

# Managing Faculty Websites

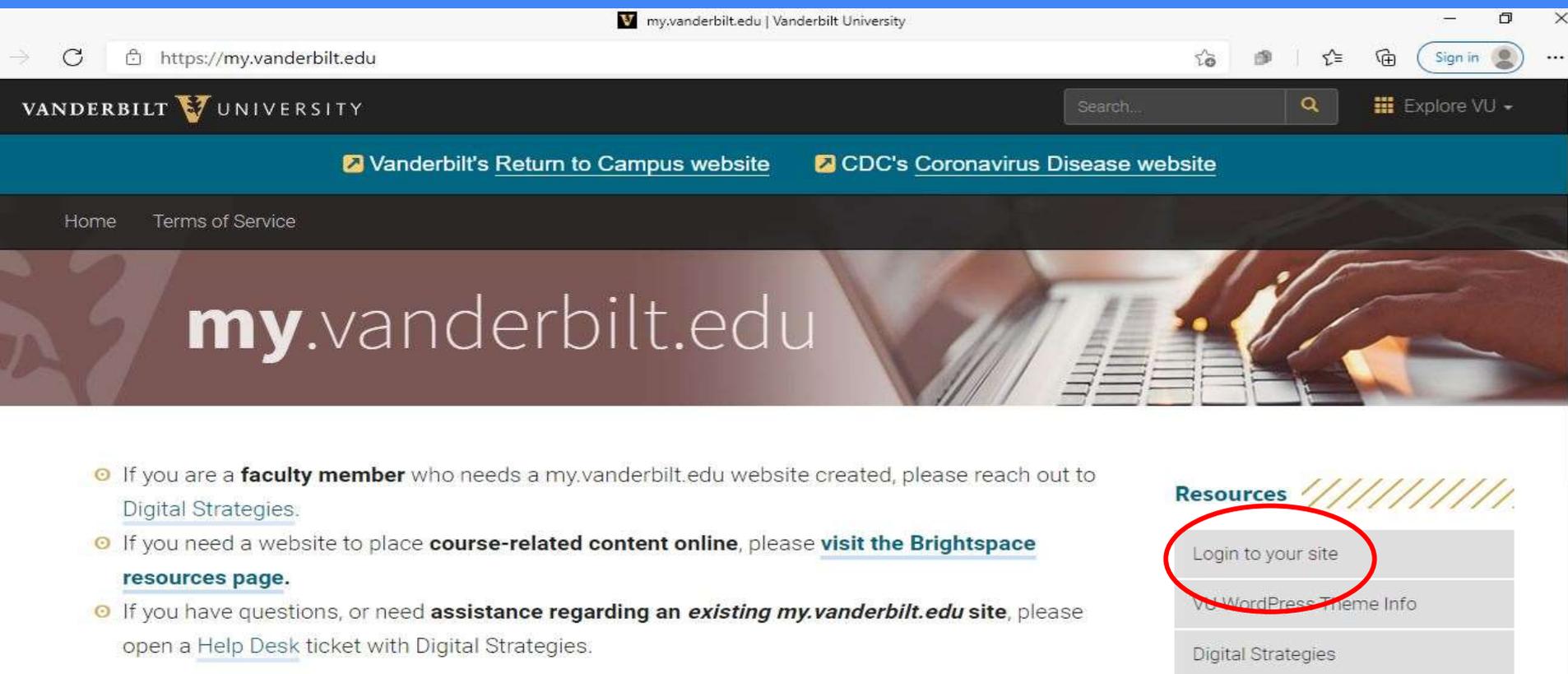
Vanderbilt University Department of Economics



# Basic maintenance of your faculty site

- Your faculty websites have been set up for you, with basic contact information, a photo, and your CV.
- You will need to keep the site updated yourself, by changing your office if you move or switching out photos if you desire.
- Most important: **KEEP YOUR CV UP TO DATE!** Please replace your CV at least once a year and be sure to put a date in the upper right-hand corner so that we know it has been updated.
- These instructions tell you how to do these simple things.

