

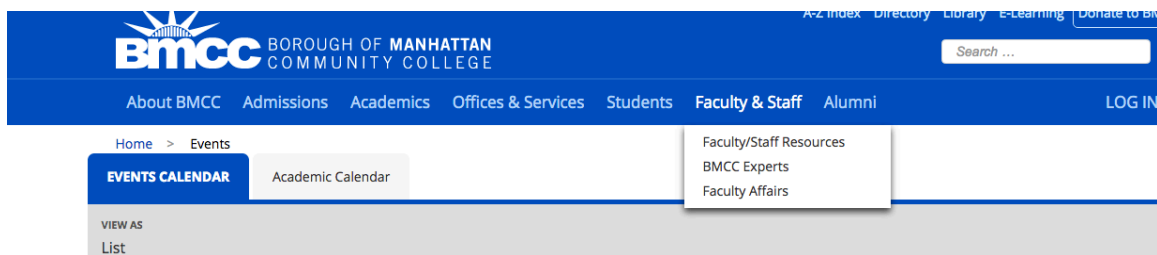


Faculty Page Guide

WordPress Content Management System

Welcome to our new WordPress Content Management System, which will make editing and managing your faculty page much easier. Please contact Public Affairs by phone (212) 346-8501 or email publicaffairs@bmcc.cuny.edu if you have any questions.

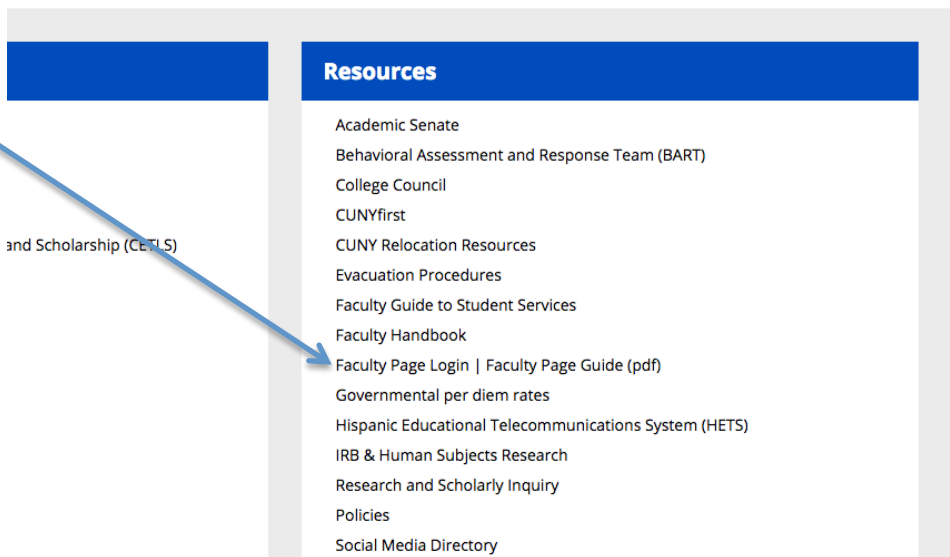
1) Go to **Faculty/Staff Resources**, a menu title towards the top of the BMCC website; select Faculty/Staff Resources on that menu



