## Managing faculty profiles and lists



The information at the top of the profile (name, title, contact info, etc.) which appears above the line of tabs is contained in the first content module, which is labeled with your name, and below that you see "Faculty Profile."

Order	Name	Version	Status	Last modified	Publish date			ε
+	Abel Sheri	1.0	Approved	October 29, 2018 3:52 PM	N/A	✿ Actions ◄	*	C
+	Sheri Abel Container	1.0	Approved	October 29, 2018 3:52 PM	N/A	♦ Actions. •	*	1
+	Biography & Faculty Add a Tab	2.0	Approved	December 29, 2018 8:18 AM	N/A	♦ Actions +	*	
+	Education & Faculty Add a Tab	1.0	Approved	October 29, 2018 3:53 PM	N/A	♦ Actions +	*	
÷	Areas of Expertise	2.0	Approved	December 29, 2018 8:19 AM	N/A	♦ Actions +	*	
÷	Professional Affiliations	2.0	Approved	December 29, 2018 8:19 AM	N/A	♦ Actions +	*	
÷	Presentations	3.0	Approved	January 23, 2019 2:21 PM	N/A	♦ Actions +	*	
÷	Courses Taught	2.0	Approved	January 17, 2019 2:03 PM	N/A	♦ Actions ◄	1	
÷	Research	1.0	Approved	October 29, 2018 4:03 PM	N/A	♦ Actions ◄	*	
÷	Academic Service	2.0	Approved	January 17, 2019 2:03 PM	N/A	♦ Actions ◄	1	
÷	Selected Publications	2.0	Approved	December 29, 2018 8:35 AM	N/A	Actions -	1	

Clicking on this module (the blue text with your name).....

## ...will reveal the fields of information that are available.

ontent type : Faculty Profile		This	s field is Last name / First name for the
Name *	Abel Sheri	A crea	ation of alphabetized lists.
Faculty Name *	Shen Abel, Ph.D. This field is with your	s name as you woul degree (Ph.D., M.Di	d like it to appear on the profile, v., M.F.A., etc.)
Faculty Image 22,0x300 *	Sh Abi	eri Abel - 200x300 al-Sherl-(1)-200x300.jpg (11.0 kB) > Media Library > variants	You can change your photo image, but it will need to be uploaded to the Media Library and cropped and sized to 200 x
Fields with	image/normal		300 pixels. We can help with this.
the red	Select media X Clear selection	≛ Download	
required.	* Female	Official title(s) of the fact person	utry (
Faculty Title *	Associate Professor of French	•	
	This field	should show your	official title plus other
	responsi	bilities such as depa	rtment chair, directorships, etc.
Year Started	2003		
Phone	630.752.5716		£
			Optional fields. If you don't
Office Location	Wyngarden 216		place any information here,
			the heading will not appear
Office Hours			on your prome.
Contact Email Address *	Shen Abel@wheaton.edu Whether your prof to our pro	or not you want yo ile, we ask that you ofiles will take adva	ur e-mail address to appear on enter it here. Future upgrades ntage of the address being here.
Office Hours Contact Email Address *	Enter some text Sheri Abet@wheaton.edu Whether your prof to our pro	or not you want yo ile, we ask that you ofiles will take adva	the heading will not appea on your profile. ur e-mail address to appear on enter it here. Future upgrades ntage of the address being here.

More on the next page....

Faculty Musical Instrument	Select some options Specifically for Conservatory instructors
Facebook Link	Enter some text
Twitter Link	Enter some text  Social media links are optional, and if you enter your info for any of these options, the icon for that social
Instagram Link	Enter some text media platform will appear on your page, and this icon is a clickable link to your
Linkedin Link	Enter some text

If your C.V. (PDF is preferable) is uploaded to the Media Library, it can be selected from here so that is available as a download from your profile page. If you do select your C.V. in this way, a button will appear on your profile page for this purpose. If not, the button does not appear.

Link to CV

External Link to CV

If you have your C.V. posted somewhere other than the Wheaton website, then you can past the URL (web address) in this field. If a URL is pasted here, the C.V. button will appear on your profile page.

The lists of faculty teaching in a given academic discipline are automatically created based on this information. Check to be sure that the right programs are selected for you. If not, click on the "x" in the left of the blue field to remove it. Then the field is a pull-down menu from which to select the appropriate one(s).

the u you ty.