1. Go to my.vanderbilt.edu
2. Click “Login to your site.”



The screenshot shows the my.vanderbilt.edu website. At the top, there is a navigation bar with the Vanderbilt University logo, a search bar, and a "Sign in" button. Below this, there are two main navigation links: "Vanderbilt's Return to Campus website" and "CDC's Coronavirus Disease website". The main content area features a large banner with the text "my.vanderbilt.edu" and a background image of hands typing on a laptop. Below the banner, there are three bullet points providing information about website creation and assistance. On the right side, there is a "Resources" section with a list of links: "Login to your site", "VU WordPress Theme Info", and "Digital Strategies". The "Login to your site" link is circled in red.

my.vanderbilt.edu | Vanderbilt University

https://my.vanderbilt.edu

VANDERBILT UNIVERSITY

Search... Explore VU

Vanderbilt's [Return to Campus website](#) CDC's [Coronavirus Disease website](#)

Home Terms of Service

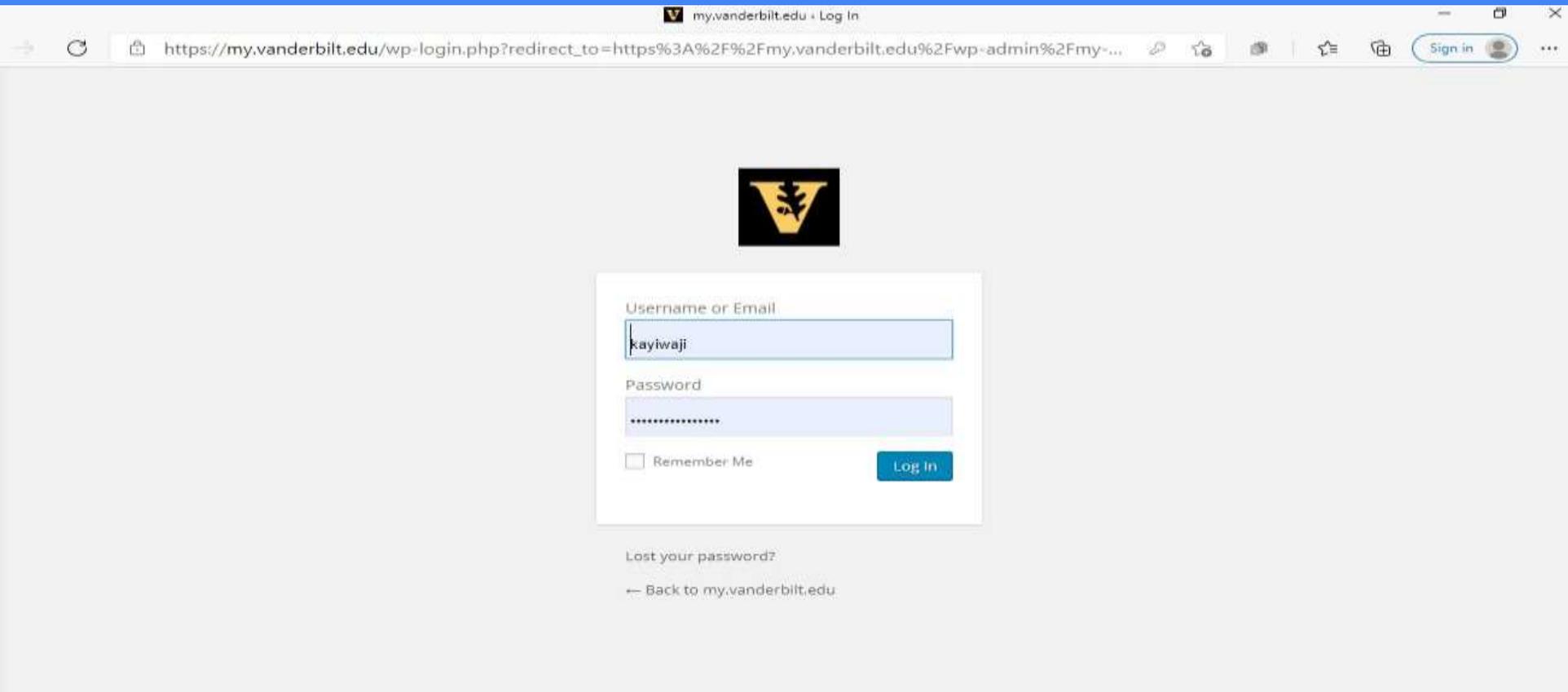
**my.vanderbilt.edu**

- If you are a **faculty member** who needs a my.vanderbilt.edu website created, please reach out to [Digital Strategies](#).
- If you need a website to place **course-related content online**, please [visit the Brightspace resources page](#).
- If you have questions, or need **assistance regarding an existing my.vanderbilt.edu site**, please open a [Help Desk](#) ticket with Digital Strategies.

**Resources**

- [Login to your site](#)
- [VU WordPress Theme Info](#)
- [Digital Strategies](#)

# 3. Type in your personal vanderbilt login credentials (VUNet ID and epassword).



my.vanderbilt.edu · Log In

https://my.vanderbilt.edu/wp-login.php?redirect\_to=https%3A%2F%2Fmy.vanderbilt.edu%2Fwp-admin%2Fmy-...



