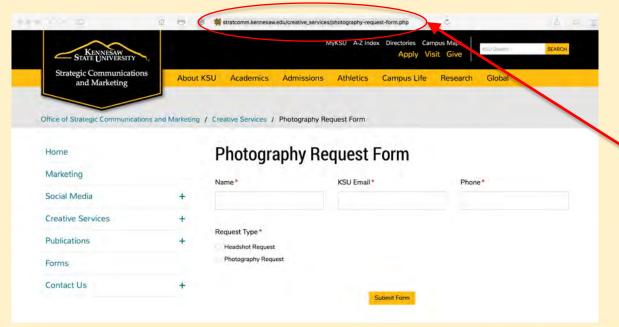
Click "Snippets" drop-down in Gadget sidebar expands to reveal the list of available snippets.

Examples of Snippets can be viewed at **http://omni.kennesaw.edu/snippets/**

FYI

http://stratcomm.kennesaw.edu/creative_services/photography-request-form.php

- Deleting and renaming .pcf files, as well as changing the navigation is tricky, use caution.
- **Headshots**: Schedule an appointment with the KSU photographer to take a professional headshot (free of charge) to use on your website.

RESOURCES

KSU provides documentation and various training/learning for Faculty Web:

- **Faculty Web Guide Documentation:** (https://apps.kennesaw.edu/files/pr_app_uni_cdoc/doc/Faculty_Web_Guide.pdf)
- **In-person training:** You can register for a 45 minute one-on-one training session here: http://uits.kennesaw.edu/support/owlsupport.php - MUST be scheduled in advance.
- **First Fridays -** One-on-one help on the Kennesaw Campus (http://uits.kennesaw.edu/support/firstfridays.php) - No appointment any necessary.
- **Third Thursdays -** One-on-one help on the Marietta Campus (http://uits.kennesaw.edu/support/thirdthursdays.php) - No appointment any necessary.
- **KSU OwlTrain** (http://uits.kennesaw.edu/support/owltrain.php)

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