

Editing your faculty website via Faculty Web

2018

LOGGING IN

KSU | Faculty Web - Sara Blunk

facultyweb.kennesaw.edu/sblunk/index.php

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Faculty Web Pages / Sara Blunk

Sara Blunk

Courses

Degrees

Research

Syllabi

Contact

Phone:

Email: sblunk@kennesaw.edu

Office Location:

Office Hours:
By appointment only

UNIVERSITY CONTACT INFO

Kennesaw Campus 1000 Chastain Road Kennesaw, GA 30144 Phone: 470-578-6000	Marietta Campus 1100 South Marietta Pkwy Marietta, GA 30060 Phone: 470-578-6000
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INFORMATION FOR

- Current Students
- Future Students
- Faculty & Staff
- Community & Visitors
- Alumni & Friends
- Business & Industry

OUR INITIATIVES

- Global Affairs
- Diversity & Inclusion
- Community Engagement
- Sustainability
- Online Learning

RELATED LINKS

- Libraries
- Arts, Culture and Museums
- Job Opportunities
- Majors & Programs
- Financial Aid
- Registrar
- Housing

Begin your Faculty Web website

[http://facultyweb.kennesaw.edu/\(yourNetID\)/index.php](http://facultyweb.kennesaw.edu/(yourNetID)/index.php)

LOGGING IN

The footer of the Kennesaw State University website is divided into four columns: UNIVERSITY CONTACT INFO, INFORMATION FOR, OUR INITIATIVES, and RELATED LINKS. At the bottom, there is a copyright notice: © 2015 Kennesaw State University. All Rights Reserved. A red arrow points from the text 'Click on the © copyright at the very bottom of the page to get to the login screen.' to the copyright symbol.

UNIVERSITY CONTACT INFO	INFORMATION FOR	OUR INITIATIVES	RELATED LINKS	
Kennesaw Campus 1000 Chastain Road Kennesaw, GA 30144 Phone: 470-578-6000	Marietta Campus 1100 South Marietta Pkwy Marietta, GA 30060 Phone: 470-578-6000	Current Students Future Students Faculty & Staff Community & Visitors Alumni & Friends Business & Industry	Global Affairs Diversity & Inclusion Community Engagement Sustainability Online Learning	Libraries Arts, Culture and Museums Job Opportunities Majors & Programs Financial Aid Registrar Housing

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Click on the © copyright at the very bottom of the page to get to the login screen. (It will turn yellow when you hover your mouse over it.)

The Central Authentication Service login page features the Kennesaw State University logo at the top. Below the logo is a form titled 'Enter your NetID and Password'. The form has two input fields: 'NetID:' and 'Password:'. The 'NetID:' field contains the text 'sblunk'. A red arrow points from the text 'Login with your KSU Net ID and password.' to the 'NetID:' field. Below the input fields are 'LOGIN' and 'clear' buttons. To the right of the form, there is a text box with contact information: 'For questions or assistance, please contact the KSU Service Desk at service@kennesaw.edu or 470-578-6999.' and two links: 'Forgot your password?' and 'Don't have a NetID?'. At the bottom of the page, there is a copyright notice: 'Copyright © Kennesaw State University. All rights reserved.'

Central Authentication Service

Enter your NetID and Password

NetID:

Password:

[LOGIN](#) [clear](#)

For questions or assistance, please contact the KSU Service Desk at service@kennesaw.edu or 470-578-6999.

[Forgot your password?](#) | [Don't have a NetID?](#)

