

How to get a department web page updated:

Inform your administrative assistant about the necessary update. The administrative assistant has been trained to handle these changes in one of three ways. She can:

1. Login to the Content Management System (CMS) and make the update.
2. Call Rebecca Mazur or Patty Burns to ask for additional guidance in the CMS,
3. Email the update to our student worker, Adrienne Wolter, who can make the change on behalf of the administrative assistant.

Note: We can also train a department's student worker, and any faculty member can submit a new biography by using the form at www.kenyon.edu/bios

What's new with faculty biography pages?

1. Faculty bio pages will **automatically** display the following directory information: office, phone, email.
2. Office hours will also display on the page **IF** the faculty member has entered the times in Banner. We can also add code to include the phrase, "and by appointment" after the regular office hours.
3. If you want a PDF of your CV **automatically** linked from your bio page, just provide your administrative assistant with the PDF and have her contact me.
4. Each faculty bio has a friendly URL that matches your username and appears in the online directory listing. Example: <http://www.kenyon.edu/heidts>
5. The faculty listing page for each department is automatically compiled from information in the faculty bios. The listing page can include "areas of expertise." Each department can also decide if they want nicknames (Read John's biography) or full names (Read John Smith's biography)
6. Faculty listings for interdisciplinary programs automatically pull information from the faculty biography housed in the faculty member's primary department. This way a single source can feed multiple web pages.
7. **Any faculty bio can be updated using the update form at www.kenyon.edu/bios**

Other features that might be useful for your department:

1. Photo galleries. Keep an archive of photos from department gatherings, social events, field trips etc.
2. Calendar feed. Automatically feature events sponsored by your department on your department home page by entering them on the main events calendar.
3. Twitter feeds. Could be used for short (140 character) messages for your majors. Example: Two weeks left until senior exercise topics are due.
4. Facebook. Have a Facebook group for your majors and keep in contact with your alumni.
5. Blogger.com. Not just for traditional blogs. Can include a feed on your department home page.

If you are interested any of these features, please contact me and your administrative assistant, and we can help set you up.