



**DAYTONA
STATE COLLEGE**

**Creating and Editing
Faculty Web Pages**

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- 1) **At a Glance 'Cheat Sheet' for Editing Faculty Web Page Information.** This sheet outlines where various information on your faculty web page comes from. Some of the page will be created by you via the my.daytonastate.edu portal and the rest of it is pulled automatically from specific areas.

HOME > ... > EMPLOYEE SEARCH > FACULTY NAME

Faculty/Staff Page

Faculty Name
FACULTY
School of

Contact Information

Phone/Ext: 386-506-3000
Email: NameF@daytonastate.edu
Location: Daytona Beach Campus, Bldg 300, Rm 100

Office Hours

Monday 1:30 PM to 2:00 PM (8/23/10-12/17/10)
Monday 9:30 AM to 11:00 AM (8/30/10-12/17/10)
Monday 12:30 PM to 1:30 PM (8/30/10-12/17/10)
Tuesday 11:00 AM to 12:30 PM (8/30/10-12/17/10)
Wednesday 9:30 AM to 11:00 AM (8/30/10-12/17/10)
Wednesday 12:30 PM to 1:30 PM (8/30/10-12/17/10)
Thursday 11:00 AM to 12:30 PM (8/30/10-12/17/10)
Friday 9:30 AM to 11:00 AM (8/30/10-12/17/10)

Scheduled Courses (Fall 2010 and Spring 2011)


| Fall 2010 | Spring 2011 |
|--|--|
| COR1140 COR1033 | COR1140 COR1033 |

Syllabi

[COR1140 Syllabus](#)
[COR1033 Syllabus](#)

Course Description

Welcome:
Welcome to my page and look over the classes that I will offer.



Picture comes from the picture you upload in the portal.

The **Name and Department** come from Human Resources and are updated by Carol Allison of HR. The title may take a week or two to update.

Contact Information: Phone and Location can be changed by emailing helpdesk@daytonastate.edu and telling them you need your contact info in the phone directory updated.

Contact Information: E-mail is updated by you in the Portal

Faculty load reports as well as the faculty pages will use Kscope **Office Hours** for SP1

Scheduled Courses are automatically generated from the courses you are currently teaching

Syllabi are added by faculty in the 'handouts' area of the portal

This section has been added as an extra by using the **Custom Info Section** under 'personal info' in the portal. This is an ideal place for a bio

2) **Finding your Faculty Page On the Daytona State Website**

- Go to www.daytonastate.edu
- click on 'Current Students'
- On the left navigation find 'Academic Departments'
- Click 'Employee Search' just under that
- Choose letter of last name and then look for yourself in list. Your name should be listed if you are teaching this semester or next.
- You can also use the instructions above to tell students how to find your site as it will be in the exact same way.

3) **Location/Telephone Number**

If you need to make a change to your location or telephone extension on your faculty page then please contact the helpdesk (helpdesk@daytonastate.edu or ext 3950) and they will arrange to have that updated for you.

This is the only section that the helpdesk have access to update.

4) **Your Title**

e.g. 'Professor' or 'Associate Professor' is maintained by the HR department so please contact them with any updates to that info.

For the rest of the updates to your page, you will need to log into the my.daytonastate.edu portal.

5) **Getting Started**

Logging into the MyDaytonaState Portal



- 1) Log in to the Daytona State Portal using your College ID and Pin.



- 2) Once you are logged in, you will click on the 'Personal Info' tab at the top of the page.

My Info

Account Info | Password | Photo | Custom Info | Academic Info | Privacy Settings

Name

Preferred First Name:

Hide Middle Name:

Prefix:

Suffix:

- 3) This will then take you to a set of tabs as shown below, where you will update information that will display on your page. You will only need to be concerned with the 'Custom Info', and 'Photo' tabs. (Information from any other tab will not be displayed on your faculty web-page.)

My Info - Manage Photo ?

Account Info | Password | Photo | Custom Info | Academic Info | Privacy Settings

Photo updated.

