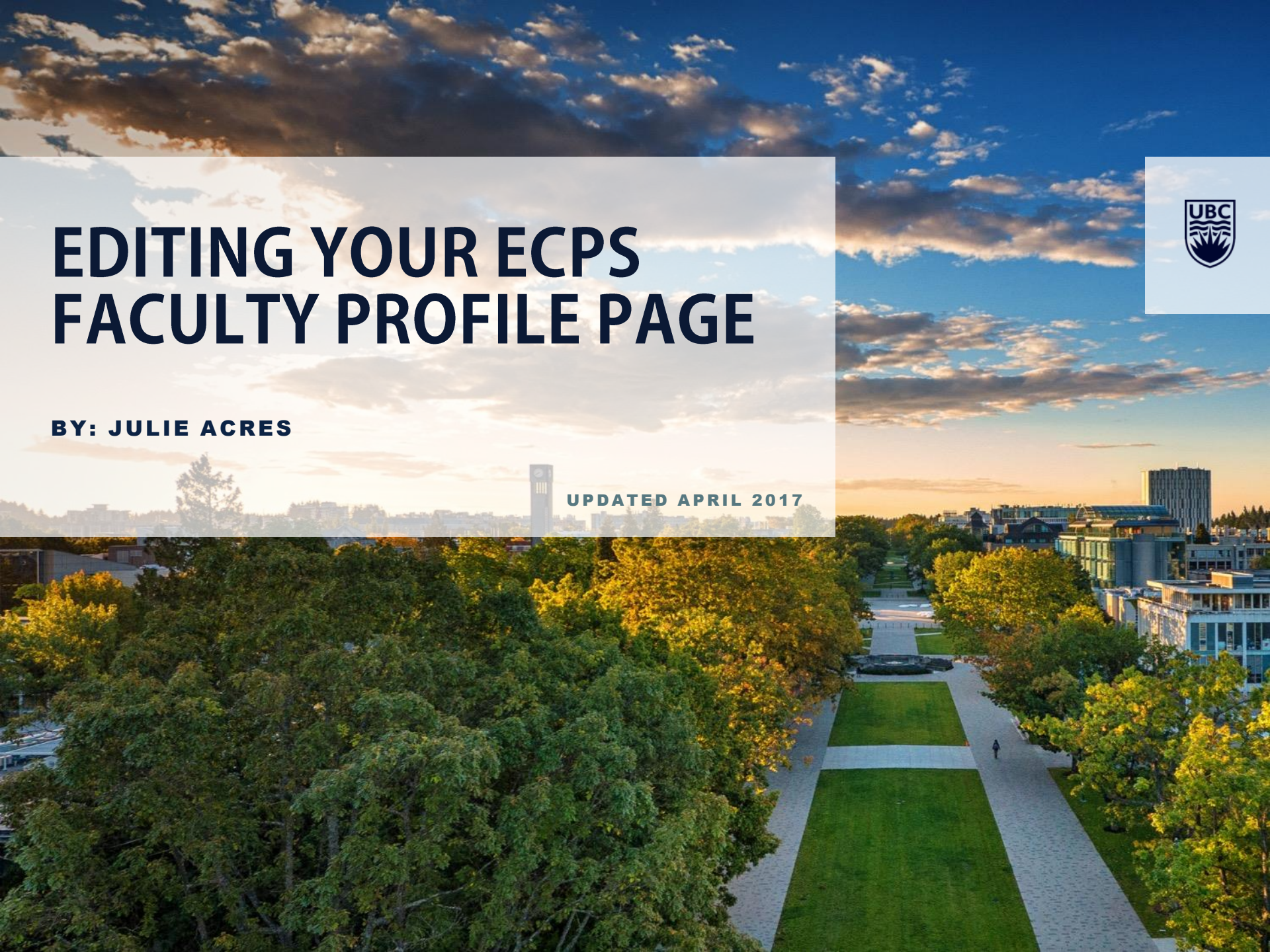


EDITING YOUR ECPS FACULTY PROFILE PAGE

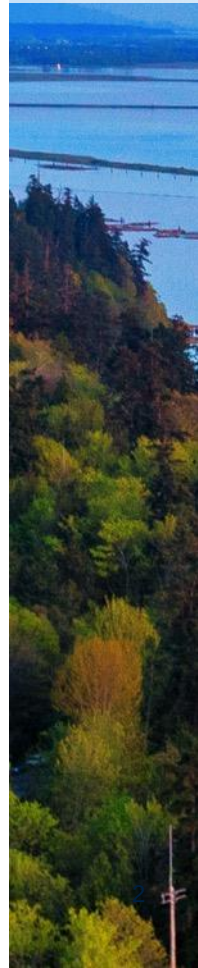
BY: JULIE ACRES

UPDATED APRIL 2017

GETTING STARTED

I have developed a helpful 2-minute video tutorial on how to gain access to your profile page: https://youtu.be/PM7mm6nNo6k

This is a one-time-only set-up process.