Username or Email

kayiwaji

Password

.....

Remember Me [Log In](#)

[Lost your password?](#)

[← Back to my.vanderbilt.edu](#)

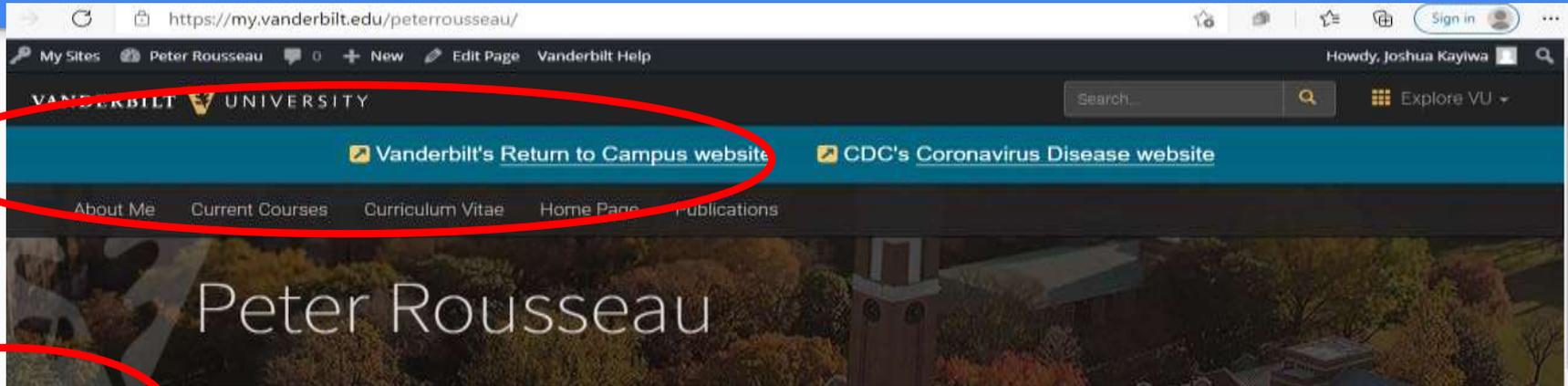
4. You will see only your own website. Click “visit” under your name.

The screenshot shows the WordPress My Sites dashboard. At the top, the browser address bar displays `https://my.vanderbilt.edu/wp-admin/my-sites.php`. The dashboard header includes navigation links for "My Sites", "my.vanderbilt.edu", and "Vanderbilt Help", along with a user profile for "Howdy, Joshua Kayiwa" and a "Sign in" button. The main content area is titled "My Sites" and features a "Primary Site" dropdown menu set to `http://my.vanderbilt.edu/myrnawooders`. Below this, a grid of user profiles is displayed. Each profile card includes the user's name and two links: "Visit" and "Dashboard". The "Visit" link for Peter Rousseau is circled in red. The visible profiles are:

<b>my.vanderbilt.edu</b> Visit   Dashboard	<b>Myrna Wooders</b> Visit   Dashboard	<b>Peter Rousseau</b> Visit   Dashboard	<b>Rupinder Saggi</b> Visit   Dashboard
<b>Christina Rennhoff</b> Visit   Dashboard	<b>Heather Luea</b> Visit   Dashboard	<b>Gregory Huffman</b> Visit   Dashboard	<b>Kevin Huang</b> Visit   Dashboard
<b>Hojatallah Ghandi</b> Visit   Dashboard	<b>Kent Dolezal</b> Visit   Dashboard	<b>Stephen Buckles</b> Visit   Dashboard	<b>Ana Regina Vides de Andrade</b> Visit   Dashboard
<b>Kathryn Anderson</b>	<b>Ben Eden</b>		

5. In the upper tabs menu, click the page to edit.
6. Click the yellow "Edit" button to edit that page's content.

NOTE: You can also edit the text on the page (here, the office location, phone #, etc.).