Add Photo:

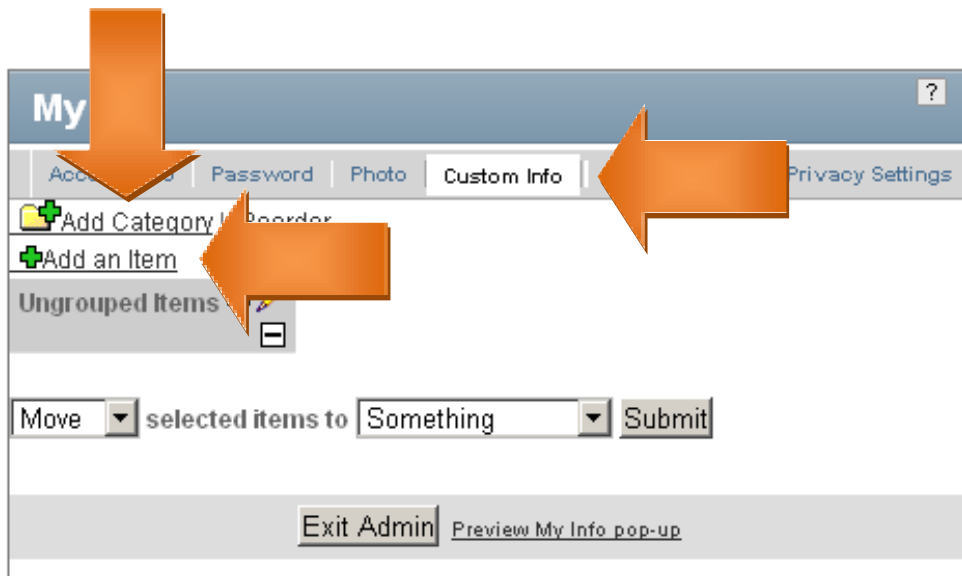
Choose File

Save

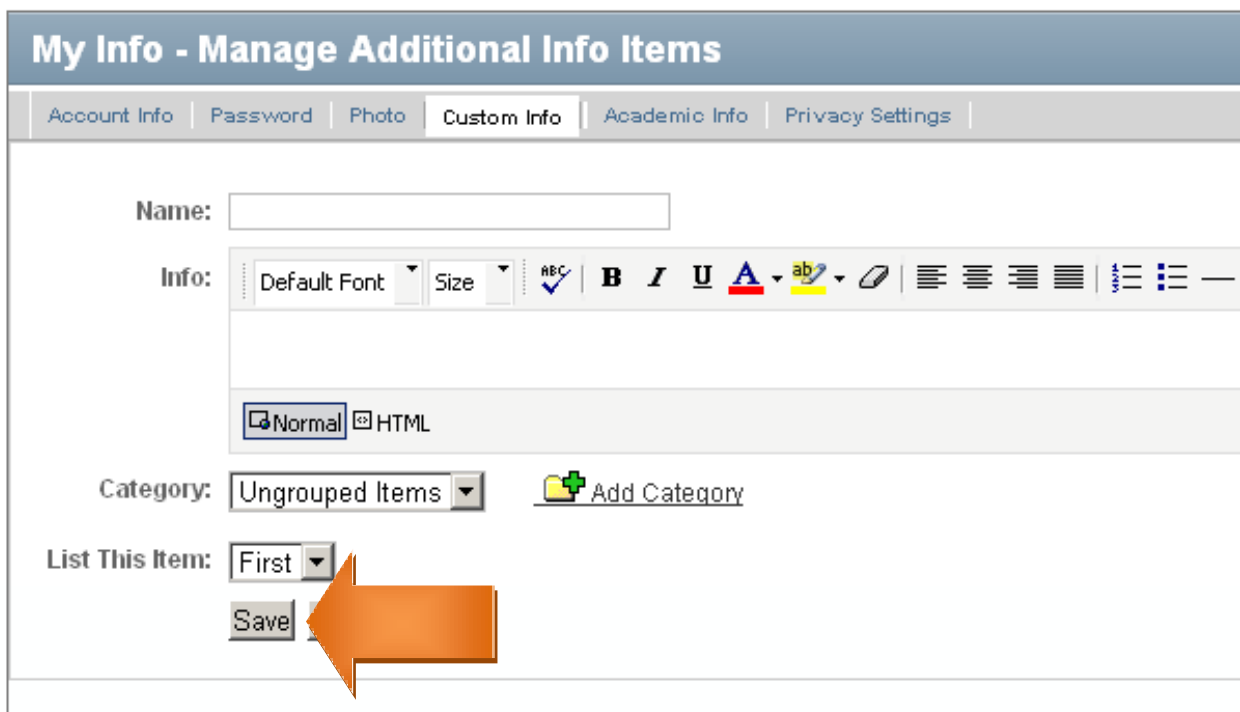
133x133 pixels and GIF or JPG format

Exit Admin | [Preview My Info pop-up](#)

- 4) The 'Photo' tab is where you can add/change a photo. You will see it specifies a 133 x 133 size picture in GIF or JPG format. Click the "Choose File" tab to upload a picture from your computer and press "Save".

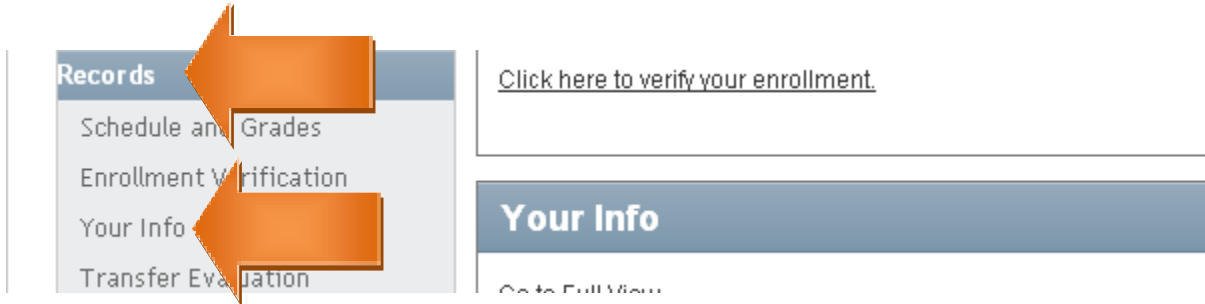


- 5) **Adding a Bio or Additional Info** – ‘Custom Info’ is the tab you will need when you want to add a bio or any other relevant information you would like displayed about yourself or one of your classes. You can add additional categories or items if you want to display more info.
- 6) **Adding an Item** If you click the ‘add an item’ link (under the custom info tab), you will be brought to the window below, this is where you can add your personal information to tell students more about yourself and your classes if you wish. You can name the item, and then type in the editor box. Click ‘save’ to keep your changes or ‘cancel’ to reject them. Character space is limited so you may have to add additional items in order to add more text





7) To edit your Email Address click on the FalconNet tab.



8) In the Left Navigation click Records, then "Your Info"

To edit demographic information, make changes in the appropriate fields below and click on the 'SUBMIT' button.

| | |
|---------------------------------------|---|
| ADDRESS LINE 1: | <input type="text"/> |
| ADDRESS LINE 2: | <input type="text"/> |
| CITY: | <input type="text" value="Daytona Beach"/> |
| STATE: | <input type="text" value="FL Florida"/> |
| ZIP: | <input type="text"/> |
| COUNTRY: | <input type="text" value="UNITED STATES"/> |
| PHONE #: | <input type="text"/> <i>format: xxx-xxx-xxxx</i> |
| EMAIL ADDRESS: | <input type="text" value="...@daytonastate.edu"/> |
| MAJOR: | <input type="text"/> |
| <input type="button" value="SUBMIT"/> | |

9) On the second table down on the page, in 'edit demographic information' make changes in the email fields and then click on the 'SUBMIT' button. Please only SUBMIT the new information once. (Please note that the proper college e-mail extension is @daytonastate.edu. Any extensions containing DSC, DBC, or DBCC will no longer work.)