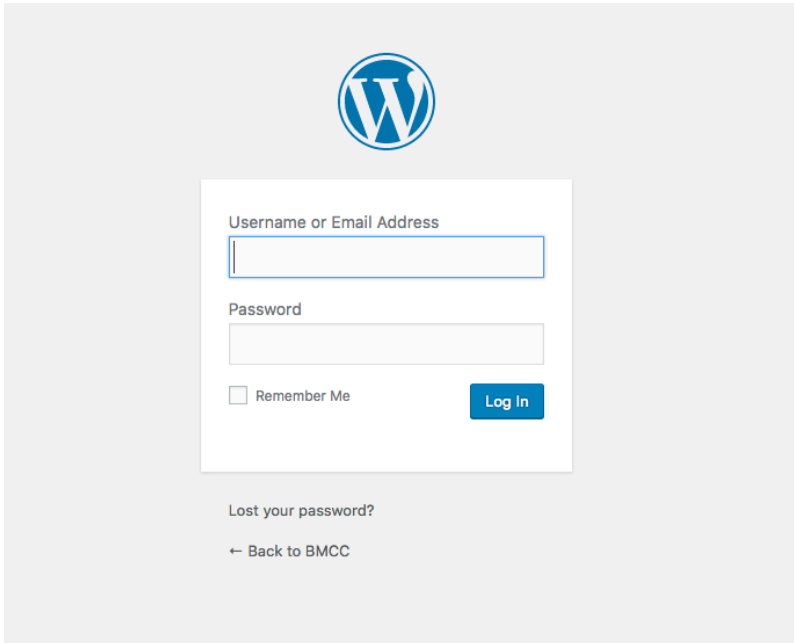
2) In the right column (Resources) scroll down to **Faculty Page Log in**.

Faculty & Staff Resources

Faculty members work at BMCC bringing quality education to a diverse, urban population of students. Resources are available to faculty and staff who ensure our students have a quality learning experience.

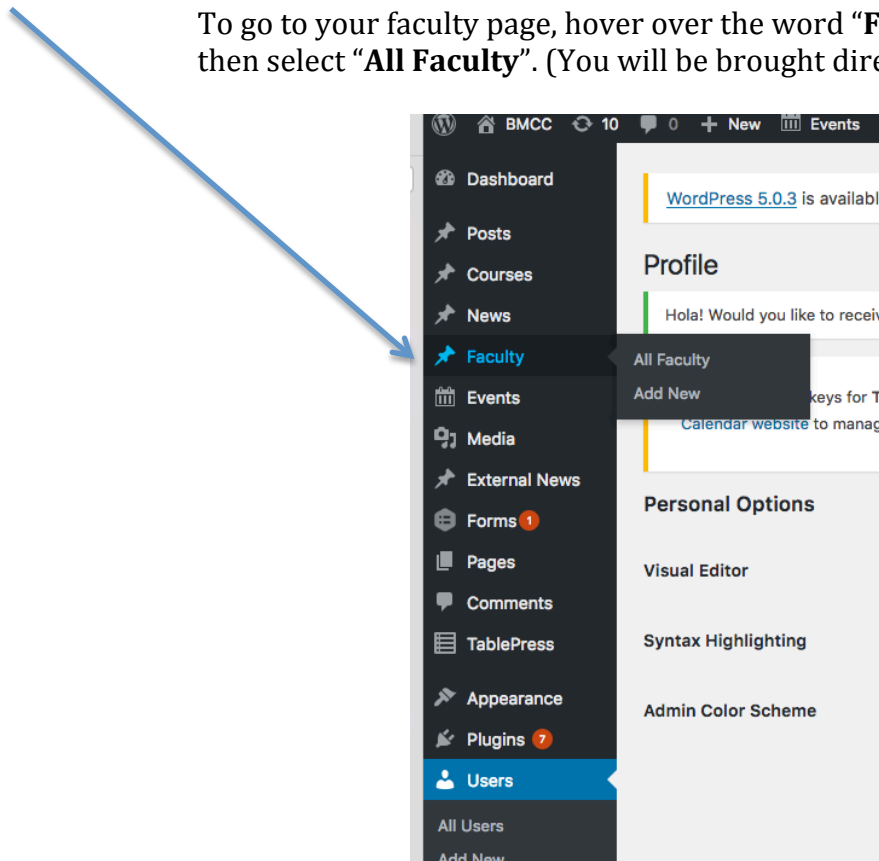


3) Log in to your faculty page with your Outlook email username (just the name part, not @bmcc.cuny.edu) and your Outlook password.



4) You will see your faculty profile from the backend of the site—the information here comes from CUNYFirst. If anything is incorrect on this page, we will report it to them.

