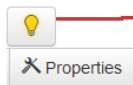


How to Edit Existing Faculty Profile Pages

Start by finding the faculty profile page you want to edit on the website. Then log into OU Campus. The page you want to edit should be in Edit mode.

Multiple areas of a faculty profile page are accessed via 1 of 3 ways, demonstrated in the screenshot below and described in detail in this document:

1 - Edit Faculty Name



Kim Donaher

Home / Academics / Agriculture Division / Faculty & Staff / Kim Donaher

2 - Edit Faculty Photo and Details



Professor of Agriculture Business

Phone: (209) 384-6298

Email: Send A Message

3 - Edit Faculty Page Content



Office Location

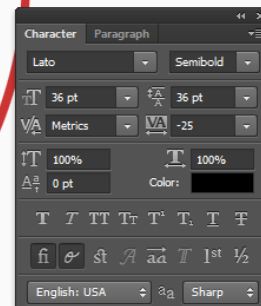
Ag-10A
Merced Main Campus

Education

A.S. Modesto Junior College
B.S. Cal Poly, San Luis Obispo
M.S. Cal Poly, San Luis Obispo

Classes Taught

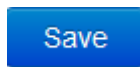
- Intro to Ag. Business
- Agricultural Economics
- Agricultural Accounting
- Agricultural Marketing
- Farm Management
- Agricultural Sales and Communication
- Agricultural Computer Applications
- Agricultural Leadership
- Agricultural Ambassadors



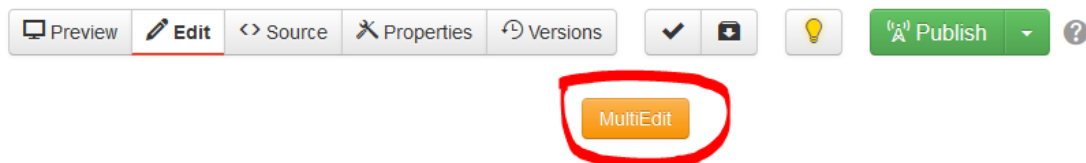
1. Edit Faculty Name: Click on the Properties for the page:



If the page is checked out (lightbulb will be lit), the page parameters will be accessible which is where you can edit the faculty name. Click the blue Save button at the bottom of the page when you are done making edits:



2. Edit Faculty Photo and Details in Profile Box: An orange “MultiEdit” button is available for profile pages only:



Click on the MultiEdit button to make edits. Click the blue Save button at the bottom of the page when you are done making edits:



3. Edit Faculty Page Content: Click the green “Main Content” button to access to the main body of the page.



When done making edits, Save then Publish.