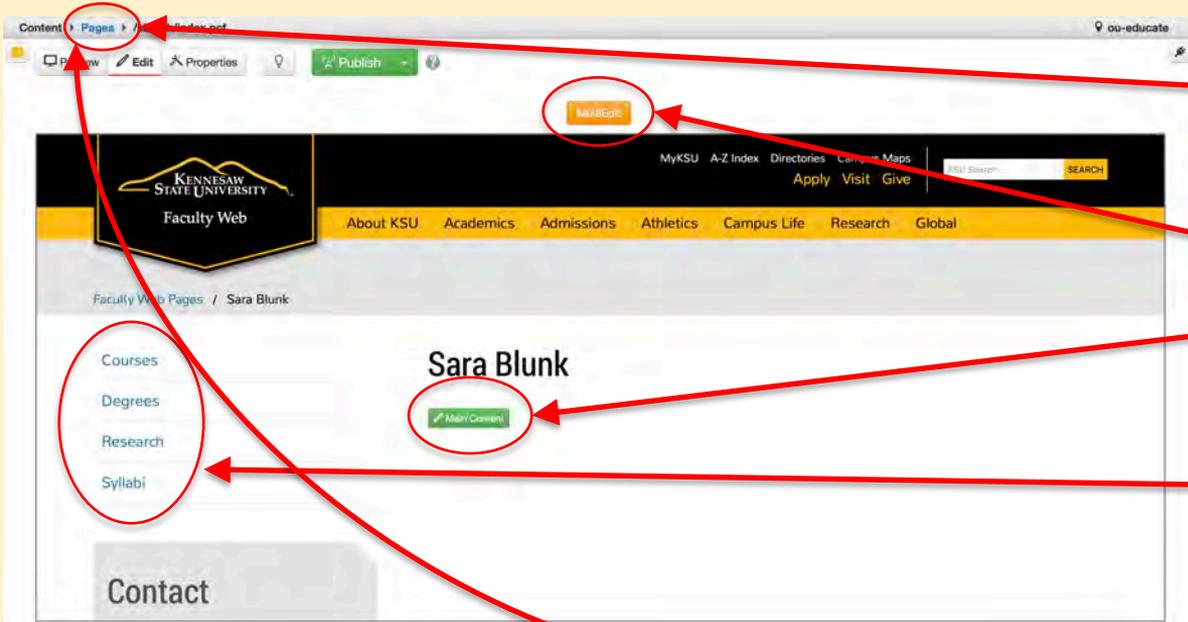
Copyright © Kennesaw State University. All rights reserved.

Login with your KSU Net ID and password.



BASIC EDITING

You will now be in edit mode for your home (index) page.



Click here to edit a different page.

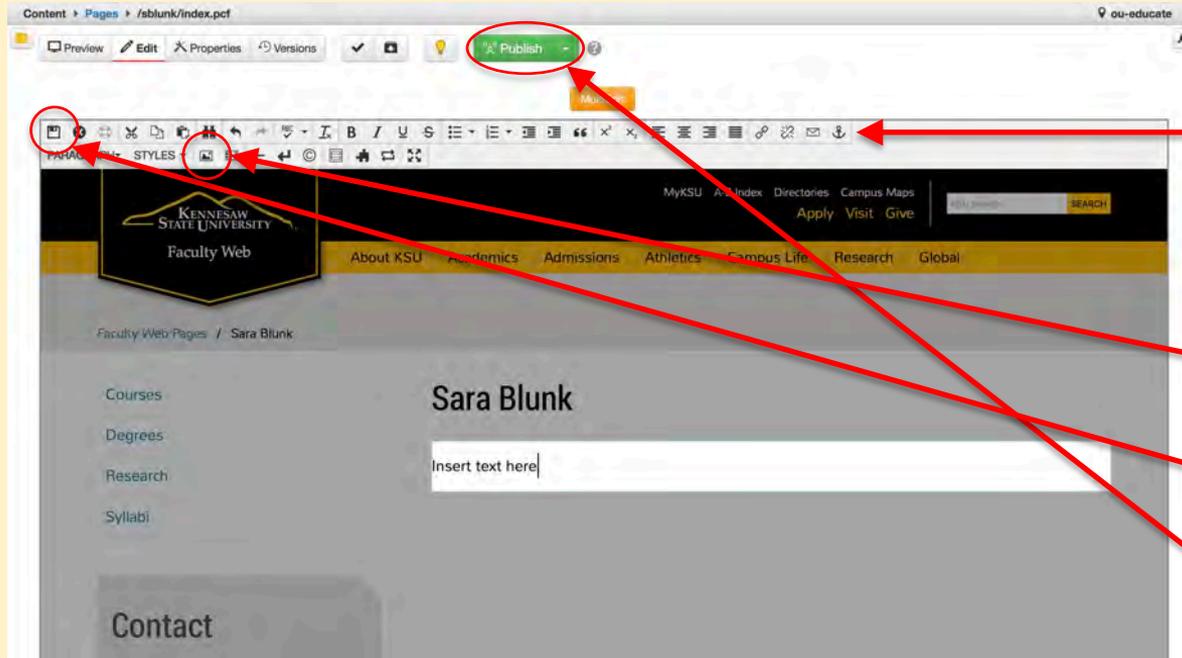
Click here to edit office hours.