To go to your faculty page, hover over the word **Faculty** on the left hand menu and then select **All Faculty**. (You will be brought directly to your faculty page)



5) Editing Your Faculty Page

Type, cut and paste, or edit text in the boxes.

Be consistent.
Abbreviate days: Mon.,
Tue., Wed., Thurs., Fri.,
Sat., Sun.

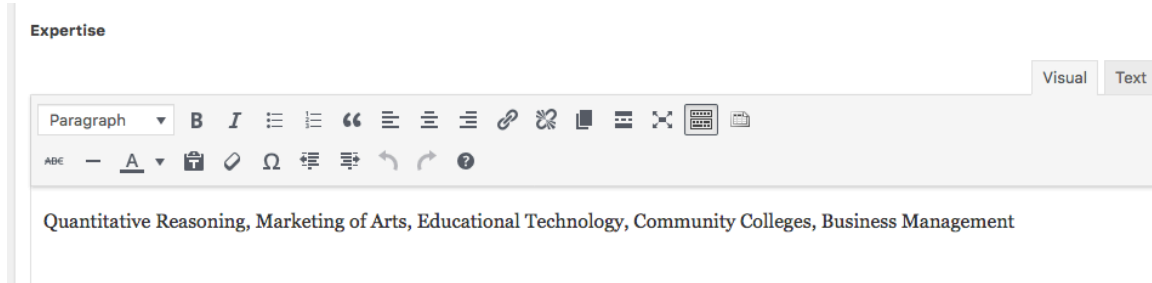
The screenshot shows the 'Edit Faculty' interface for a user named Mahatapa Palit. The 'Office Hours' field is currently set to 'Wed., Thurs. (10 a.m. - 12 p.m.)'. A blue arrow points to this field. The 'Bio' section contains the following text: 'Professor Mahatapa Palit has research interest in marketing of the arts; educational technology; community colleges as well as business management. Professor Palit started her career in marketing research and went on to get a doctoral degree in business management focused on consumer behavior. Before joining BMCC in 2003, she spent four years with a technology startup as its marketing director.' The 'Publish' sidebar shows the status as 'Published', visibility as 'Public', and an 'Update' button. The 'Post Attributes' section shows the order as 0.

Biographical Description

Use third-person singular to create a brief biographical description. You can include a hyperlink to your LinkedIn or personal professional website in the last sentence of your bio.

6) Expertise

Add your areas of expertise.



Expertise

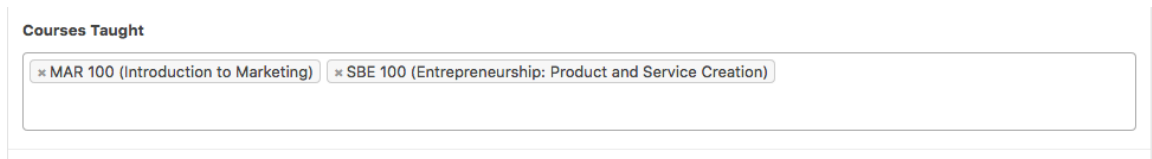
Visual Text

Paragraph B I [List Icons] [Quote Icon] [Link Icon] [Image Icon] [Table Icon] [Table Icon] [Table Icon]

ABE - A [Font Color Icon] [Font Size Icon] [Undo Icon] [Redo Icon] [Help Icon]

Quantitative Reasoning, Marketing of Arts, Educational Technology, Community Colleges, Business Management