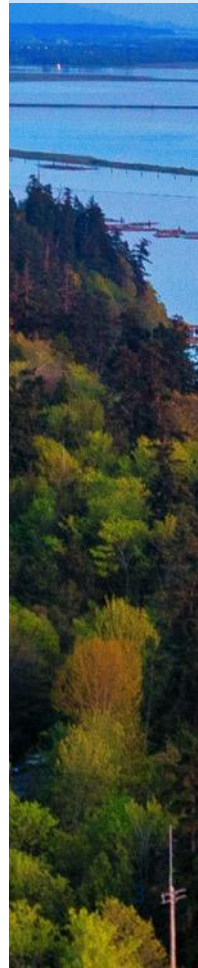


LOGGING IN TO EDIT YOUR PROFILE

You can update your website profile page at any time by visiting:

cms.ubc.ca

Press the login button underneath “Already a user?” and sign-in with your CWL.

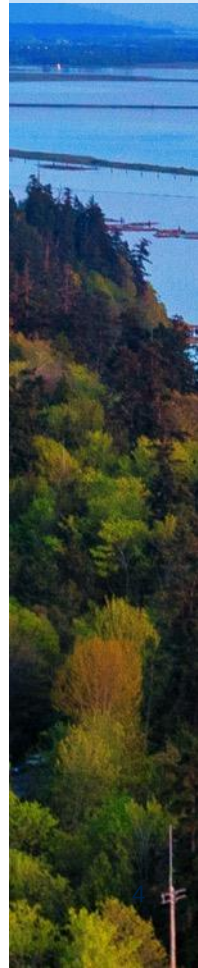


VIDEO TUTORIAL

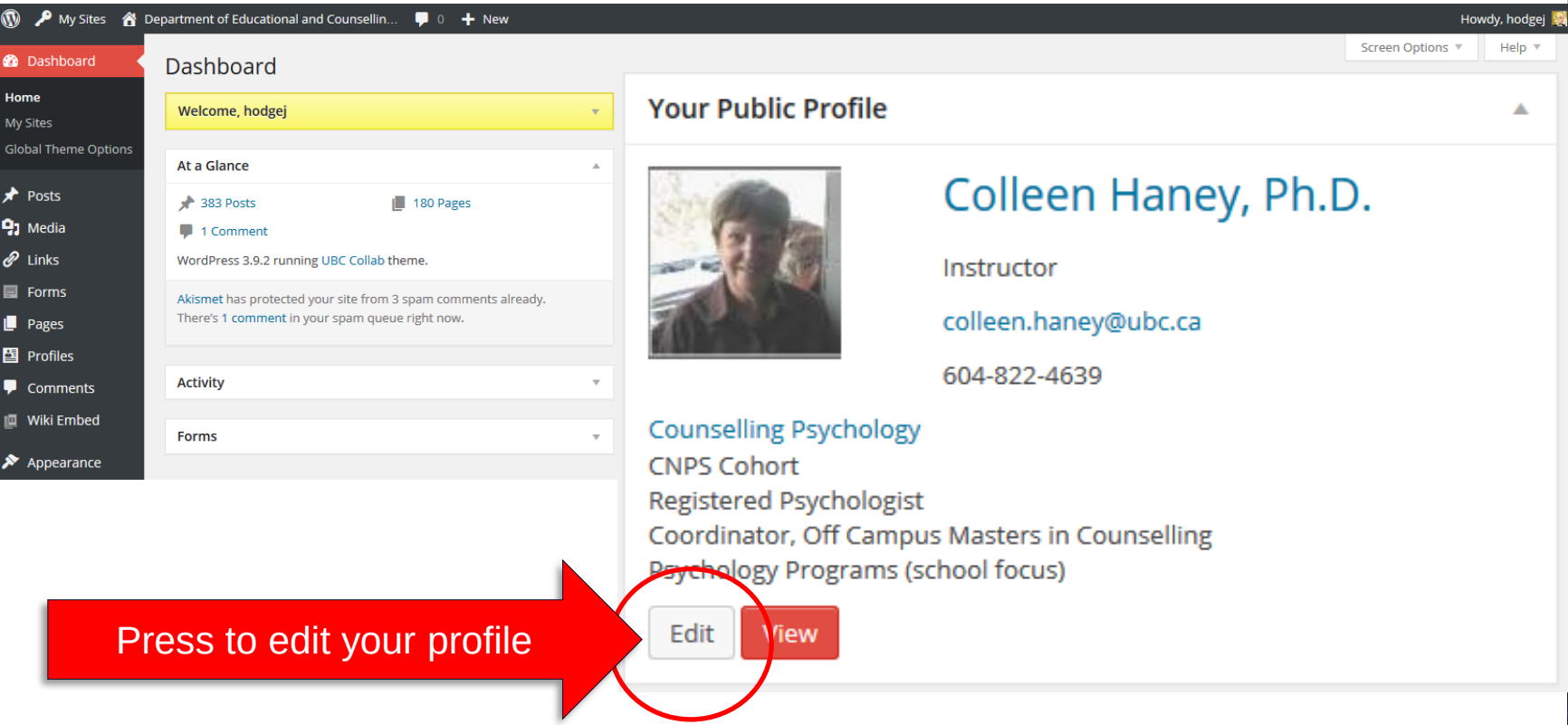
I have condensed a one-hour workshop into a <10 minute video tutorial on how to edit your website profile page. This is a convenient asset, as you can refer back to this video whenever you need!

https://youtu.be/NGpyoYbf1PY

This tutorial outlines basic editing and formatting techniques, highlights naming conventions/guidelines, and includes a few key questions for moving forward.



