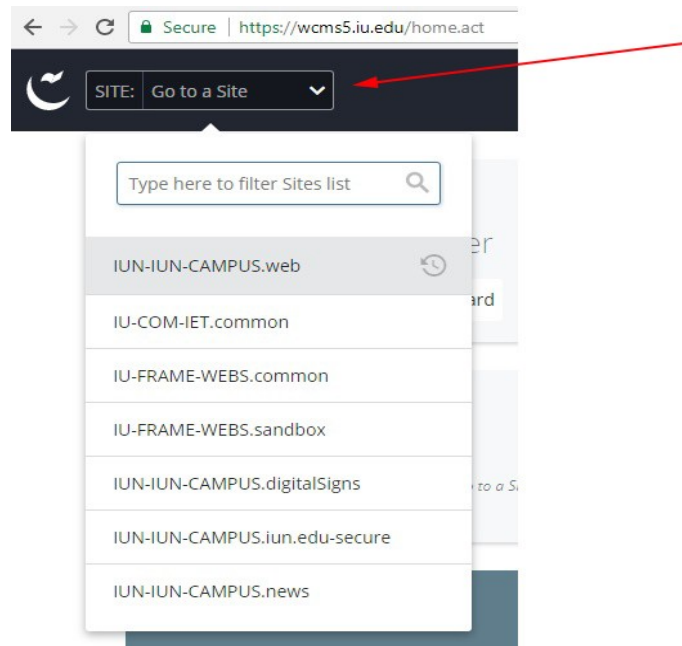


# Faculty Professional Pages

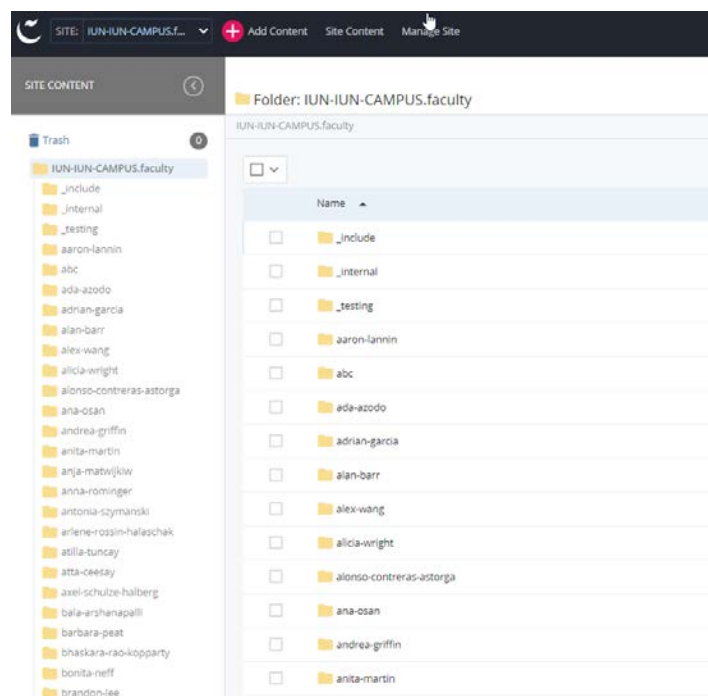
Log into WCMS with your IU Northwest username and passphrase.

To navigate to your site folder.

At the top left of the page, click on the drop down arrow for **“SITES: Go to Site”** and select **“IUN-IUN-CAMPUS.faculty”**



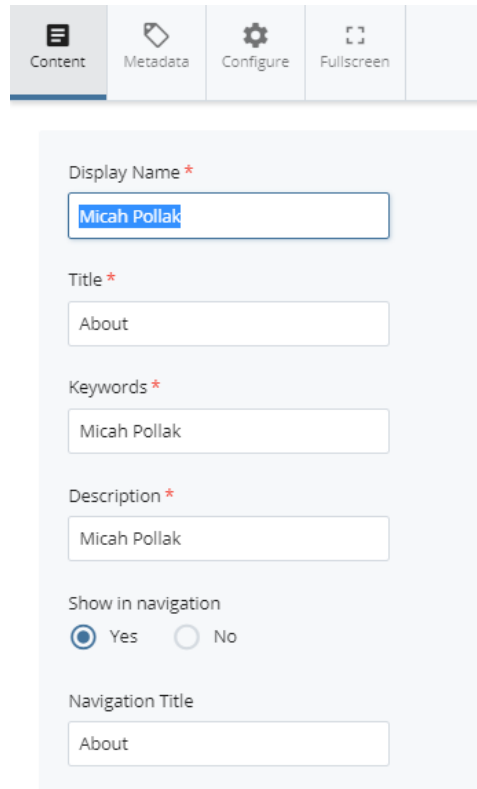
Your website folders should appear to the left of the screen.



Navigate to the faculty site you want to update and go into edit on the page.