Click here to edit content on this page.

You CANNOT edit a different page by clicking here. Edit a different page by clicking "Pages".

BASIC EDITING

Make changes, save and PUBLISH!



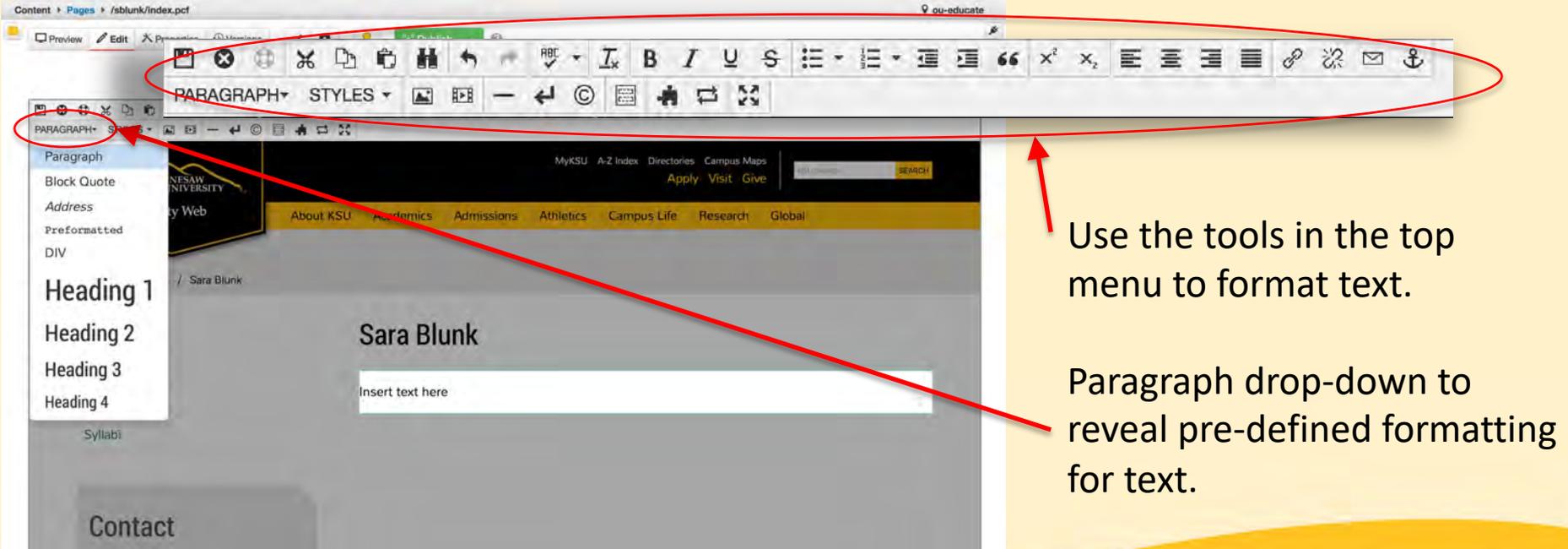
Use the formatting tools in the top menu, similar to formatting text bar in Word.

Insert image

Save

PUBLISH!