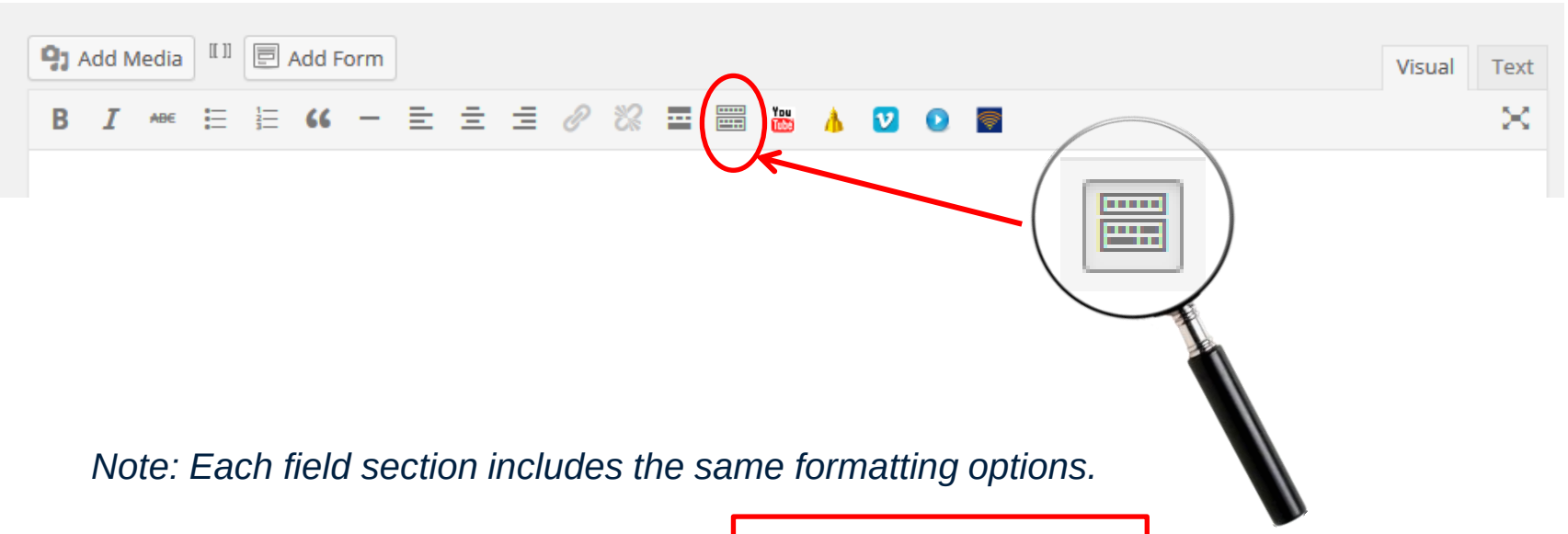
YOUR DASHBOARD



Press to edit your profile

COMPOSING & FORMATTING

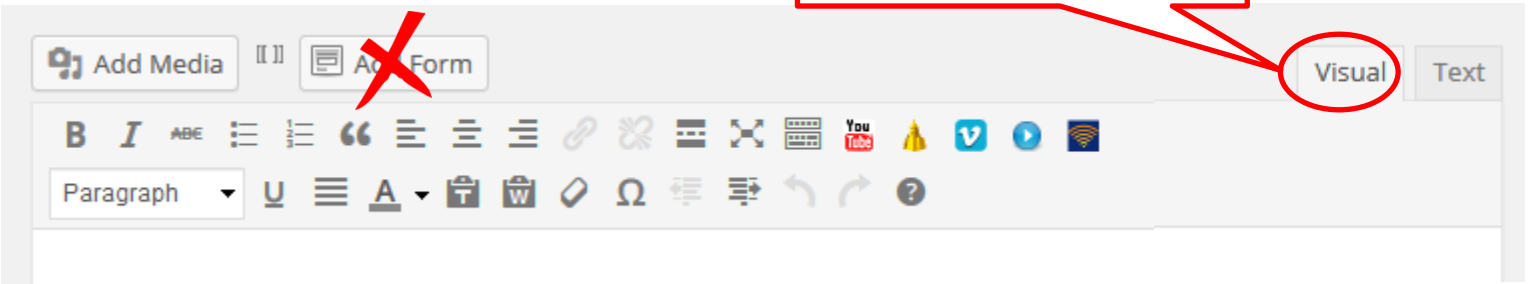
Often, the visual text editor formatting toolbar is collapsed. Expand the formatting options by selecting the “**Toolbar Toggle**”.



Note: Each field section includes the same formatting options.

No need to select “Add Form”

Stay on the visual editor tab.