## Faculty Pages

Top of the page is the metadata



The image shows a horizontal navigation bar with four tabs: 'Content', 'Metadata', 'Configure', and 'Fullscreen'. The 'Metadata' tab is selected. Below the navigation bar is a form for editing metadata. The form contains the following fields and options:

- Display Name \***: A text input field containing 'Micah Pollak'.
- Title \***: A text input field containing 'About'.
- Keywords \***: A text input field containing 'Micah Pollak'.
- Description \***: A text input field containing 'Micah Pollak'.
- Show in navigation**: A radio button group with 'Yes' selected and 'No' unselected.
- Navigation Title**: A text input field containing 'About'.

Display Name, Title, Keywords, Description, Show in Navigation, Navigation Title.

All content of the page resides in "Section"

Section +

Page Heading

About

Content

Edit Format Insert Table View Tools

**Assistant Professor of Economics**

**Degrees**  
 Ph.D., Economics, University of Illinois  
 M.S., Economics, University of Illinois  
 B.A., Economics & Business, Cornell College

**Year of Hire:** 2012

**Teaching Interests**  
 Introduction to Microeconomics  
 Introduction to Macroeconomics  
 Economic History  
 Intermediate Microeconomics  
 Game Theory  
 Labor Economics

**Research Interests**  
 Applied Microeconomics  
 Political Economy  
 Public Economics  
 Economics of Addiction, Technology and Video Games

**Professional Activities/Affiliations**  
 American Economic Association  
 The Times Board of Economists

p

widget

Choose Block

## WYSIWYG

The page heading and the content


Once all the information is entered on the page, click submit.

You can submit your changes in two ways

### Option 1

Then click on the “Save & Preview” button  then “Submit”  button the top right of the screen.

### Option 2:

You can click the vertical three dots  next to “Save & Preview” and click the “Submit” button.



Close Save & Preview

Comment on the changes you made.

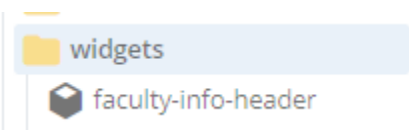
First version.

Submit now or perform guided content checks.

Submit Check Content & Submit

## Faculty header info widget

The “**faculty-info-header**” widget is located in the widgets folder of the faculty member’s professional page website. This widget is added to the “faculty header” section of all the pages in the site.



This widget lists the details for the faculty member.

faculty-prof-pages-widget

Faculty Professional

Header

User name for picture display \*

mpollak

Name \*

Micah Pollak

Title \*

Assistant Professor of Economics

Email \*

[[mpollak]]

Curriculum Vitae pdf

Internal File  External URL

Choose a CV pdf file

pollak-cv-2013.pdf

IUN-IUN-CAMPUS.faculty:/micah-pollak/doc...

URL for Schedule of Classes \*

http://app.iun.edu/IUN/SchdClass/Ins

User Name for picture display:

Enter the faculty member's username.

Name:

The faculty members first and last name.

Title:

The faculty member's title.

Email:

The faculty member's IU email. Use the format two open square the user name and two closing square brackets.

[[cyj]]

Curriculum Vitae pdf:

Can be an internal file link or an External http:// link

URL for Schedule of Classes:

The web address for the Faculty Member's Schedule of Classes

To find the URL (web address) for the Faculty members schedule of classes:

- Go to 'https://app.iun.edu/IUN/SchdClass/ScheduleOfClasses/index
- Click on the "Instructor Search Button"
- Type in the Faculty Members name and click the search icon to the right
- If no results show , trying just typing the Faculty Members last name in the search)
- Click on the result. Once you see a list of classes for that Instructor, copy the web address in the browser. This web address (URL) is the URL for the Schdule of Classes button

## Areas of Interest:

The faculty members areas of interest, (MAX 5 interests)

Area's of Interest

Areas of Expertise (Separate with Commas- Max 5 interests)  
*Add areas of interest Separated with Commas*

Applied Microeconomics, Political Ecc

*Ex: Applied Microeconomics, Political Economy, Public Economics, Economics of Addiction*

## Office Information

Office Information

Building and Room Location \*

Dunes Medical/Professional Building.

Phone Number \*

(219) 980-6913

Office Hours

Days  
*Select a day from the drop down*

Select a value ...

Times

+

By Appointment

## Building and Room Location:

The IU Northwest building and room location of the Faculty Member

## Office Hours


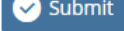
The office hours for the Faculty Member.

If there are no specific hours, type in the in the “Times” text box “By Appointment”


Once all the information is entered into the widget, click submit.

You can submit your changes in two ways

### Option 1

Then click on the “Save & Preview” button  then “Submit”  button the top right of the screen.

### Option 2:

You can click the vertical three dots  next to “Save & Preview” and click the “Submit” button.