FORMATTING TEXT

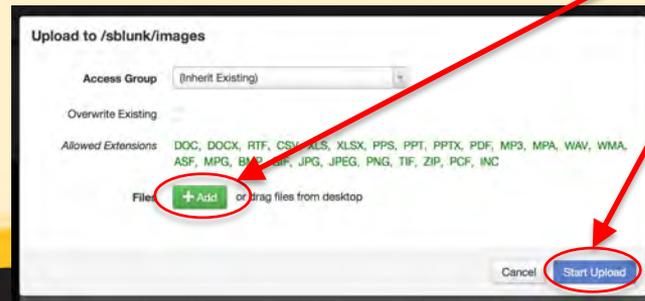
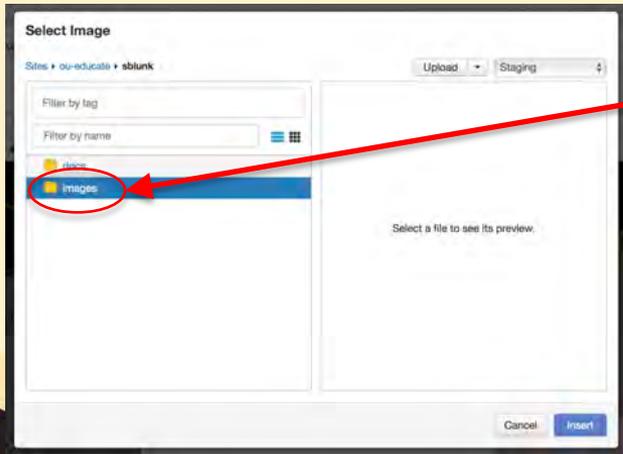
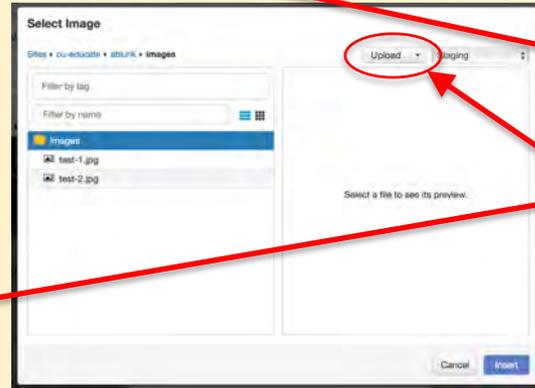
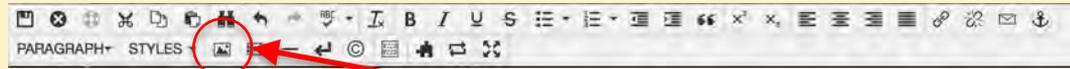
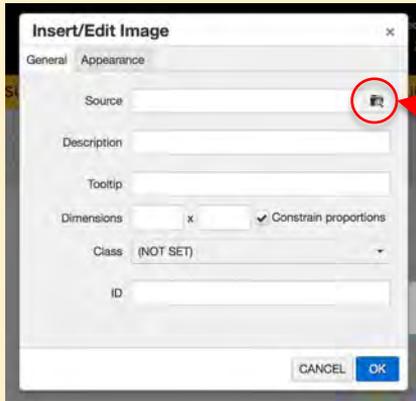


The image shows a screenshot of a web editor interface. At the top, there is a toolbar with various icons for text formatting, including bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, link, unlink, and anchor. Below the toolbar is a dropdown menu for 'PARAGRAPH' styles, which includes options like Paragraph, Block Quote, Address, Preformatted, DIV, Heading 1, Heading 2, Heading 3, and Heading 4. The main content area shows a text input field with the text 'Sara Blunk' and a placeholder 'Insert text here'. A red circle highlights the top toolbar, and a red arrow points from the 'Paragraph' dropdown menu to the text input field. Another red arrow points from the text input field to the explanatory text on the right.

Use the tools in the top menu to format text.

Paragraph drop-down to reveal pre-defined formatting for text.

ADDING AN IMAGE



1) Insert image

2) Browse for image

3) Click "Images" folder

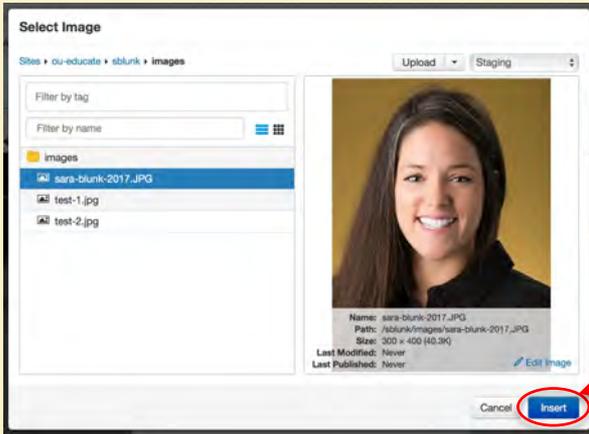
4) Click "Upload"

5) Click "Add" & select file

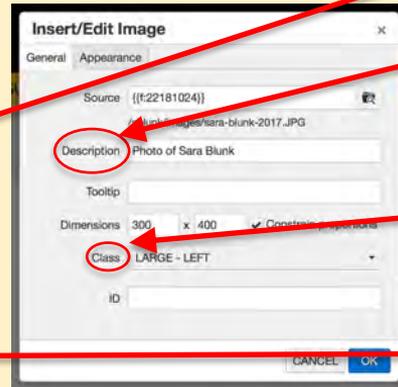
5) Click "Start Upload"

ADDING AN IMAGE

Continued...