COMPOSING & FORMATTING

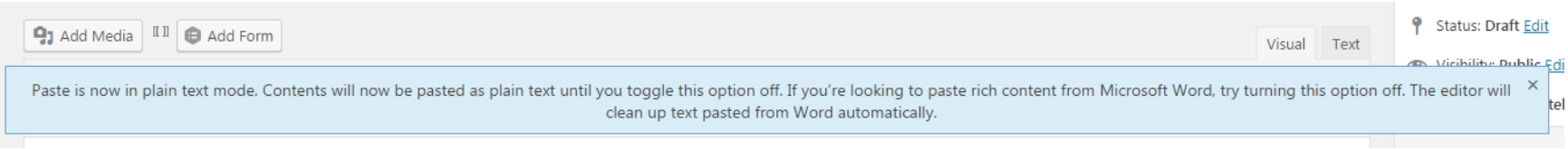
You can paste in text directly from a MS Word documents to save time.

KEYBOARD SHORTCUTS	PC	MAC
COPY	Ctrl + C	Command + C
PASTE	Ctrl + V	Command + V

However, often the problem with this is that not all the Word formatting copies over to WordPress seamlessly.

A cleaner solution would be to copy and paste the text in plain text. This can be performed in the WordPress visual editor tab by first selecting this icon:

After selecting the icon, the following message might appear:

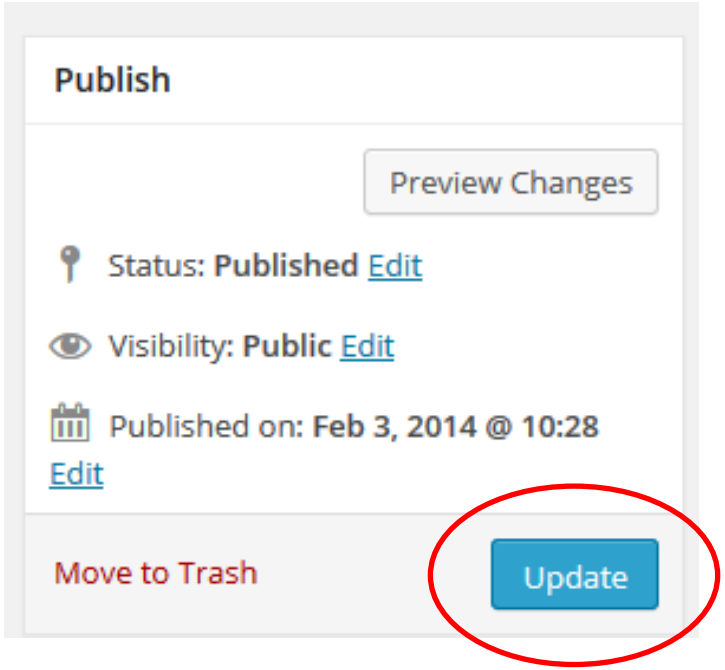


Simply place your cursor where you want your text to be pasted and your text should appear. You can exit out of the blue warning box by selecting the "x" in the top-right corner.
Your text can be formatted in WordPress by highlighting text and selecting the common formatting icons (identical to the ones used in MS Word).

SAVING YOUR EDITS

WordPress will not save any of your updates or revisions unless you select the “Update” button that is located near the top, right-hand section of the web page.

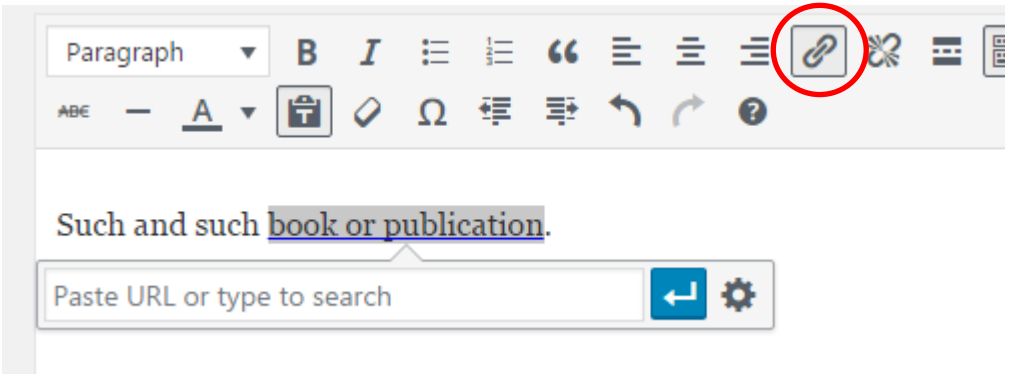
You also have the option to “Preview Changes”, but remember to select Update before you log out if you like the changes made, or else none of your content edits will be made.



EMBED LINKS

If you plan on pasting a link to one of your books, publications, research projects, etc. - it is a good idea to embed the link into the text, rather than displaying a long, unseemly-looking URL.

