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. The page is created by you using the information that you provide within the portal and the rest of the information is provided by information already in our College Database.

**Faculty Name**

**FACULTY**

**School of**

**Contact Information**

- **Phone/Ext:** 386-508-3000
- **Email:** NameF@daytonastate.edu
- **Location:** Daytona Beach Campus, Bldg 300, Rm 100

**Office Hours**

- **Monday:** 1:30 PM to 2:00 PM (9/23/10-12/17/10)
- **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**

- **COR1140**
- **COR1033**

**Spring 2011**

- **COR1140**
- **COR1033**

**Syllabi**

- **COR1140 Syllabus**
- **COR1033 Syllabus**

**Course Description**

Welcome:

Welcome to my page and look over the classes that I will offer.
Frequently Asked Questions

- **How can I get to my Faculty Web Page?**
  - Go to [www.daytonastate.edu](http://www.daytonastate.edu)
  - Click on “Employee Search”
  - 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.

- **Can I modify my 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.

- **Who maintains my job title information?**
  - 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.

- **How do I add a Syllabus to my Faculty Web Page?**
  - Go to [www.daytonastate.edu](http://www.daytonastate.edu)
  - Scroll down to the bottom of the page and Click on “Web Help”
  - Click on the Faculty Link in the grey menu bar
  - In the Drop list under Faculty, select the “User Guides” link
  - Click on “Syllabi Management”
2) Select “LOGIN” to access the MyDaytonaState Portal log in page

3) Log in to the MyDaytonaState Portal using your Falcon user name and password

4) Once you are logged in, you will click on the ‘Personal Info’ tab at the top of the page.
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](image1)

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”.

![Manage Photo](image2)
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.

![My Info - Manage Additional Info Items](image)

7) To edit your Email Address click on the FalconNet tab.
8) In the Left Navigation click Records, then “Your Info”

![Image of navigation menu with arrows pointing to "Records" and "Your Info" options.]

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.)

![Image of demographic information form with arrows pointing to the 'SUBMIT' button.]

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

- ADDRESS LINE 1:
- ADDRESS LINE 2:
- CITY: Daytona Beach
- STATE: Fl. Florida
- ZIP:
- COUNTRY: US UNITED STATES
- HOME PHONE #: format: xxx-xxx-xxxx
- CELL PHONE #: format: xxx-xxx-xxxx
- EMAIL ADDRESS:

[Submit button highlighted with an arrow to the right]