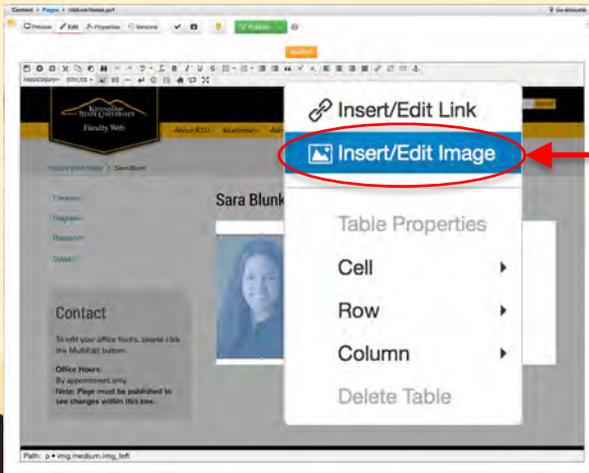


6) Select your image and click "Insert"



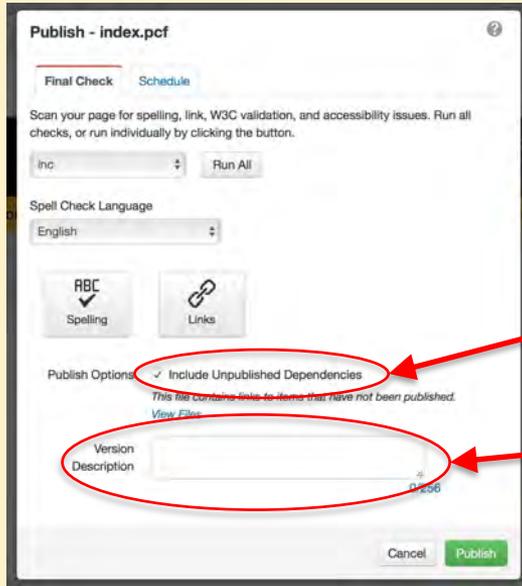
7) Enter a description for your image.
NOTE: This is what people will see in the case that your image does not load.

8) **IMPORTANT:** Choose a "Class". (You can always change this later.)



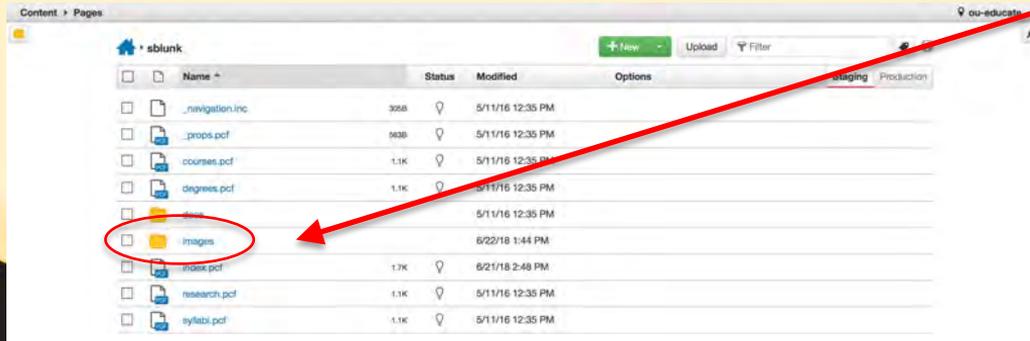
9) Later, if you don't like the way your image looks, right click on it and select "insert/edit image" & change the "Class".

HELPFUL HINTS



When publishing make sure the “Include Unpublished Dependencies” box is checked.

Including a “Version Description” will help you keep track of the changes you make to your website.



You can also upload images to the “image” folder and then insert them into the page too.

