Your Faculty Profile

UBC Department of Botany Website

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SECTION I: BACKGROUND AND PURPOSE

Each faculty member is encouraged to edit his or her profile page, which allows information to be updated as quickly and as often as required.

On a faculty profile page, the following fields are required fields:

- Accept grad student
- Position

All other fields are optional, and it is up to the page owner to decide how much information to provide. This document describes the content update procedure.

SECTION II: LOGGING IN TO THE DEPARTMENT OF BOTANY WEBSITE

To log in to the Botany website, you may use the menu “Resources” >> “Internal Users”, or access the following URL from your web browser: http://www.botany.ubc.ca/resources/internal-users

This will bring up the Internal Users page, as shown below.

When you click on the “CWL Login” icon, you will be redirected to UBC CWL login page, as shown below.

Once you type in your CWL username and password and click “Continue”, you will be redirected back to your profile page.
SECTION III: CHANGING YOUR ACCOUNT DETAILS

Upon logging in, your user account page will appear on the screen, along with a view of your faculty profile. To modify any account details, click the Edit tab located under your username.

You cannot change your CWL password through this website. You must visit https://www.cwl.ubc.ca/myAccount/index.jsp in order to manage your CWL account.

When you have finished making your changes, click the “Save” button at the bottom of the page. Finally, log out by clicking the “Sign out” button in the “User menu” on the left hand sidebar.

SECTION IV: EDITING YOUR FACULTY PROFILE

By default, a faculty profile page has been created for you. From your user account page, click the Edit link, followed by the “Faculty Profile” tab, to update the profile.

The following sections outline the content blocks that make up your faculty profile page, along with the information fields that have been defined.
Display name
By default, your user name in the system will be your firstname plus your lastname. However, if you wish to override this default, you may type in your display name here.

Research Areas
These 22 research areas will be used to help website visitors filter down the faculty member list and focus on those faculty members within a specific research area. Note that only Botany research and teaching faculty members will be displayed at http://www.botany.ubc.ca/research/research-areas and at the filtered list page. Adjunct and Associate members will not be displayed.

Accept grad student
If “yes” is selected for this section, you will be automatically listed on the “Grad Supervisors” list at http://www.botany.ubc.ca/grad/resources/grad-supervisors.

Profile Photo
Within the Photo block, the Image field may be used to upload your current photo. Please note that the image file size must not exceed 5 MB and that the minimum resolution is 200x270 pixels. If the image resolution is higher than 200x270 pixels, it will be cropped and resized to a resolution of 200x270 pixels.

Profile photo
Choose File | No file chosen | Upload

Click on the image and drag to mark how the image will be cropped

You will be allowed the option to crop your photo once it has been uploaded.

If you already have a profile image, you need click “Remove” button then upload a new one.

The Image citation field must be completed if the Department of Botany is not the copyright holder of your picture. The suggested format for this field is “©year_when_the_picture_was_taken copyright_holder”. For example “©2008 Elaine Simons” means that the photo was taken in 2008 and that Elaine Simons owns the copyright. You may leave this field blank if you do not intend to upload a profile picture.

Position, Research Abstract, Academic History and My Links
The Position field is mandatory.

The Research Abstract field is a ONE SENTENCE brief description of your research areas. The content of this field will show up on your faculty profile page, research areas pages, and potential grad supervisor list. The Research Abstract content will show up above your academic history.

The Academic History field covers your educational background, as well as your previous employment.

The My Links field allows you to personalize your profile by adding third party links such as your lab website or LinkedIn profile.
Contact Information

In the next section, you are prompted for contact information which will show publicly on your faculty profile page. Keep in mind that these fields are optional – you may ignore the ones that are not applicable to you.

The contact information fields will show up directly below your profile photo.

Research Interests and Teaching

In the Research Interests and Courses taught fields, you may specify details of your current research, as well as any courses you are teaching this semester. Ideally, text and images should be combined for this purpose. The size limit for the file you upload is 5MB and your overall space limit is 200MB. For a picture file, the maximum resolution is 1200x1200 pixels.
Team Members
If applicable, enter a list of people currently working in your research lab.

Selected Publications
In this field, you may provide a list of publications that you wish to feature on your profile. To provide the entirety of particular publications, which are too long for display, some faculty members have chosen to link the articles to the PubMed site. We recommend that the user link the listed publication to a URL on the journal website or to a citation page on PubMed.gov rather than upload the PDF file of the publication to the Botany website, unless the user has permission from the copyright holder to do so.

To insert an internet link, highlight the corresponding text and click the link icon.

In the Insert/edit link pop-up window above, the Link URL field is used to specify the site you wish to link to. The Target dropdown box defines whether the link should open in the same window or whether it should open in a separate one. Other fields may be ignored.

Please refer to the WYSIWYG Editor manual for more information.

Community Work
The Community Work block is dedicated to any non-academic/non-research activity that you may be involved with.

File Browser
You may upload images and documents to the site, which can then be applied to various fields, including Research Interests, Team Members, and Community Work. At the bottom of the faculty profile edit page, expand the File attachments fieldset by clicking the + sign.

To add an image or document, click Choose File and select the item that you would like to upload. Click the Attach button to finish. Note that the file must not exceed 5 MB in size, plus your total file space limit is 200MB.

Once you have attached your image or document, its associated URL will be displayed in the fieldset. This URL should be specified when you insert the file within the body of a text field.