

Faculty/Staff Websites

Create your personal Kean website using the CPD* template.

Objective:	To create a personal Kean website. The website may include a professional biography, curriculum vitae, publications, graphic portfolio, webliography, bibliography, teaching schedule, course information, and access to downloadable course material and syllabi.
You will need:	Microsoft FrontPage Microsoft Word text Digital images (.jpg format)
You will learn:	To create a space for your website on your computer. To convert your folder into a FrontPage Web. To open your site in FrontPage. To customize your homepage. To insert images and apply content to the web pages using the text from your document(s). To format your content from within FrontPage using formatting tools. To hyperlink internally to different parts of your Web pages using the menu. To hyperlink externally to different Web sites on the internet. To upload your site files to the Internet.



Website Structure

The default template comes with...

Folder/File	Description
_derived _private _vti_cnf _vti_pvt	FrontPage folders that must reside in your Website.
classes [FOLDER]	Contain all files pertaining to your classes
images [FOLDER]	Contains all image files (.jpg, .gif, .jpeg)
classes.htm	Lists all of the classes you are currently teaching as well as previously taught classes.
links.htm	List all related internet resources.
schedule.htm	A grid displaying office hours and class times.
stylesheet.css	A Cascading Style Sheet (CSS) which is a simple mechanism for adding style (e.g. fonts, colors, spacing) to Web documents.
Welcome.htm	Homepage

Publishing your website files and folders to the Internet

Local PC	Remote Web Server
C:\...\My Documents\My Webs\[mywebsite]	ftp://turbo.kean.edu/~[TurboID]/WWW
All of your website files and folders must be placed in this folder.	All of your website files and folders must be placed in the WWW folder.

The three most important things to have...

Remote Web Server Address: ftp://turbo.kean.edu/~[TurboID]/WWW

Login: [Your Turbo ID]

Password: [Your password]

Use of the Disclaimer

This is the default disclaimer that we encourage be on all Kean personal Websites:

“Kean University Personal Page Disclaimer

The opinions, interests, and activities expressed on this page are strictly those of the page author. Individuals who maintain personal pages assume responsibility and liability for the content of their documents. The contents of this page have not been reviewed or approved by Kean University.”

Frequently Asked Questions

Who

Who do I go to about a faculty Website?

You can come to Center for Professional Development in Library Room 145 or call x74657.

Who is responsible for maintaining my faculty Website?

Ultimately you are responsible for maintaining your Website. Center for Professional Development provides training to support your learning Microsoft FrontPage and other related tools and techniques.

Who do I go to for help with my faculty Website?

The Center for Professional Development Web Designer can assist you. For appointments, please call x74657.



What

What is a faculty Website?

A faculty Website is space provided on the Kean University network for faculty members to post information about themselves and the classes they teach including course materials and related resources.

What can I do with a faculty Website?

A faculty Website facilitates the distribution of course materials such as syllabi, handouts, Microsoft PowerPoint presentations, Excel sheets, and other related resources. Hours at the copier can be eliminated; your students will need only go to your Website to retrieve prepared course documents. For future information, you can post your curriculum vitae and/or biography.

You can attach a blog (a.k.a. Web Log or online journal). Blog uses in the classroom: teaching to blog; communication tool for students; modeling for students; and personal reflection (intelligent comment and pedagogical insight). [Thank you to Professor Nelson for "Blog uses in the classroom" <http://www.kean.edu/~cnelson>]

What do I do to get a faculty Website?

Obtaining a faculty Website is a two-step process. First you must acquire a Kean Web Account from Computer Services. Second, you must make an appointment with the Center for Professional Development Web Designer

What computer programs do I use to create and maintain my faculty Website?

Microsoft FrontPage is the most common Website creation/maintenance tool on Kean campus. This program is accessible from the Center for Professional Development computer lab. If you would like to access FrontPage from your campus office computer, please inform Center for Professional Development.

What are the basic rules for content?

Please see the Kean Faculty Websites Policies and Procedures in this guide.

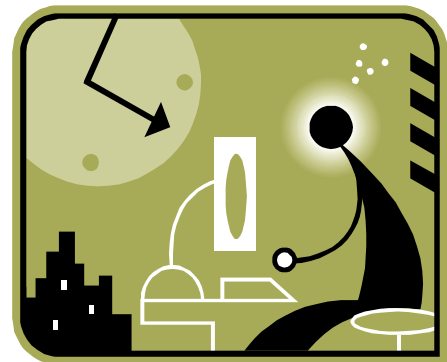
When

When can I get a faculty Website?

You can get a faculty Website anytime during the school year.

When will I receive my Web Account login and password?

OCIS requests an allowance of 5 business days for processing.



When can I go to Center for Professional Development for help?

You can go to Center for Professional Development for help anytime during office hours. Our Fall and Spring semester hours are Monday thru Friday, 9a-8p. Summer hours are Monday thru Thursday, 8:30a-5:30p.



Why

Why should I have a Website?

Faculty Websites show professionalism and facilitates the presentation of our fields' coverage. They offer an easy way to make contacts within and outside your area of interest and the Kean community. Fostering of department community and promoting the faculty members. Course materials are readily accessible. Generally, students will have no excuses for not having previewed or brought in material that is accessible from your Website.

How

How do I obtain a faculty Website?

Obtaining a faculty Website consists of two parts: obtaining a Web Account and building your Website. Getting a Kean Web Account is easy. Just fill out the "E-Mail/Web Account Request Form" and return it to Computer Services in CSS-113. To start building your Website, make an appointment with Center for Professional Development.



How do I maintain my faculty Website?

You can maintain your faculty Website with Microsoft FrontPage, the de facto on campus Website maintenance tool. Mac users will need to use Macromedia Dreamweaver™ or a similar web authoring tool. Let us know if this applies to you.

What if I don't have FrontPage? How do I get it?

If you do not have FrontPage installed on your office computer, you can download Microsoft Office™ from the OCIS Website at the following web address:

<http://www.kean.edu/~ocisweb/software.htm>.

For a comprehensive list of Microsoft FrontPage training tutorials, visit

<http://office.microsoft.com/en-us/training/CR061832701033.aspx>

That's it!

You are well on your way to becoming master of your own faculty Website!