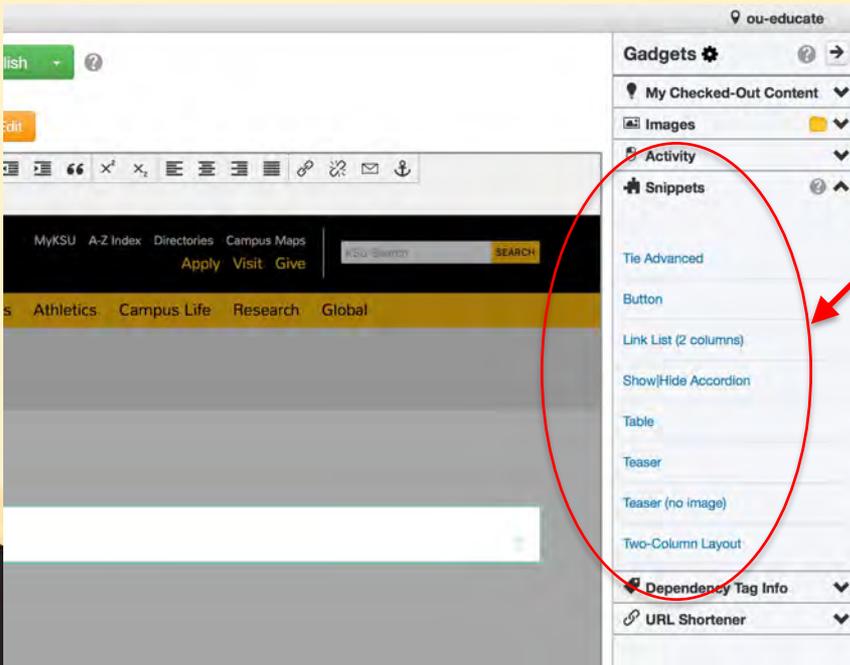
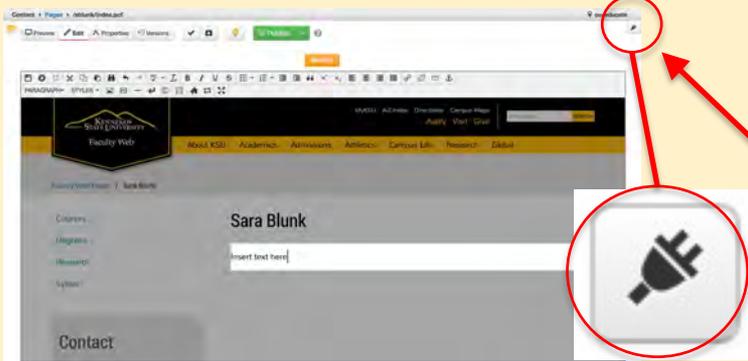
USING SNIPPETS

When there is a lot of information on a page, "Snippets" help organize the information by creating defined sections and making the page look pretty.

Click the "Gadget" button, located in the top right hand corner of the screen to expand Gadget Sidebar and view available snippets.

Click "Snippets" drop-down in Gadget sidebar expands to reveal the list of available snippets.

Examples of Snippets can be viewed at <http://omni.kennesaw.edu/snippets/>



http://stratcomm.kennesaw.edu/creative_services/photography-request-form.php

stratcomm.kennesaw.edu/creative_services/photography-request-form.php

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Office of Strategic Communications and Marketing / Creative Services / Photography Request Form

Home
Marketing
Social Media +
Creative Services +
Publications +
Forms
Contact Us +

Photography Request Form

Name * KSU Email * Phone *

Request Type *

Headshot Request
 Photography Request

Submit Form

- Deleting and renaming .pcf files, as well as changing the navigation is tricky, use caution.
- **Headshots:** Schedule an appointment with the KSU photographer to take a professional headshot (free of charge) to use on your website.

RESOURCES

KSU provides documentation and various training/learning for Faculty Web:

- **Faculty Web Guide Documentation:**
(https://apps.kennesaw.edu/files/pr_app_uni_cdoc/doc/Faculty_Web_Guide.pdf)
- **In-person training:** You can register for a 45 minute one-on-one training session here:
<http://uits.kennesaw.edu/support/owlsupport.php> - MUST be scheduled in advance.
- **First Fridays** - One-on-one help on the Kennesaw Campus
(<http://uits.kennesaw.edu/support/firstfridays.php>) - No appointment any necessary.
- **Third Thursdays** - One-on-one help on the Marietta Campus
(<http://uits.kennesaw.edu/support/thirdthursdays.php>) - No appointment any necessary.
- **KSU OwlTrain** (<http://uits.kennesaw.edu/support/owltrain.php>)