

IUPUI School of Science - Web User Guide, Directory Profile Page

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LOGIN

There are eleven School of Science websites, one main Science site, the PREPs pre-professional site and nine department sites.

- School of Science, Biology, Chemistry & Chemical Biology, Computer & Information Science, Earth Sciences, Mathematical Sciences, Physics, Psychology, Forensic & Investigative Sciences, Neuroscience, PREPs

1. Go to your department website and click on the "Log in/Create account" link at the very bottom of any page on the site (below the black footer with each department website link, directly under PREPs).



2. Log in using your IU account username and passphrase.

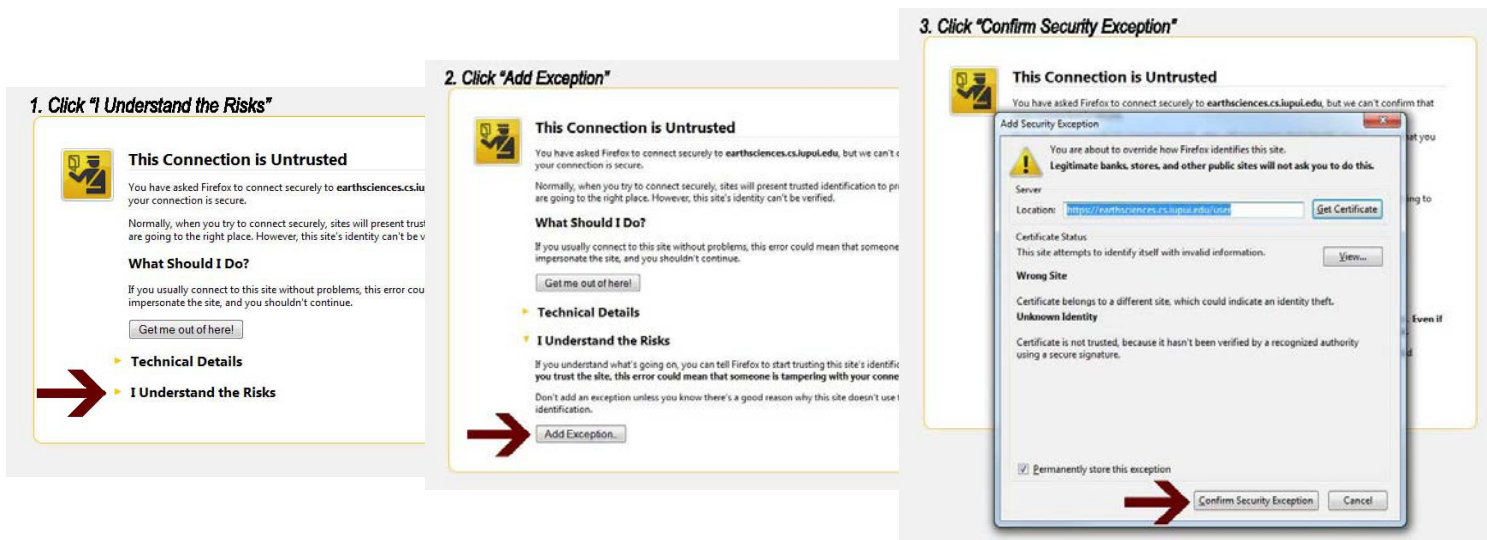
- **IF YOU GET 'THE SITE IS NOT TRUSTED OR OTHERWISE UNSAFE' MESSAGE**

No cause for alarm. Your username and password are safe and being encrypted. Encryption is part of the School's security setup known as SSL certificates. Go to the settings of your web browser and add the school of science website (or your dept. website) as an exception to your web browser. Then, the warning message will not show up again.

- **IF YOU GET A 'LOGIN RESTRICTED' MESSAGE**

"Login Restricted: You are seeing this page due to current login restriction settings of this site. To login, please connect via IU SSL VPN or by using a computer located on an IU or IUPUI campus with a network connection."