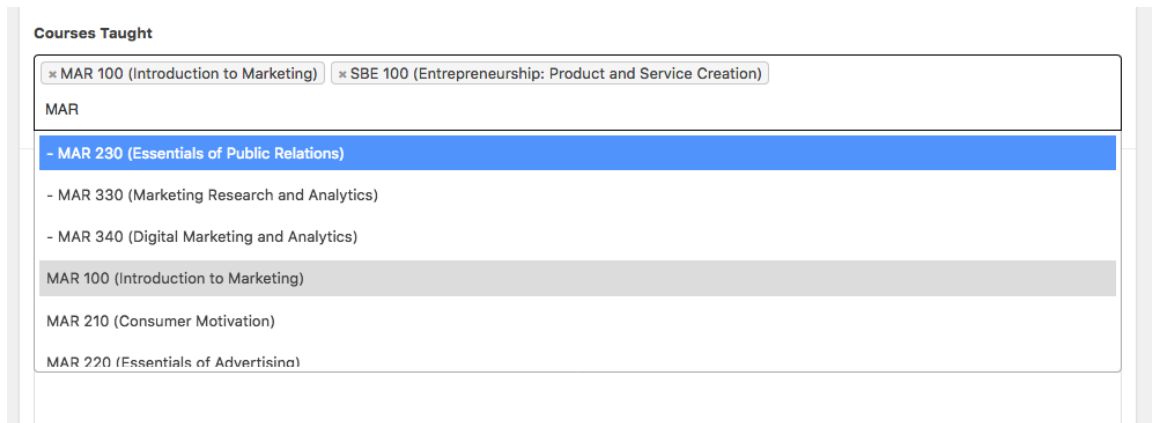
7) Adding Courses Taught



Courses Taught

x MAR 100 (Introduction to Marketing) x SBE 100 (Entrepreneurship: Product and Service Creation)

While in the Courses Taught field, type the three letter code for the subject, (ex. MAT, ENG, BUS, etc.) and you will get a drop down list of courses in that field to select from.



Courses Taught

x MAR 100 (Introduction to Marketing) x SBE 100 (Entrepreneurship: Product and Service Creation)

MAR

- MAR 230 (Essentials of Public Relations)
- MAR 330 (Marketing Research and Analytics)
- MAR 340 (Digital Marketing and Analytics)

MAR 100 (Introduction to Marketing)

MAR 210 (Consumer Motivation)

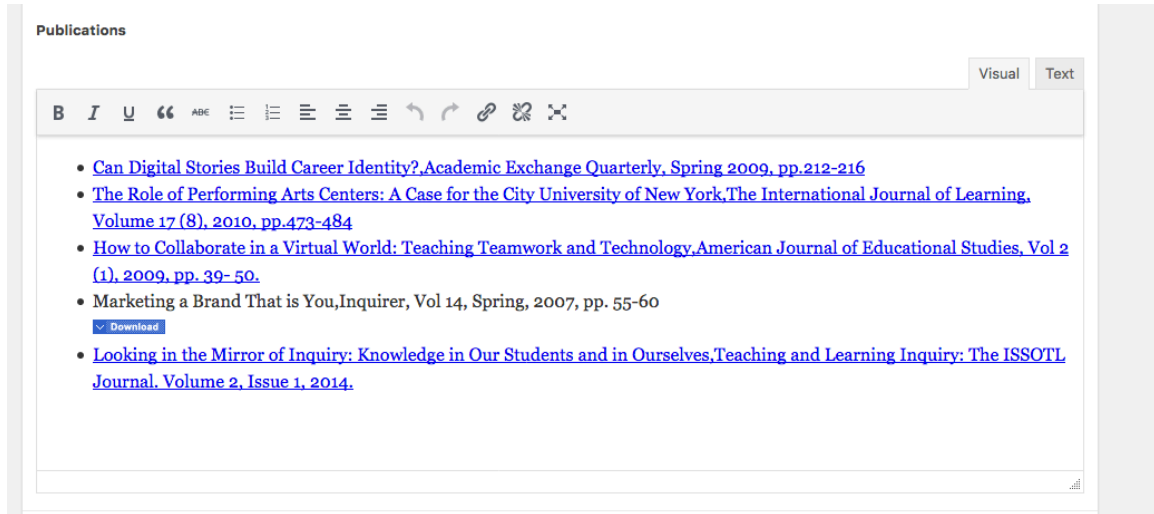
MAR 220 (Essentials of Advertising)

Changing Course Order

You can change the order of the courses by dragging them before or after another course.

