How to Edit Your Faculty or Staff Bio

Mozilla Firefox is the recommended web browser to use when editing any pages on the new GSE website (including bios). It has a built-in spell-checker and we have confirmed that all editor functions work correctly in Firefox. Other browsers may work, but are not supported.

Please read this one-page, introductory document first: http://gse.buffalo.edu/gsefiles/documents/gseit/GSE-Web-Editing-General.doc

Your departmental web editors should be considered the first contact for questions and support. If they are unable to help they will contact GSE IT. A complete list of GSE web editors is available here: http://gse.buffalo.edu/gsefiles/documents/gseit/GSE-Web-Editors.doc

Step 1
If you have not yet done so, please change your GSE website account password before proceeding to any other steps.

** Note – You only need to change your password once and if you already have an account on the new site because you are one of the Web Editors skip to Step 2.

1. Go to this webpage to login to the GSE website: http://gse.buffalo.edu/user
- Your username is your UBIT name and your initial password is “!changeme” (without quotes, case-sensitive)
2. Once logged in click on the “Edit” tab and enter your preferred password into both the “Password” and “Confirm password” fields then click the “Save” button. It is suggested that you use your UBIT password for security and to ensure that you remember it, but it is not required. **Note that the email address listed here is not displayed as part of your bio.
Step 2

1. Navigate to your bio page via the GSE online directories pages:

   Faculty - http://gse.buffalo.edu/about/directory/faculty

   Staff - http://gse.buffalo.edu/about/directory/staff

2. Locate your name on the list and click on it.
Admissions

Shelly Cohen
Catherine A. Dimino
Ronnie R. Fisher
Bill Harden
Jessica L. Saralecki
Radhika Suresh
Saran J. Watson

Counseling, School and Educational Psychology

Olga Iszun
Karen Korczynski
Nancy Myers
Ruth Steegman

Dean’s Office

Barbara J. Beiz
Robert Bennett
Alan Gellin
Mary H. Gresham
Elizabeth Lesswing
Kristine Marquita
Chandra Murphy

Educational Leadership and Policy

Susan Ellsworth
Linda Pogorzelski

GSE IT

Jennifer H. Austin
William J. Bezzil
Bob Parnell
Jeanette Schmutterer
Michael W. Tinsmon
Michael Wirtz

Learning and Instruction

Kelly Ahuna
Christina Bonan
Barb Campbell
Kathy Curtis
Debra Dierchott
Karen R. Kille
Lisa R. Monpere-Cruz
Janice Narsinger
Keith Otto
Phillip H. Rauch
Kathryn Sam
Elizabeth M. Schaal
Jennifer J. Stiwula
Anne Szczesny
Christine Tinness
3. Once your bio page loads click on the “Edit” tab to load the page editor interface.

4. The bio editing page will load as below:
Department:
- None -
Admissions
Counseling, School and Educational Psychology
Dean's Office
Educational Leadership and Policy
GSE IT
Learning and Instruction
Library and Information Studies
Online Programs
Teacher Education Institute
Professor Emeriti

Title:
Director of IT

title2:


title3:

Address:
367K Baldy Hall

Email Address:
tinsmon@buffalo.edu

Website:
http://gse.buffalo.edu/gsait

Phone:
(716) 645-1001

Fax:

Ric:
Editing for most of the fields is self-explanatory, but here are some notes on the others:

* **Do not change the “Title” field at the top.** This must remain as your full name as you want it to appear in the directory listings. Use the “Title1”, “Title2” and “Title3” fields further down for your job titles.

* **Changing your picture** (If you have no picture up yet skip to step ‘B’).
  
  A) If your bio already has a picture it will appear as below. To change it first click the “Remove” button.
B) The image section should appear as below. Click on the “Browse” button to browse your local computer to select your picture file. Once the path to your picture is in the image field click the “Upload” button. Your picture file should be in .jpg format as close to 150 x 200 pixel resolution as possible. Large picture files will not upload.

*Bio and Publications Fields.* These are both large text boxes that you can enter large amounts of text that will be formatted using the buttons at the top of the field. The editor will automatically convert line breaks and paragraphs so they appear correctly on the web. All other formatting is done via the formatting buttons: adding images, links to files or websites, bold, italics, headers, numbered lists (ordered), bulleted lists (unordered) or indenting (blockquote). It is also possible to make these fields larger (for easier editing) by clicking and dragging on the icon in the middle of the bottom of the field.

Detailed instructions on how to use the buttons to format your entries can be found in this document online here: [http://gse.buffalo.edu/gsefiles/documents/gseit/HowToUseButtons.doc](http://gse.buffalo.edu/gsefiles/documents/gseit/HowToUseButtons.doc)
*The Research & Teaching Areas of Interest fields* exist because we wanted to have the ability to arrange our faculty directory by either Research or Teaching interests. Even though many of you have this information contained somewhere in your Bio info. we needed separate fields to be able to search and sort with. We started by putting in your department name just so we had some data to use. Please enter more accurate info. as soon as you can.

To begin with you are allowed two entries for each field, but this can be increased on request. Also, each faculty is free to enter whatever text they like here. However, in order for this to be practical it is best to think of these as keywords. Try to use short, descriptive phrases instead of sentences. And, if any faculty are working on joint research or teaching projects and would like to be grouped together in the search they should coordinate with each other to use the same keywords or phrases in these fields.

You can see the directories here:
- [http://gse.buffalo.edu/about/directory/faculty/research-interest](http://gse.buffalo.edu/about/directory/faculty/research-interest)
- [http://gse.buffalo.edu/about/directory/faculty/teaching-interest](http://gse.buffalo.edu/about/directory/faculty/teaching-interest)

These directories will become more useful once we have more actual data for the above fields.

**Step 3**

You can use the “Preview” button at the bottom of the page to preview your bio. When you are done making changes click the “Save” button.