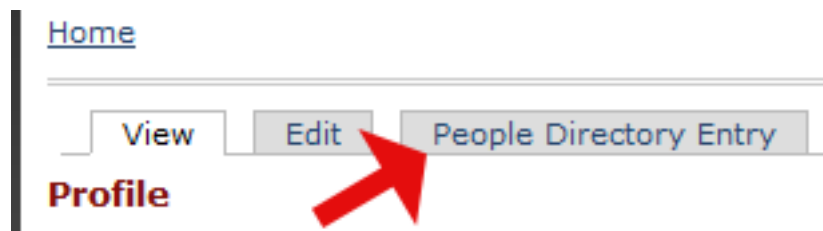
- This message will occur if you are using a home laptop or a computer not in IU's network. Only computers at your IU office work station or on-campus workstations will give you access to the school of sciences websites.
- You can only login to the School of Science websites if you are in the IU network at a campus workstation OR if you have VPN installed on your computer or mobile device. If you are trying to login remotely (from home or a mobile device, for example) you will not be able to until you install an IU SSL VPN on your home computer or cell phone.
- If you'd like information on how to connect from off-campus using IU SSL VPN, install IU's SSL VPN from a Windows or OS X workstation (<https://kb.iu.edu/d/aygt>)



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ACCESS YOUR DIRECTORY PAGE

- Once you've successfully logged in (following the above directions), you'll see your user account screen. (If you don't see your user account screen, click the "My Account" link located in the footer at the very bottom of any page on your departmental website. (If you are already logged into the site, navigate to your directory page and click the "Edit" tab.)
- Click the **People Directory Entry** tab. (If you are a grad student, you should see a tab for "Graduate Student Directory Entry".) [/directory](#)



- Make the appropriate corrections and additions to your directory entry. Some fields have already been pre-filled; make sure that they are still accurate. *Please refer to the sections below for tips on making content changes using this interface.*
- When you have finished making changes, click Save (BOTTOM OF PAGE). Because of site caching, it's possible that changes you make here will not be visible to anonymous website users (ie. site visitors who aren't logged in) for an hour. Feel free to contact the Web Specialist to have the site cache manually cleared.

AVAILABLE CONTENT FIELDS

FACULTY/STAFF

- Profile Image***: Upload headshot and crop as needed.
- Intro or Personal Statement**: Introduce yourself, your teaching philosophy – whatever you would like to highlight.
- Education History**: List each degree, date awarded, school and location
- CV File***: Upload your CV
- Awards + Honors**: List the name and date of internal and external awards you have received.
- Professional Affiliations**: List the name, your role, and dates of involvement with professional organizations.
- Teaching Assignments**: List your current and/or past teaching assignments.
- Class/classroom lab URL***: Link to course website if appropriate.
- Editorial**: List any publications for which you have been the editor.
- Research Areas***: Selection corresponds to research areas listed on site. These have been determined by the department. Recommendations for changes/additions can be sent to sosweb@iupui.edu.
- Current Research**: Provide an overview or describe your current research areas. You may insert links and photos as needed.
- Research Site***: Paste the URL for your lab website.
- Grad Students***: Select the grad students who work in your lab to link to their directory/profile page. If one of your students is not listed, email sosweb@iupui.edu
- Recent Center Affiliations***: Select the organizations with which you are affiliated. If an organization should be added to this list, email sosweb@iupui.edu
- Select publications**: List all or recent publications. You may also link to article.
- Field Trips**: Created for Earth Sciences.
- Patents + Patent Applications**
- Personal Website URL, LinkedIn URL, Twitter URL, Blog URL***
- Graduate Training Faculty**: If you select this, you will be listed in the graduate training faculty Directory. Currently used on the [chemistry](#), [biology](#), and [psychology](#) website.
- Advisor**: Select if you are an undergraduate or graduate advisor

*These items will show up on the right side of the page under your photo and contact information.

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GRADUATE STUDENTS

- **Profile Image:** Upload headshot and crop as needed.
- **CV File:** Upload your CV
- **Education:** List each degree, date awarded, school and location
- **Research Areas:** Selection corresponds to research areas listed on site. These have been determined by the department.
- **Research Interests:** Provide an overview or describe your current research areas. You may insert links and photos as needed.