CV Link Name Department * Faculty Type * Areas of Expertise	Enter some text   French Modern and Classical Languages  All Faculty Associate Professor  Select some options	Be sure to check this field to ensure th faculty status is correct. If not, you car small "x" on the left side of the blue fie remove it. Then this field is a pull-dow with all of the designations listed so yo choose the correct one. "All Faculty" n are listed in the full alphabetized list o	at you click t eld to n men ou can neans y f facult
會 Delete		Canoel Save changes	

This field is used only by the Media Relations department for the Expert Files program.



The tabs in this display are accessible as individual modules of information in TerminalFour. The names of these tabs are editable, and new ones can be added easily. They can be easily deleted, as well.

This "container" module is simply the "basket" that holds all of the tabs together. You will never need to access this – hence the text here is not in blue.

Display	y All 🔻 records				Filter:			
Order	Name	Version	Status	Last modified	Publish date		•	
+	Abel Sheri & Faculty Profile	1.0	Approved	October 29, 2018 3:52 PM	N/A	♦ Actions -	*	
+	Sheri Abel Container & Faculty Tab Container	1.0	Approved	October 29, 2018 3:52 PM	N/A	♦ Actions -	*	
+	Biography & Faculty Add a Tab	2.0	Approved	December 29, 2018 8:18 AM	N/A	Actions -	*	
÷	Education & Faculty Add a Tab	1.0	Approved	October 29, 2018 3:53 PM	N/A	Actions -	1	
÷	Areas of Expertise	2.0	Approved	December 29, 2018 8:19 AM	N/A	Actions -	1	
÷	Professional Affiliations	2.0	Approved	December 29, 2018 8:19 AM	N/A	Actions -	1	
÷	Presentations	3.0	Approved	January 23, 2019 2:21 PM	N/A	Actions -	*	
÷	Courses Taught	2.0	Approved	January 17, 2019 2:03 PM	N/A	♦ Actions -	1	
÷	Research & Faculty Add a Tab	1.0	Approved	October 29, 2018 4:03 PM	N/A	Actions -	*	
÷	Academic Service	2.0	Approved	January 17, 2019 2:03 PM	N/A	Actions -	1	
+	Selected Publications & Faculty Add a Tab	2.0	Approved	December 29, 2018 8:35 AM	N/A	Actions -	*	
÷	Books & Faculty Add a Tab	2.0	Approved	December 29, 2018 8:36 AM	N/A	Actions -	*	
÷	Back to program button	1.0	Approved	November 16, 2018 9:14 AM	N/A	Actions -	*	

The order in which these tabs appear on your profile can be changed simply by clicking on the cross-shaped "handle" on the far left and dragging that element up or down the list.

The lists of faculty for a given academic discipline are created automatically from the designation in the "Faculty Type" field described above. Faculty are listed alphabetically by last name down the page. Since this page is created automatically, it doesn't need to be edited. As long as the fields of information in the faculty profile are maintained, this page will display the proper faculty members.

1

Modern & Class	ical Languages Faculty	1
		SHARE <
Home / Academics / Proorams / Modern and Classical	Languages Faculty	
Menu		
Choosing a Language	Sheri Abel, Ph.D. Associate Professor of French	
Languages Faculty		
Language Placement Testing	Sharenda Barlar, M.A. Associate Lecturer of Spanish	
Classical Languages - Greek, Latin, Hebrew		
French	Stephanie Gates, Ph.D.	
German	Assistant Professor of Spanish	
Mandarin Chinese		
Spanish	Associate Professor of German, Department Chair	
Language Learning Center	A C	
	Christine Goring Kepner, Ed.D. Associate Professor of Spanish	
ContactUs	Associate Professor of Spanish	

In the same way, the full list of faculty, also alphabetized by last name, is automatically created from the data entered on the faculty profile.

Wheaton Coll	ege Faculty
	share 🔩
Home / Academics / Faculty	
Menu	Groupe Custom Search G,
The Liberal Arts at Wheaton College	SheriAbel, Ph.D.
The Value of a Wheaton Education	Associate Professor of French
Programs	Andrew Abernethy, Ph.D.
Graduate School Programs Global and Experiential Learning	Associate Professor of Old Testament; Degree Coordinator - M.A. in Biblical Exegesis
Faculty ^	Military Science Instructor Military History Instructor
Facuity Emeriti	
Faculty Awards and Grants	Kathryn Alexander Aasistant Professor of Politics
Library and Archives	

If you have any questions, please contact MarComm at TheWeb@wheaton.edu.