8) Adding Publications

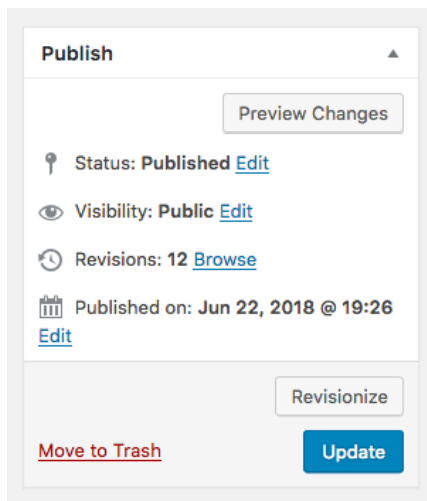
Type or cut and paste your publications in the Publications box.



Move the publications (drag and drop or cut and paste) to be in reverse chronological order, so that the newest publication is first)

You can hyperlink to online versions of your publication.

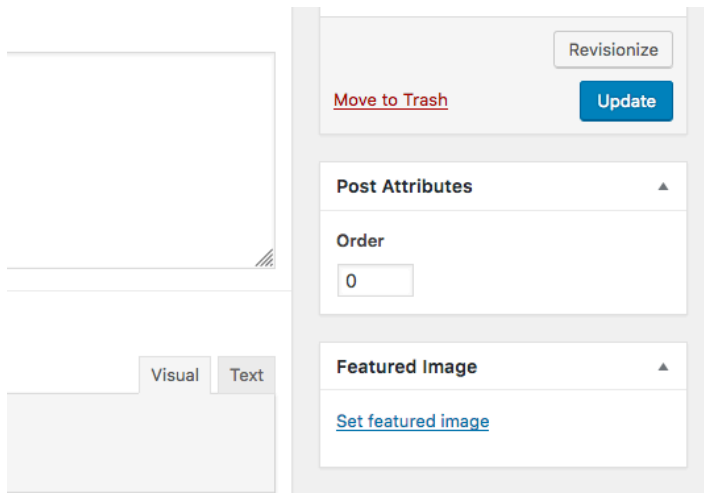
9) Select **Update** to save and publish your changes.



HEADSHOTS

Our photographer is available to take headshots of faculty. Please contact Public Affairs by phone (212) 346-8501 or email publicaffairs@bmcc.cuny.edu if you do not have a professional headshot on your faculty page.

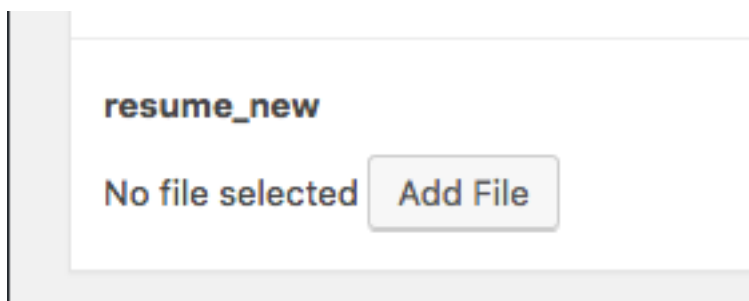
You can upload your photo using “**Set Featured Image**” on the lower right side of the screen.



After clicking Set Featured Image, you will be brought to the Media Library, where open a folder on the left to select your headshot or you can upload your own by selecting Upload Files.

RESUME

Scrolling down to the bottom of the page you will find a button to upload a resume or CV.



OFFICE OF PUBLIC AFFAIRS

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Jamal Jones, *Graphic Designer*

Jeff Wong, *Graphic Designer*

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Louis Chan, *Photographer/Social Media*

David Pangburn, *Videographer*

Public Relations

Lynn McGee, *Communications Manager*

John Cody Lyon, *Writer*

Web and Multimedia

Cynthia Blayer, *Web Content Manager*

Rob Gizis, *Graphic and Multimedia Design*