CONTENT FORMATTING USING THE TEXT EDITOR (WYSIWYG – PRONOUNCED WIZZYWIG)

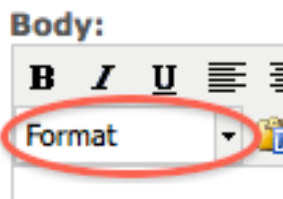
Managing site content is relatively easy once a user becomes familiar with how it's done in the Drupal interface. **For best results, it's recommended that you use the Mozilla Firefox web browser when making content changes to the website.** It's worth mentioning also that Drupal uses the term "node" to refer to a piece of content in general. E.g. a static content page, an event or headline page, and faculty/staff profiles are all different types of nodes.

The text editor that you'll be using on the site is the TinyMCE WYSIWYG (or "what you see is what you get") HTML editor. This allows you to create and edit HTML text, insert images, etc. without needing to know HTML code. The interface is very similar to that of Microsoft Word (see toolbar image below). **NB: While the text editor will give you a rough approximation of how your content will look, you'll need to actually save the content in question and view it to make sure it looks the way you'd like it to.**

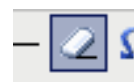


There are several tips/tricks to make sure content looks right:

- **Paragraph/headings.** Sometimes lines of text in the WYSIWYG editor will be much larger for no apparent reason. In these instances, make sure that "Paragraph" is selected from the dropdown menu in the WYSIWYG toolbar (see image below). (If it says "Heading 2", "Heading 3", etc. the associated text will show up differently on the webpage.)



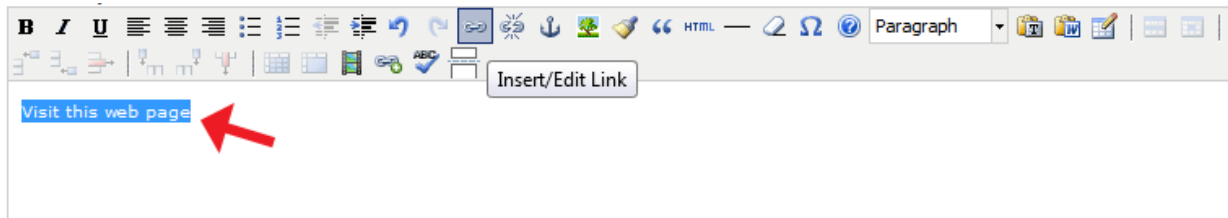
- **Extra empty spaces/paragraphs.** When working on content (esp. when you're copying content in from another webpage or a Word document), make sure that there are no empty spaces/paragraph returns at the bottom of your content. This makes sure that the look of the page will be as clean as possible.
- **"Remove Formatting" Button.** If you've tried the above and are still experiencing difficulties with your content showing up correctly (e.g. in the standard website font, typeface size, color, etc.), you may try highlighting the trouble text and clicking the Remove Formatting button () in the toolbar.
- **Help.** If you still are experiencing issues, please feel free to contact sosweb@iupui.edu



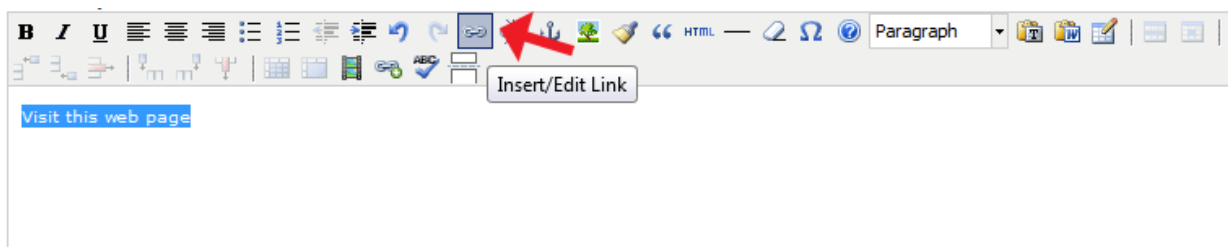
ADD A LINK TO ANOTHER WEB PAGE

Using the WYSIWYG, you can link text to another web page.

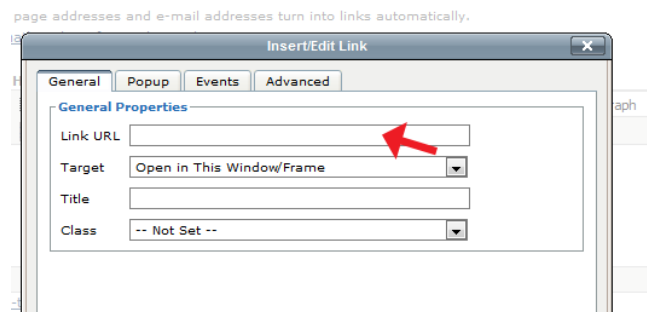
1) Highlight text.