First, highlight the text you want to link.
Next, click the Insert/edit link button on the toolbar: In the pop-up box that appears, enter the URL you want to link to: URL: The URL of the link (include http:// at the start)



Video Tutorial on how to add a hyperlink in WordPress: http://youtu.be/2XmJ6M7HnDo?t=58s

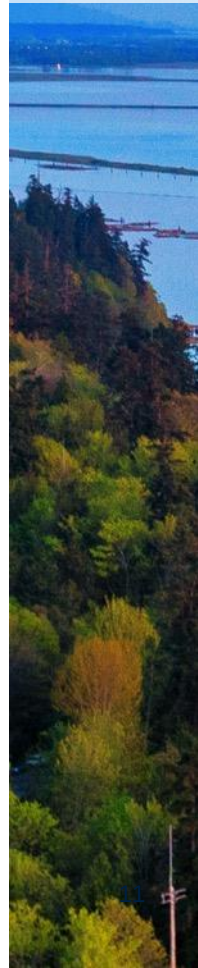
NAMING CONVENTIONS

CONSISTENCY + BEST PRACTICES = CREDIBILITY

INFO TO INCLUDE / NOT INCLUDE

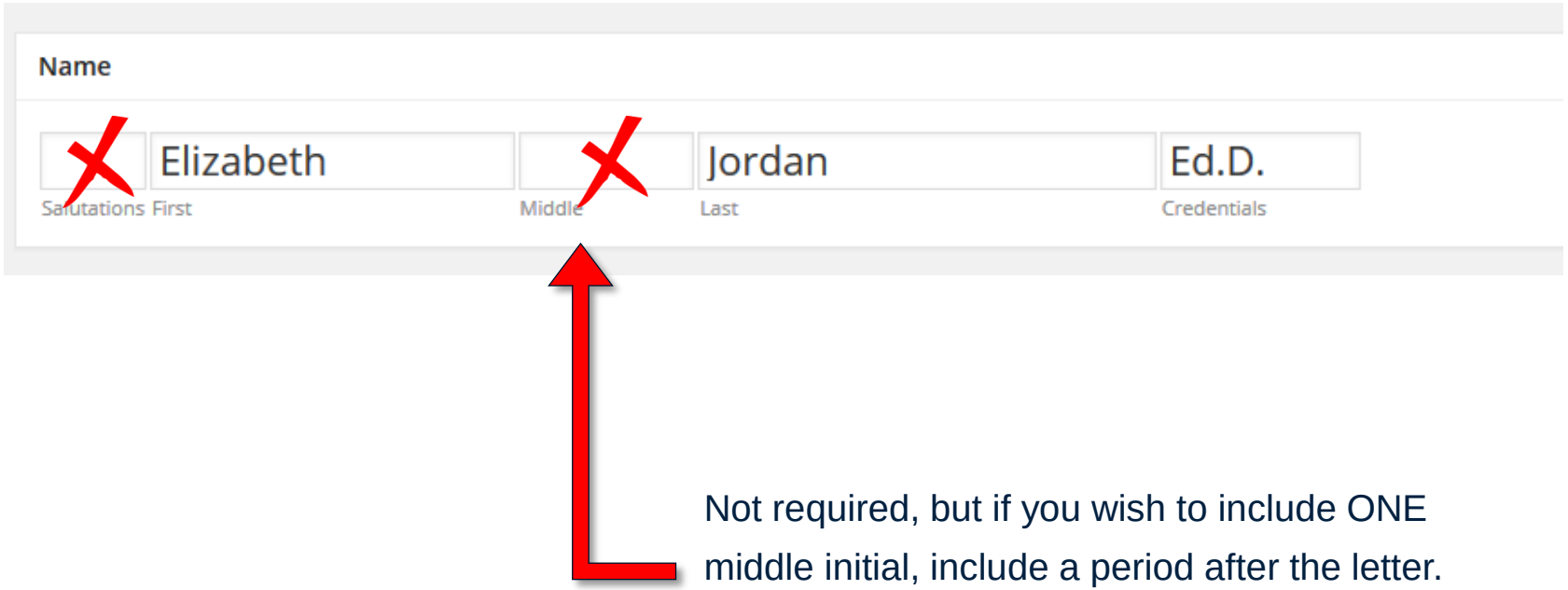
You'll notice that there is a variety of sections within the WordPress profile page editing view that you can input information.

The following are examples of naming conventions that adhere to a common look and feel with your ECPS colleagues, which help to maintain a clean, consistent look throughout the faculty profiles located on the ECPS website.



INFO TO INCLUDE / NOT INCLUDE

1. **NAME - First, Last, academic credentials**
   (Ph.D., Ed.D. - NOT - Phd, PhD, Edd, EDD, or EdD)



