Procedures for Your Wor-Wic Community College Faculty Website

Login: http://www.worwic.edu/faculty/login.asp

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Types of Information in Your Faculty Website

Welcome to maintaining your faculty website! The following are a set of instructions explaining the information contained in your faculty website and how to add, delete and modify that information.

There are two types of information that is available from your faculty website. The first type is the information that is handled by the administrator (Todd Smith), and the second is the information maintained by each faculty member.

The Administrator inputs and updates the following information:

1. Departmental information.
2. The initial set-up of the courses and their descriptions.
3. Creating a site for an instructor – assigning user names and passwords.
4. Initial instructor information, including name, title, and photograph.
5. Inserting global calendar events – calendar items that affect the entire college.
6. Uploading a copy of the syllabus for each class, provided to the administrator in Word format on a diskette.

Each faculty member maintains the following information:

1. The “theme” for their website – the picture on the course pages.
2. General office information pertaining to all classes, including the instructor’s phone number, office number, email address, supplemental web address, and office hours.
4. Calendar events specific for your classes (which show in a different color than global events). This is an option – you are not required to add any additional calendar events.
5. Files uploaded from your computer for your students to view.
6. The following information for each course that you teach:
   - Course title and section number (required)
   - Course times (required)
   - Additional course information (not required)
   - Resources (not required)
   - Announcements (not required)
   - Activities (not required)
   - Assignments (not required)
   - A course Forum or discussion area
   - Course Email
   - Course Quizzes
Logging Onto Your Website

To modify your website information, you first must access your Faculty Web Manager web page. You can access this page from any computer, on or off campus (use Internet Explorer as your browser) by going to the following website address:

http://www.worwic.edu/faculty/login.asp

You will then see the following login page:

- Your Login name is your first initial and your last name; for example, Joe Smith’s login name would be jsmith.
- Your Password is the last four digits of your Social Security Number.
- After entering the information, click on the Login button or press the Enter key.
- If you have trouble logging in, please contact the web administrator – Todd Smith at tsmith@worwic.edu or 334-2958.
Accessing and Changing Your Information

Once you have logged in, you should now see your faculty website input pages screen:

**General Information**

The General Information page includes screens to update your theme, phone number, email address, office number, office hours, and has a space to add an additional website that you may want to make available to all of your students.

**To change the general information:**

- To change the Theme, click on the browse theme button. This will open a new window that will allow you to scroll through the available themes. You may choose only one theme for your entire website. Once you have found the theme you would like to apply, click on the theme’s Name Link to the right of the theme picture. This will automatically select the theme and input the theme name into the correct box.
To change your phone number, email address, office number, or add an additional website, click into the appropriate box and change the information by either backspacing out the old information and typing in the new information, or selecting and highlighting the old information and typing over it. If you are typing in an additional website, be sure to include the entire website address, including the http:// - otherwise the website will not work. Remember that this website will show up on the Home Page of your faculty site – so make sure that it is appropriate to view by the students in all of your classes. When you are finished updating the information, be sure to **click on the submit button**.

To change your office hours, click on the Office Hours link, which will open a new input window. Delete any current office hours by clicking in the check box next to the entry and then the **delete** button. To add new office hours, click on the drop down arrow and select a day, type in the times in the appropriate box, and then click the submit button. You should then see your new office hours entry.

**Biography Information**

To change your biography information:

click on the **Bio** tab. You will then see the Biography input screen:
Current information can be deleted by clicking in the appropriate box and backspacing or by selecting the text and pressing the Delete key on your keyboard. New information can be typed in directly or cut and pasted from another text document. When you finish updating the information, **be sure to click on the submit button** at the bottom of the page.

Course Information

To access your course information, click on the **Courses** tab:

![Course Information Screen]

You should then see a screen that displays your existing active and inactive courses and buttons to add and remove materials from your courses.

**Adding a New Course**

To add a new course, click on the **add a new course** button. *(Warning: courses may not be deleted, they can only be active or inactive.)* This will open a “wizard” program which will take you through all the steps to input course information. *(The wizard is only available when you are adding a brand new course.)* First, click in the **Active** box to make the course active. Then click the drop down arrow next to the **Course** box to select the course.
The last thing you must do is type in the section number of the course. You may then add any additional information that you would like your students to know about the course. (Additional information is not required)

When you are finished inputting the general class information, click on the next button. This will take you to the next screen, which is adding your course times.

