Welcome to the Faculty Online Profile manager. We hope that you find using the profile manager to be an intuitive and simple way to manage your professional Web site on the Teachers College Web.

The Faculty Profile Manager provides a simple way for creating an online profile of your scholarly work and interests, much like a curriculum vitae. It also allows you to associate yourself with areas of expertise that is used to connect your profile with news articles and the news media. The profiles are linked from department, program, and center web sites, as well as the faculty expertise guide (http://www.tc.columbia.edu/research/expertise.htm) and the online academic catalog (http://www.tc.edu/catalog, full-time faculty only). Full time faculty members using the tool for the first time will have their sites pre-populated with information from the official academic catalog.

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Login to CMS

1. Type http://cms.tc.columbia.edu on the address bar of the Internet browser.
   ⇒ You will be redirected to the Columbia University login page.
2. Login with your Columbia University Network Id (UNI) and Password.
   ⇒ If you do not know your UNI, need to create/activate one or forgot your password, visit http://uni.columbia.edu/.
   ⇒ If your UNI and password are correct, you will be redirected to the TC-CMS.
   ⇒ If you are only in charge of updating your profile (as opposed to being in charge of updating the content of some website), you will see the faculty profile welcome screen right away.
   ⇒ If you’re also in charge of editing other web content, you will see the TC-CMS main welcome screen instead (see next page).

Designating Other Editors to Edit Your Profile

You may name additional people with valid CUNIX accounts to ‘impersonate’ you in the system. These editors will be able to log in, with their CUNIX account and make updates and changes to your profile. If you wish to designate impersonation, contact the Office of the Web at (212) 678-3118 or email pa117@columbia.edu with the name of the editor and their CUNIX id.
The Welcome Screen

The welcome page provides information about how to access your profile online, help manuals, technical info and contact for questions.

Your menu will ONLY show the modules you have permission to modify.

- **Department Module**
- **Program Module**
- **Center Module** (for centers of research, admin offices and all other websites)
- **Faculty Module**

3. Click on the **Faculty Module** to access the content of your faculty profile.

⇒ You will see the “Impersonate” screen.

The Impersonate Screen

Select your name from the drop down menu and click on the “Impersonate Instructor” button.

⇒ You will see faculty profile welcome screen (second screenshot on p. 2)
Teachers College Content Management System (TC-CMS) Faculty Module

Locating Your Profile Online

All full time faculty can be found linked from the Teachers College Catalog at [http://www.tc.edu/faculty](http://www.tc.edu/faculty).

Your profile can be found at [http://www.tc.edu/faculty/index.htm?facid=youruni](http://www.tc.edu/faculty/index.htm?facid=youruni)

For example, [http://www.tc.edu/faculty/index.htm?facid=bil2001](http://www.tc.edu/faculty/index.htm?facid=bil2001)

Your profile sites are linked through department, program and center web sites as well. The web editor of your department, program or center will have the ability to add/remove affiliations to faculty profiles from their editor window.

Accessing the Content of Your Website

Use this bar to navigate to areas within the same module.

- **Basic Info**: Basic information about yourself and your display preferences.
- **My Documents**: A form to upload documents to be displayed on your website.
- **My Affiliations**: Affiliate yourself with courses, centers and areas of expertise.
- **Update Profile**: Provide different kinds of information about your academic work.
- **View Profile**: Preview of your online profile.
The Basic Info Screen

You can modify the following information:
1. Profile email.
2. Personal website.
3. Additional Title: your official title is comes from Banner. If you needed to change it, contact the HR office. You can use the “Additional Title” field to add other titles that you may hold, but it will NOT substitute your official title.
4. Office hours
5. Office location
6. Enter a middle name if you wish to display it on the website.
7. Select whether you want to display your first name/middle name.
8. Display Publication Listings w/Hanging Indent: allows your publication lists to display with a hanging indent. Otherwise, it defaults to regular web page paragraph formatting.
9. Display related news items: select “Yes” if you want to have a separate tab on your profile page that lists any news from the various TC publications that have been affiliated to you.

⇒ The related news appear on a separate tab in your profile.

10. Specify the kind of picture to be posted on your faculty page (The default is that no picture will be shown.)

⇒ “Use TC Photo”: to use the “official” TC photo on file with External Affairs.