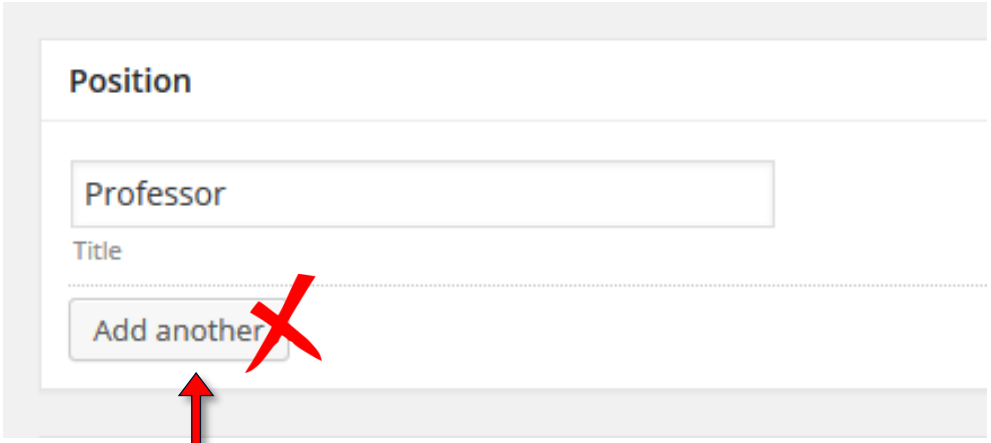
Not required, but if you wish to include ONE middle initial, include a period after the letter.
Eg.) Bruce C. Wayne

INFO TO INCLUDE / NOT INCLUDE

2. Faculty Position

Titles should be ONE of the following here:

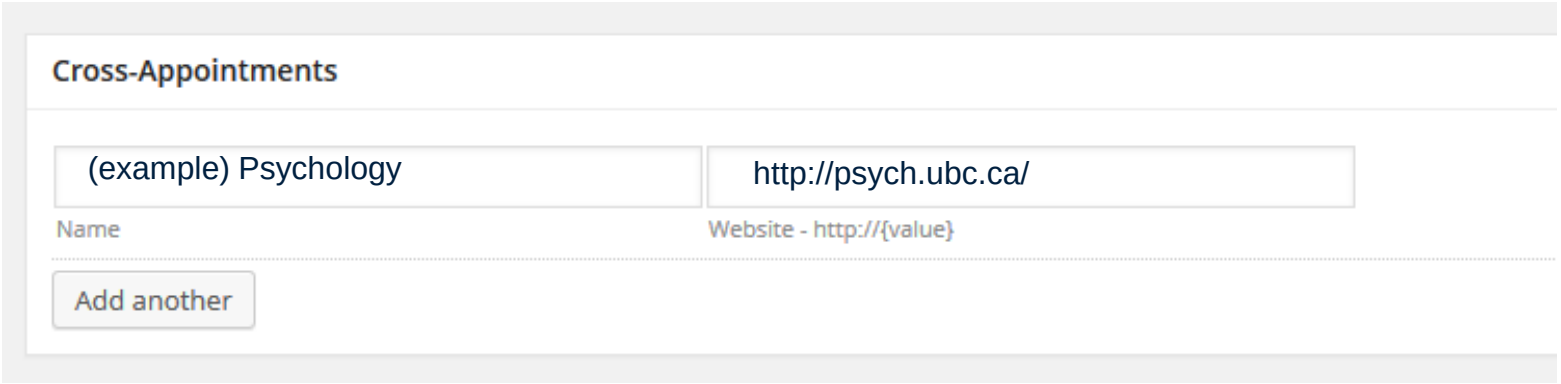
Professor, Assistant Professor, 12-Month Lecturer, or Associate Professor

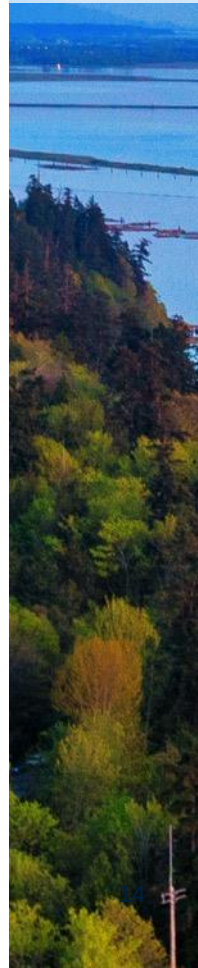


Select “Add Another” ONLY if you hold one of the following positions:
Department Head, or Deputy Head,

INFO TO INCLUDE / NOT INCLUDE

3. **Cross-Appointments** (if applicable)
   Add cross-appointments and include a website URL to the department/faculty/unit that your appointment is held in.