Click on the drop down arrow next to the day box, select the day and then type in the course times. Be sure to click the submit button. You should now see your course times under “Existing Course Times.” To remove an entry, click on the delete button next to a course time. When all of the course times have been added, click on the next button.

Note: The only information that is required for each course on your website is the course name, section number and the course times. All other course information is optional.

Adding Course Resources

The next input screen is course resources. You can use this screen to input any text or website resources for students in the designated class. If you add a resource, a resource title is required because it becomes the link
Faculty Website

Adding Course Announcements

Your next input screen is for course announcements:

Course announcements could include a welcome statement at the beginning of the semester, or any updated class information during the semester. A title for the announcement is required, and please remember to click on the submit button before going to the next screen. You may add and delete announcements as often as you would like during the semester. If you do not choose to enter a course announcement, there is a generic announcement in place for each course entered by the faculty websites administrator.

Adding Course Activities

By clicking the next button, you will access the course activities screen:

In this screen, you may enter any activities you would like your students to be aware of. Activities do not include assignments (available on the next screen). For example, you may want to announce a class activity for extra credit, or a campus activity such as Dessert Theater. If you choose to add an activity, the title is required information.
For your convenience, you can click on the small picture of a **calendar** to the right of the Date input box. You will then see a new window pop up on your screen containing a calendar. (You can move this calendar window around by clicking on and dragging it’s blue title bar.) If you click on a date within the calendar, it will automatically be placed in the Date input box. **Click on the submit button** after you have entered a new course activity.

**Adding Course Assignments**

By clicking **next**, you will see the final input screen, which is for **assignments**:

You may add any required assignments using this input screen. If you have the assignment in another type of text file, such as Word, you can cut and paste the text of the assignment into the description box. However, tabs, tables, and any other special formatting will not transfer to the web page; therefore, you may want to upload these files by using the **Documents** section of your website (explained in a later section).

When you are finished inputting your class assignments, click the **next** button, which will take you back to your Courses, where you will be able to see what classes you have that are currently active or inactive.
You cannot delete a course – you can only make it inactive. This is because all past data is saved as archived information, and this will also allow you to turn courses on and off for teaching in different semesters.

Adding and Removing Items For More Than One Course

If you would like to add or remove resources, announcements, activities or assignments in more than one course at a time, you may do so from the Courses page. Once you click on the Courses tab, you will note that there are several buttons at the top of the page: one set for adding to courses, and one set for removing from courses:

To add items to more than one course: click on the corresponding button. For example, to add a general announcement to be viewed by students in all of your classes, click on the announcements button in the Add to course(s) row. You will then see a screen like the following:

Type in the title and the announcement in the Description box and then click to add a check mark in the All Courses box. If you only wanted the announcement in one or two classes, you would only check the boxes next to the corresponding course numbers.
To remove items from more than one course: click on the corresponding button. For example, to remove the general announcement, click on the announcements button in the Remove from course(s) row. You will then see a screen like the following:

To remove any of the announcements, just click within the delete box of that announcement. Once you have chosen the entries to delete, click on the delete button. A message will then pop up asking you if you are sure that you want to delete those items. Once you click the OK button, the entries will be deleted, and you will be taken back to your Courses page.

These procedures are the same for adding or removing resources, announcements, activities or assignments.

Checking Your Course Information

Once you have finished entering your course information, check your website by accessing your web page as a student. You can get to your web page by going to the Faculty Websites by Department page located under Faculty and Staff or by clicking on the direct web page address, which is:

http://www.worwic.edu/faculty_websites.asp.

Links to course information automatically appear on your Home Page. Click on a link to one of your courses, and you will see that course descriptions are listed for each course. The website administrator inputs this information – you will not have to update any course descriptions. If you have submitted your current syllabi to Todd, the syllabus (in PDF format) for each course will be automatically linked to your site. Be sure to check your syllabus link – if when you click on the syllabus link, the course syllabus does not show, please contact the Todd Smith immediately.
Editing Course Resources, Announcements, Activities & Assignments

To edit your course resource, announcements, activities or assignment information, return to your Faculty Web Manager pages by going to the login page at:

http://www.worwic.edu/faculty/login.asp

Click on the Courses tab, click on a course link, and then click on the button that represents the information that you would like to edit. For example, when you click on the announcements button, you should then see all of the current announcement entries for that class within the Edit section at the bottom of the page.