** If you wish to preview the TC Photo, follow these steps and the photo will appear. If you are unhappy with the photo, just change it back to no picture. No changes will be made to your site in the meantime.

⇒ “Use My Photo”: to select and upload another photo (see next page for uploading a picture file).

⇒ “No Picture”

11. Click on button marked “Save Changes”.

12. A confirmation message appears at the top of the Basic Information screen: Successfully Saved Information!.

Clicking on any “Save Changes” or “Update…” button in CMS updates the information in the database. However, the actual information on the website is updated every 2 hours (on the even hours). Therefore, you might have to wait in order to see the changes displayed on your website.
Uploading a Photo Using the “Upload My TC Picture” Area.

⇒ If you selected “Use My Photo (below) but did not upload a photo, you will see a “There is no picture available.” message in place of a picture.

⇒ The photo that you upload needs to be resized or cropped to 180 X 200 pixels before uploading it to CMS. If you do not know how to do this, you can obtain help from our office.

1. Click on the “Browse” button to search for the picture in your computer.

2. Select the drive in your computer in which the picture is located (if it is in a different location than the default folder).

3. Double click on the folder that contains the desired picture.

4. Double click on your picture.

⇒ The file path will now appear in the field next to browse button.

5. Click on button marked “Upload Picture”.

⇒ The page will reload with your new picture displayed on the top right portion of the screen. (If you still see the old picture displayed, press and hold the CTRL key while pressing the “Refresh” button on the screen.)

⇒ You will see a “You've successfully uploaded the file.” message at the top of the screen.
**My Documents**

The “My Documents” page allows you to upload files to your faculty page. To upload files:

1. In the field marked “File Title” type the title for the document you wish to upload.
2. Type a summary for the document in the field marked “Summary”.
3. Click the button marked “browse” to select the desired file.
   a. Select the drive in your computer in which the picture is located (if it is in a different location than the default folder).
   b. Select the folder that contains the desired document.
   c. Click on “open”.
   d. Select the file that you wish to upload.
   e. Click on “open.”
   The document path should appear in the field next to the “browse” button.

4. Determine the accessibility of your document—Selecting the radio button marked:
   a. “Private item” will make the document accessible to you only.
   b. “Public item” will make the document accessible to all.
5. Click the “Upload File” button.
   ⇒ The uploaded file will be listed in the “Uploaded Files” area.
6. Repeat to upload additional documents.

To delete an uploaded document:
1. Click “Delete” next to the file you would like to remove.
   ⇒ You will see a dialog box request you to confirm your decision.
2. Click the “OK” button.
My Affiliations

The “My Affiliations” page allows you to designate:

⇒ The courses you teach.
⇒ The centers that you are associated with.
⇒ Your expert subject areas.

It will automatically initialize the Centers affiliations section. Clicking on My Courses or My Expertise will take you to a separate screen to establish your affiliations with TC courses and domains of expertise.

My Centers

To Affiliate Centers to Your Website

a. To unlink a center from your profile, scroll up or down the list on the right until you find the center you want to unlink, select it, then click on the left arrow. The center will be eliminated from the list to the right.

b. To link a center to your profile, scroll up or down the list on the left until you find the center you want to link, select it, and click on the right arrow. The center will now appear at the bottom of the list to the right.

c. If you’re done affiliating centers, scroll to the bottom of the page and click on the button to save these affiliations to the database. Otherwise, continue to the following section.

The Centers that are affiliated to your profile are listed on a separate tab.
To Affiliate Courses to Your Website

a. To **unlink** a course from your profile, scroll up or down the list on the right until you find the course you want to unlink, select it, then click on the left arrow. The course will be eliminated from the list to the right.

b. To **link** a course to your profile, scroll up or down the list on the left until you find the course you want to link, select it, and click on the right arrow. The course will now appear at the bottom of the list to the right.

c. If you’re done affiliating courses, click on the button to save these affiliations to the database.

Courses associated with your profile are listed on a separate tab.

The course descriptions come from the academic catalog. You do not have access to change them.
To Specify Your Areas of Expertise

a. To **unlink** an area of expertise from your profile, scroll up or down the list on the right until you **find the course** you want to unlink, select it, then click on the **left arrow**. The course will be eliminated from the list to the right.

b. To **link** an area of expertise to your profile, scroll up or down the list on the left until you **find the course** you want to link, select it, and click on the **right arrow**. The course will now appear at the bottom of the list to the right.

c. If you’re done affiliating areas of expertise, click on the **Save Changes** button to save these affiliations to the database.