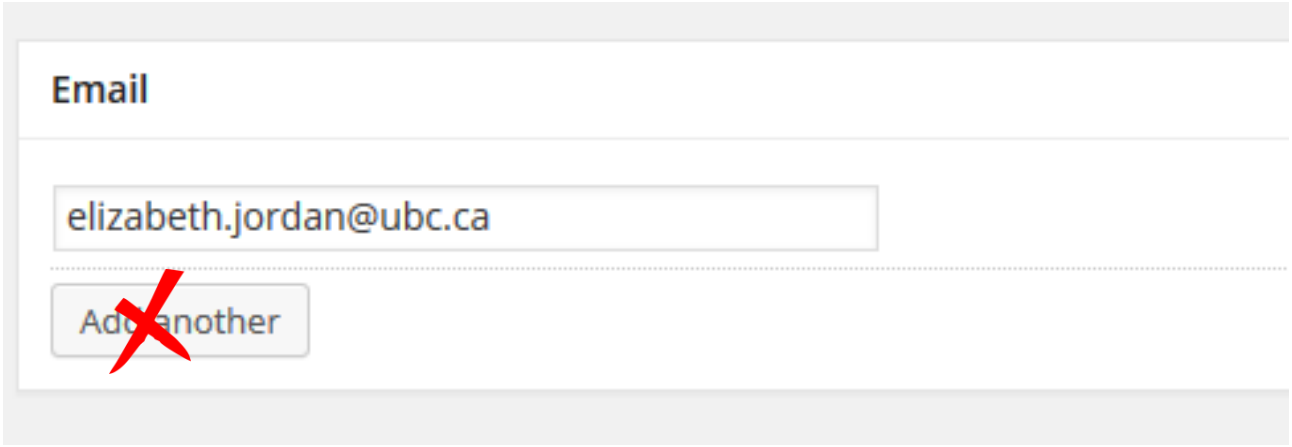




INFO TO INCLUDE / NOT INCLUDE

4. **Email Address**

   Your personal UBC email should be listed already. No other email addresses should be added.

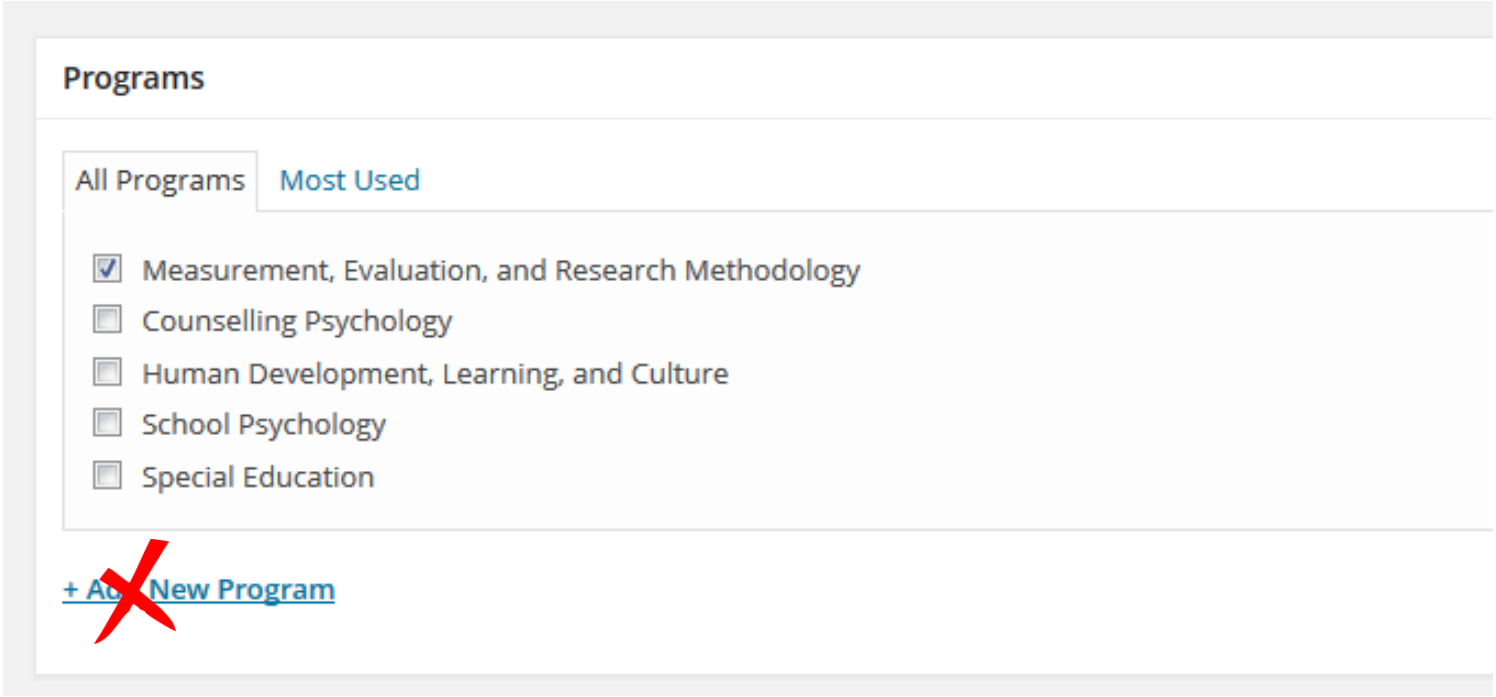


INFO TO INCLUDE / NOT INCLUDE

5. Program Areas

This section is where your affiliated program area(s) are specified.

No new programs should be added here.