To edit the entry, click on the entry’s link. An editing window will open on top of the current window allowing you to change that entry’s information. Don’t forget to click on the submit button to upload the changed information onto your site. If you would like to get rid of the entry completely, click in the delete box and then on the delete button.

Once you enter your course information into your website, please remember to keep the information up to date. At the beginning of each semester, you will need to send Todd Smith a copy of your updated syllabi (for current courses) or new syllabi (for added courses) in Microsoft Word format – please remember to insert Wor-Wic's logo at the top of the first page of each syllabus. During the semester, if you have major syllabi changes, you may want to resend an updated copy. If you have minor syllabi changes, it is your prerogative whether or not you would like the current
version reflected on your website - there is a statement on all website course pages (in red) which says: “Course syllabi posted on this website may not be current” to ensure that students obtain the most current information from their instructor at the beginning of each semester.

Creating and Editing the Course Forum

You have the ability within your faculty website to create a Forum (or asynchronous discussion) for each of section of your classes.

There are two PowerPoint presentations available with the directions for both you and your students on how to create and use the course forum tool. These PowerPoint presentations can be found on Wor-Wic's website http://www.worwic.edu by pointing to Faculty and Staff, clicking on Faculty Resources and then clicking on the Faculty Website button. The direct links to these presentations are:

- **Using Forum Discussions for faculty:**
  [http://www.worwic.edu/Faculty_Staff/Faculty_Resources/Forms/Creating%20Faculty%20Forum.ppt](http://www.worwic.edu/Faculty_Staff/Faculty_Resources/Forms/Creating%20Faculty%20Forum.ppt)

- **Student Guide to the Faculty Forum:**
  [http://www.worwic.edu/Faculty_Staff/Faculty_Resources/Forms/Student%20Guide%20to%20Forum.ppt](http://www.worwic.edu/Faculty_Staff/Faculty_Resources/Forms/Student%20Guide%20to%20Forum.ppt)

Using Course Email

Email is available within your faculty website for every class that you have added to your website. Course email is not connected to your Wor-Wic Outlook email. Students create their own email user name and password. Students create and respond to email through the faculty website links.

There are two PowerPoint presentations available with the directions for both you and your students on how to create and use the course email tool. These PowerPoint presentations can be found on Wor-Wic's website http://www.worwic.edu by pointing to Faculty and Staff, clicking on Faculty Resources and then clicking on the Faculty Website button. The direct links to these presentations are:

- **Using Course Email for faculty:**
  [http://www.worwic.edu/Faculty_Staff/Faculty_Resources/Forms/Course%20Email.ppt](http://www.worwic.edu/Faculty_Staff/Faculty_Resources/Forms/Course%20Email.ppt)

- **Student Guide to Course Email:**
  [http://www.worwic.edu/Faculty_Staff/Faculty_Resources/Forms/Student%20Guide%20to%20Quizzes.ppt](http://www.worwic.edu/Faculty_Staff/Faculty_Resources/Forms/Student%20Guide%20to%20Quizzes.ppt)
Creating Course Quizzes

You can create quizzes within each course in your faculty website. The quiz tool requires a course password and can only be multiple choice (which includes the true/false option). Quizzes can be automatically graded and the results viewed by students.

There are two PowerPoint presentations available with the directions for both you and your students on how to create and use the course quiz tool. These PowerPoint presentations can be found on Wor-Wic’s website http://www.worwic.edu by pointing to Faculty and Staff, clicking on Faculty Resources and then clicking on the Faculty Website button. The direct links to these presentations are:

- **How to Create Quizzes for faculty:**
  http://www.worwic.edu/Faculty_Staff/Faculty_Resources/Forms/How%20to%20Create%20Quizzes.ppt

- **Student Guide to Taking Quizzes:**
  http://www.worwic.edu/Faculty_Staff/Faculty_Resources/Forms/Student%20Guide%20to%20Quizzes.ppt

Calendar Events

To add or change calendar events click on the Calendar tab. You will then see the Calendar input screen showing today’s date. Click on the add event button.
When you click on the add event button, a new input screen will appear. Use the drop down boxes to select the Month, Day and Year. Type in the Event Title and the description of the event. Click on the submit button. The Event Title will then show up as a blue entry on your calendar (global entries are black). The calendar events that you enter will be viewed by all of your students.

To see the description of the event, click on the Event Title on the calendar. To delete an event, click on the Event Title in the calendar and click on the delete button (The delete button will only show when you click on an existing event), and then click OK to confirm to delete.