When you indicate your expertise, people will be able to find you when searching for faculty with areas of expertise in the fields of interest by going to [http://www.tc.columbia.edu/news/expertise.htm](http://www.tc.columbia.edu/news/expertise.htm).
Update Profile

The update Profile page allows you to:

- add content to your online profile
- edit/delete existing content

Categories for which you have already entered content

More Categories

Content for the Selected Category
These three categories will always appear on your profile’s homepage regardless of how they are listed in CMS and whether you have more categories with content in your profile.

The rest of the categories appear on your profile’s about page.
Adding Content to Your Online Profile

1. Choose a category from the drop-down list that best fits the type of content you would like to add.
2. Decide whether you want the item to be public or private
   ⇒ Selecting the radial button marked “Private Item” will make the document accessible to you only.
   ⇒ Selecting the radial button marked “Public Item” will make the document accessible to all.
3. Enter your content, using the Text Editor.

Add / Edit the information using the various format options which work like most word processors.

Switch view buttons

- Normal corresponds to the edit view.
- HTML displays the HTML programming code behind your content. This allows you to directly edit the HTML code.
- Preview Allows you to preview the content within the text editor. You can test absolute links (links that include the full URL as opposed to links that are relative to your website).

Use to upload .jpg or .gif images to your faculty CMS website. You will need, then, to insert the image(s) into the desired piece of content (See Appendix A for instructions on how to use the “Insert Image” dialog box).

Use to upload different kinds of documents (e.g. .pdf, .doc, ppt, xls) to your department/program/center CMS website. You will need, then, to insert the file(s) into the desired piece of content (See Appendix B for instructions on how to use the “Insert Image” dialog box).

Use the - button to reduce the text editor
Use the + button to enlarge the text editor.
**Basic Info**
- Find/Replace
- Cut/Copy/Paste

**My Documents**
- Paste from Microsoft Word
  Use this button to clear extraneous Microsoft Word formatting that will interfere with the formatting of the website.

**My Affiliations**
- Undo
- Redo

**Update Profile**
- Heading/Paragraph Style
- Font Size
- Font Type
- Insert/Remove Links
- Insert Horizontal Line
- Special Characters
- Enlarge Editor

**View Profile**
- Remove Formatting
- Bullet Lists
- Numbered Lists

**Clean Up HTML**
Use this button to clear formatting that is interfering with the formatting of the website. Click on all buttons except the first one (“Remove All HTML Tags”).
**Step 3: Save Your Work**

Click the “Save Updates to Profile” button when you are finished editing the content of this section.

- You will see a confirmation message at the top of the screen: “Successfully Added New Content to your Vitae!”.  
- The content editor will empty.  
- The new category of information will now appear on the top portion of the screen, “Current Items to Edit/Delete” section.
Editing existing content

Content previously added to your vitae is listed under

Current Items to Edit/Delete

1. Click the category item you wish to update or its “Edit” link.
   ⇒ The category currently associated with the chosen vitae item will appear in the “Choose Category” dropdown menu.
   ⇒ The content appears in the editor box.

Step 1: Specify a Category

Choose a category:

- Private Item
- Public Item

2. If you wish to change the category, choose the new category name from the drop-down list.
3. If you wish to change the private/public status, select the appropriate radio button.

Step 2: Enter Your Content

4. Make the necessary changes in the text editor.
   ⇒ (See pages 13-15 for a thorough description of how to use the content editor.)

Step 3: Save Your Work

5. Click the “Save Updates to Profile” button when you are finished editing the content of this section.
   ⇒ You will see a confirmation message at the top of the screen: “Successfully Updated your Vitae!”.
   ⇒ The content editor will empty.
   ⇒ Your changes will be available on the faculty web page as soon as the system updates the pages.
Viewing Your Profile

View Profile allows you to:

⇒ See all the categories for which you have entered some information

⇒ If you see any items marked in red, this means you have specified them as private items and will not be displayed in the actual website.

Login Off

1. Click on “Log Off” on the left-hand column menu.
2. You will see a message confirming that you successfully logged off.