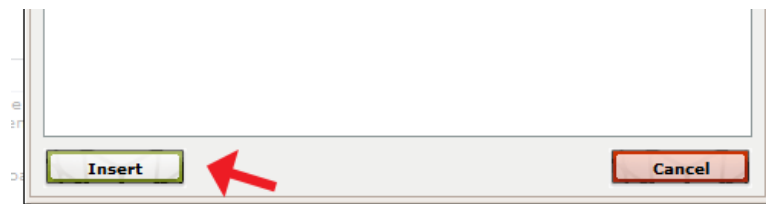
2) Click the Link Icon



3) Paste URL



4) Click Insert

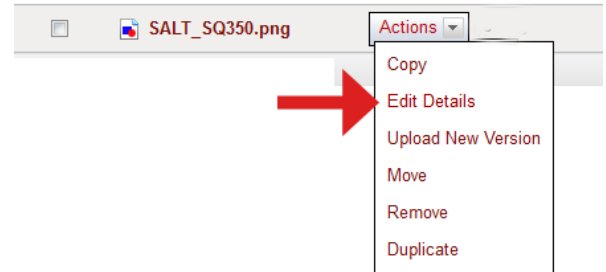


ADD PHOTOS

GET THE URL OF PHOTO

Photos must be uploaded to your Oncourse or other personal website. In Oncourse:

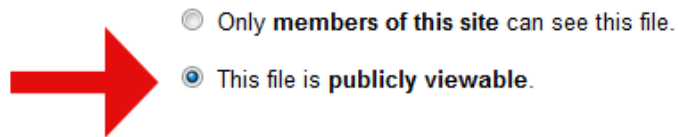
- 1) Go to the photo/image that you want to add to your page.
Select "Edit Details" from the "Actions" drop down menu.



- 2) For "Availability and Access," check "This file is publicly viewable."

Availability and Access

Choose who can see this item.



- 3) Copy the URL.

Web address (URL)

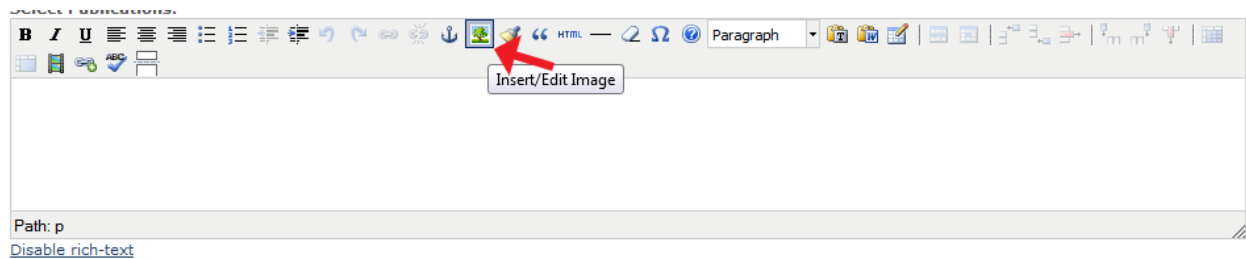
Select URL (for copying) | Open | Short URL