Uploading Documents

You may upload most types of files to be available in your faculty website for your students to view, including: Word, Excel, PowerPoint, PDF and picture files. To upload a document, click on the Documents tab:

Type in the document title, and click on the Browse button to find the document, which will be located in the hard drive of your computer or on a disk. Once you have found the document, click on the open button:
You should then see the path of your document in the **File** box.

The next step is to input the effective and expiration dates. This creates the time span in which you would like the uploaded document to be available to view by students (the document will stay in the database until you delete it). For example, if you would like your students to have the document available for viewing only during March, you would upload the document and type in the effective date as March 1 and the expiration date as April 1. The current date is automatically input in the effective date box. To quickly change the date, either type a new date in the box or click on the calendar icon to select a future date. You may leave the expiration date blank. After you have input the effective and expiration dates, click within the appropriate boxes to select the course, courses (or **All Courses**) for which you would like the document to be available, and then click on the **submit** button.
To edit the document’s corresponding information (title, effective date, expiration date, and course that can view it), click on the document’s link under the Edit portion at the bottom of the Downloads page. To delete a document from your faculty website database, click within the delete check box and then click on the delete button.

After you have uploaded all of the documents that you would like your students to have access to, be sure to check that the documents can be viewed from your website by going to your faculty web page, clicking on the course link, the Documents button and then on the document’s link:

You will notice that there are two sections to the Documents page. The top section contains the document links, and the bottom section contains a legend explaining what type of software is necessary to view the document and, if students do not have the correct software, a link to a version of the application (for viewing purposes only) that can be downloaded for free. Please inform your students that they must have the indicated program to view the files. For example, if they need to view a PowerPoint presentation, the computer they are using must have the PowerPoint or the free downloadable PowerPoint Viewer.
Several notes about uploading documents:

- The files that you upload are maintained on Wor-Wic’s server in a database. If something unforeseen happens to the server (the website is hacked or the server goes down), the documents or the links to the documents may be lost. Therefore, be sure to periodically check during the semester that your documents are still accessible.

- Students may have trouble opening documents that are over 1MB in size, so please check the file size before uploading them to your website.

- File names should only have regular alpha and numeric characters. Rename the file before uploading if you have a dash, apostrophe, a period or any other different character in the file name.

- You may have trouble uploading you file if the file name is especially large. If you file will upload, truncate the name and try again.

If you have any problems viewing your documents, please notify Todd Smith immediately. She will contact Computer Services to find out the problem. If there has been a breech in the server, you may have to reload your documents.

Now that you know all about how to maintain your faculty website, please remember that your site needs to be updated at the beginning and end of every semester. Use the following checklist as a guide to maintaining your site:

**Faculty Website Maintenance Checklist**
Login page: [http://www.worwic.edu/faculty/login.asp](http://www.worwic.edu/faculty/login.asp)

**At the beginning of each semester:**

- Send the syllabi for all of your courses to Todd Smith in Word format with Wor-Wic’s logo centered at the top of the first page of each syllabus. The syllabi can be submitted on disk or by attaching the files to an email to Todd.

- Under the **General Info** tab, review your general information to make sure it is still correct and change your office hours.

- Under the **Bio** tab, check to see if you need to add any new information.

- Under the **Courses** tab, activate any courses you have taught before and are teaching this semester (making sure to update the section number); add any new courses; and update your course information, including the course times,
activities, assignments, resources and forum postings.

- Under the Calendar tab, insert any specific calendar or event items as reminders or for your students to view over the semester

- Under the Documents tab, upload any documents that you would like your students to view, making sure you have the desired viewable dates.

- After updating all of your information, check your website as your students will view it (from Wor-Wic’s Home Page, click on Faculty & Staff, and then click on Faculty Websites by Department). Make sure all your website information is correct and viewable.

At the end of each semester:

- Delete your office hours.
- Make your courses inactive.
- Clean out all courses’ forum postings.
- Delete any unwanted uploaded documents and/or make sure that the viewable dates are correct.

Part-time Faculty:

Any part-time faculty member may request to have a faculty website. However, once your website is created, you have an obligation to maintain and keep it up-to-date as long as it is active. If you would are not teaching during a particular semester, please contact Todd Smith to deactivate you website. It may be re-activate at any time. If you do not update your website, it will automatically be deactivated.

If you have any questions or concerns about your website, please do not hesitate to contact the website administrator, Todd Smith at 334-2958 or mailto:tsmith@worwic.edu.

Thank you!