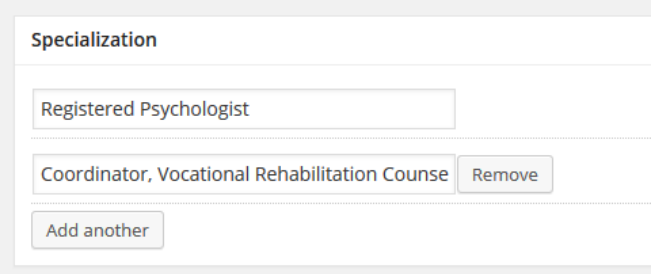
INFO TO INCLUDE / NOT INCLUDE

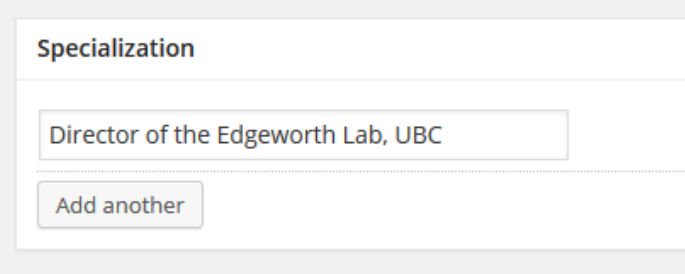
6. Specialization

If applicable, include your specialization.

Examples:

- SPED Area Coordinator
- Director, Wayne Enterprises
- Dorothy Lam Chair in Special Education
- Coordinator, Justice League Inc.
- Registered Psychologist
- MERM Affiliate
- Study Leave Dates (*see next slide*)

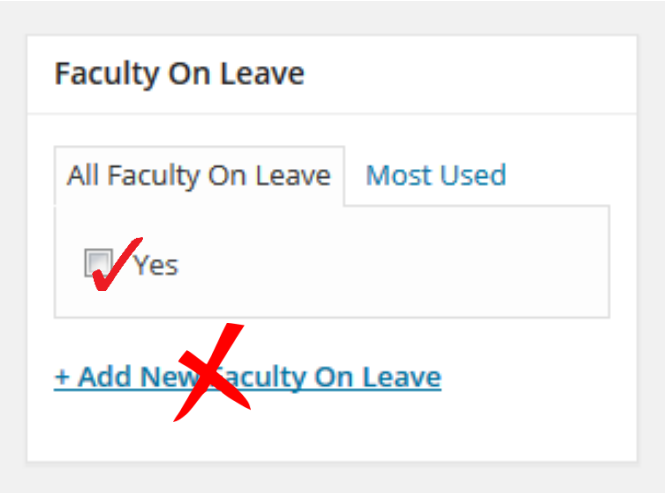




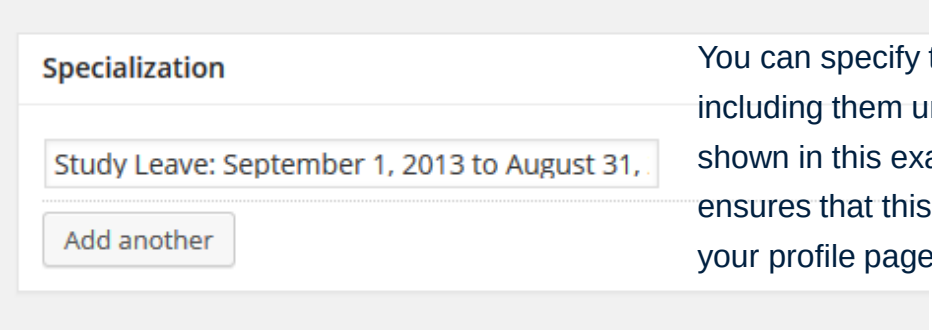
INFO TO INCLUDE / NOT INCLUDE

7. Study Leave (if applicable)

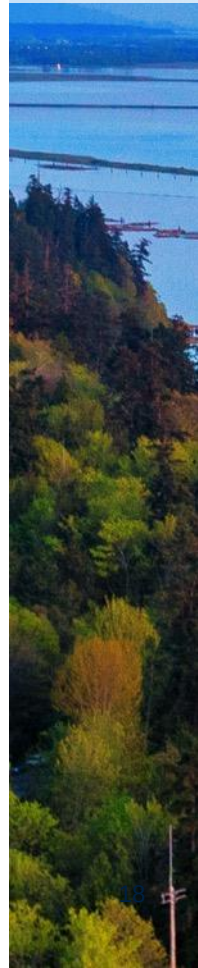
When you are heading off on your study leave, it is good to let others know. You can indicate you are on leave by:



Selecting “Yes” to the ‘Faculty On Leave’ section, located on the right section of your editing page (near the top).



You can specify the dates you are on leave by including them under the specialization section (as shown in this example). Adding the dates here ensures that this information appears at the top of your profile page.



HELPFUL RESOURCES

RESOURCES

- UBC Writing Toolkit:
http://brand.ubc.ca/brand-toolkit/writing/

- Web Writing FoE Workshop:
http://clf-educ.sites.olt.ubc.ca/files/2015/04/Writing-for-the-Web-Julie-Acres-Workshop.pdf

- UBC Faculty of Education Web Writing Guide:
http://clf.educ.ubc.ca/web-writing-guide/

- Basic WordPress Guide:
http://clf.educ.ubc.ca/wordpress-guide-master/wordpress-guide/

- CTLT weekly WordPress Clinics (weekly):
http://events.ctlt.ubc.ca/

- CTLT CMS Guide – Adding Content in WordPress:
http://support.cms.ubc.ca/cms-manual/adding-content/

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