https://oncourse.iu.edu/access/content/user/nkmazano/SALT_SQ350.png

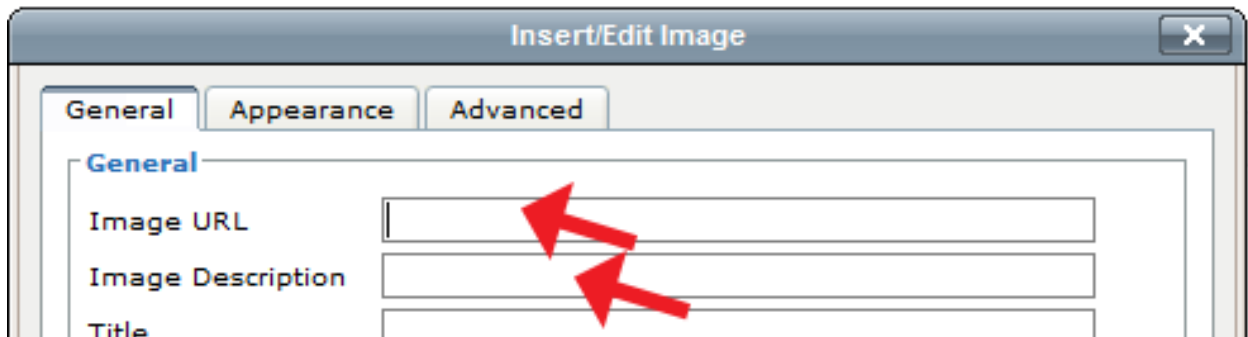
ADD TO CONTENT FIELDS ON DIRECTORY PAGE

To include a photo in one of the content fields:

- 1) Click the picture icon

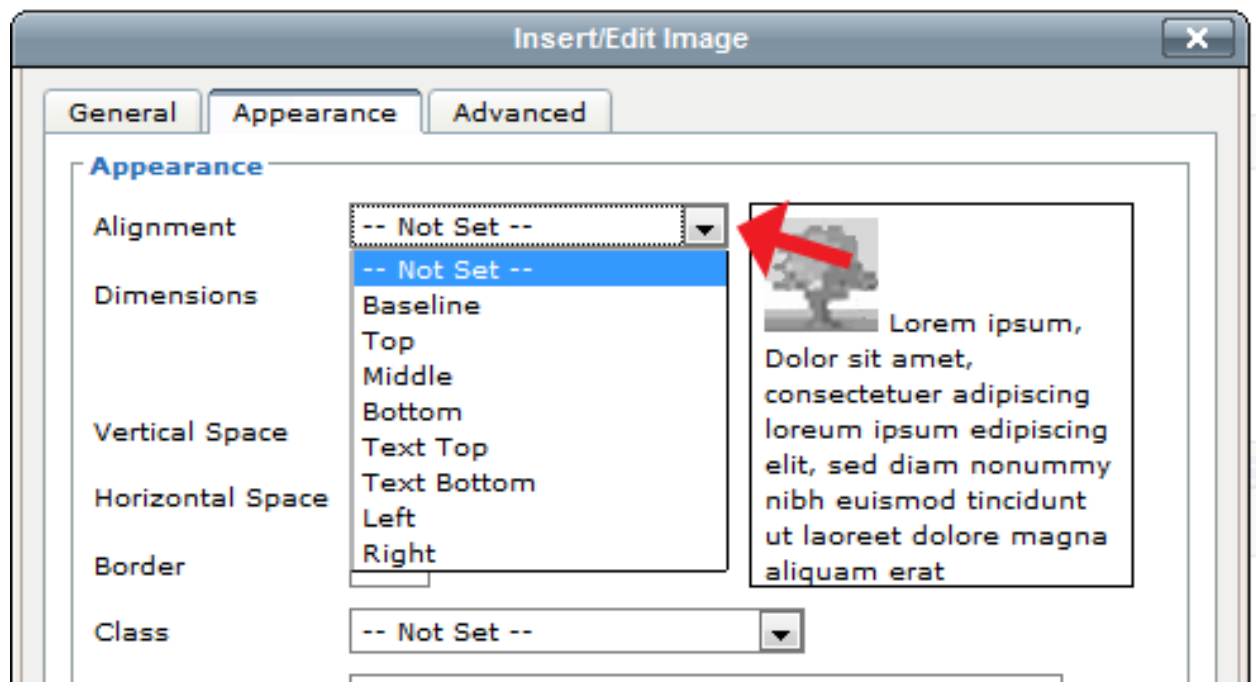


- 2) Paste the URL of photo and type in a description of the image



- 3) Click the "Appearance" tab

- a. To wrap text around the photo, select the alignment drop down (typically right or left works best)



- b. Additional fields for formatting:

- i. Vertical space – creates space above and below image (typically 5 is a good number)
- ii. Horizontal space – creates space to left and right of image (typically 5 is a good number)
- iii. Border – adds a black border around image

QUESTIONS, CONCERNS, IDEAS

For any questions related to the site, email sosweb@iupui.edu or contact Natalie at 317-274-0618.