Edit

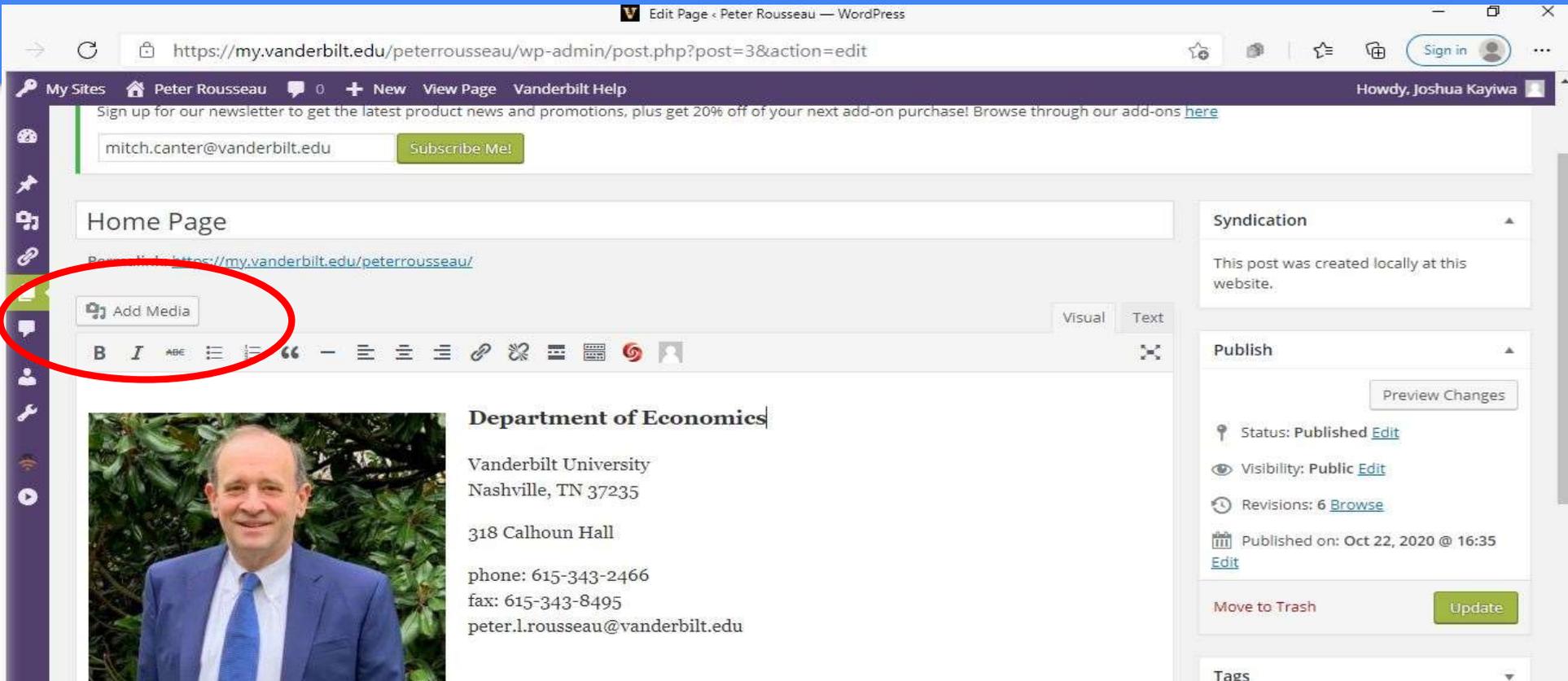


Department of Economics

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Nashville, TN 37235

318 Calhoun Hall

# 7. Click “add media” to insert non-text content (eg, a photo or a PDF file housed on your computer).



The screenshot shows a WordPress admin interface for editing a page. The browser address bar displays the URL: <https://my.vanderbilt.edu/peterrousseau/wp-admin/post.php?post=3&action=edit>. The page title is "Edit Page < Peter Rousseau — WordPress". The user is logged in as "Howdy, Joshua Kayiwa".

The main content area shows a "Home Page" section with a URL: <https://my.vanderbilt.edu/peterrousseau/>. Below this, the "Add Media" button is circled in red. The text editor toolbar includes options for Bold (B), Italic (I), Underline (ABC), and various alignment and link options.

The content being edited is a page for the "Department of Economics" at Vanderbilt University, Nashville, TN 37235, located at 318 Calhoun Hall. Contact information includes phone: 615-343-2466, fax: 615-343-8495, and email: [peter.l.rousseau@vanderbilt.edu](mailto:peter.l.rousseau@vanderbilt.edu). A photo of a man in a blue suit is visible on the left side of the content area.

The right sidebar contains several panels: "Syndication" (This post was created locally at this website.), "Publish" (Status: Published [Edit](#), Visibility: Public [Edit](#), Revisions: 6 [Browse](#), Published on: Oct 22, 2020 @ 16:35 [Edit](#)), and "Tags". A "Preview Changes" button is also visible in the Publish panel.

# 8. Click “Upload Files”

My Sites Peter Rousseau 0 + New View Page Vanderbilt Help Howdy, Joshua Kaywa

## Insert Media

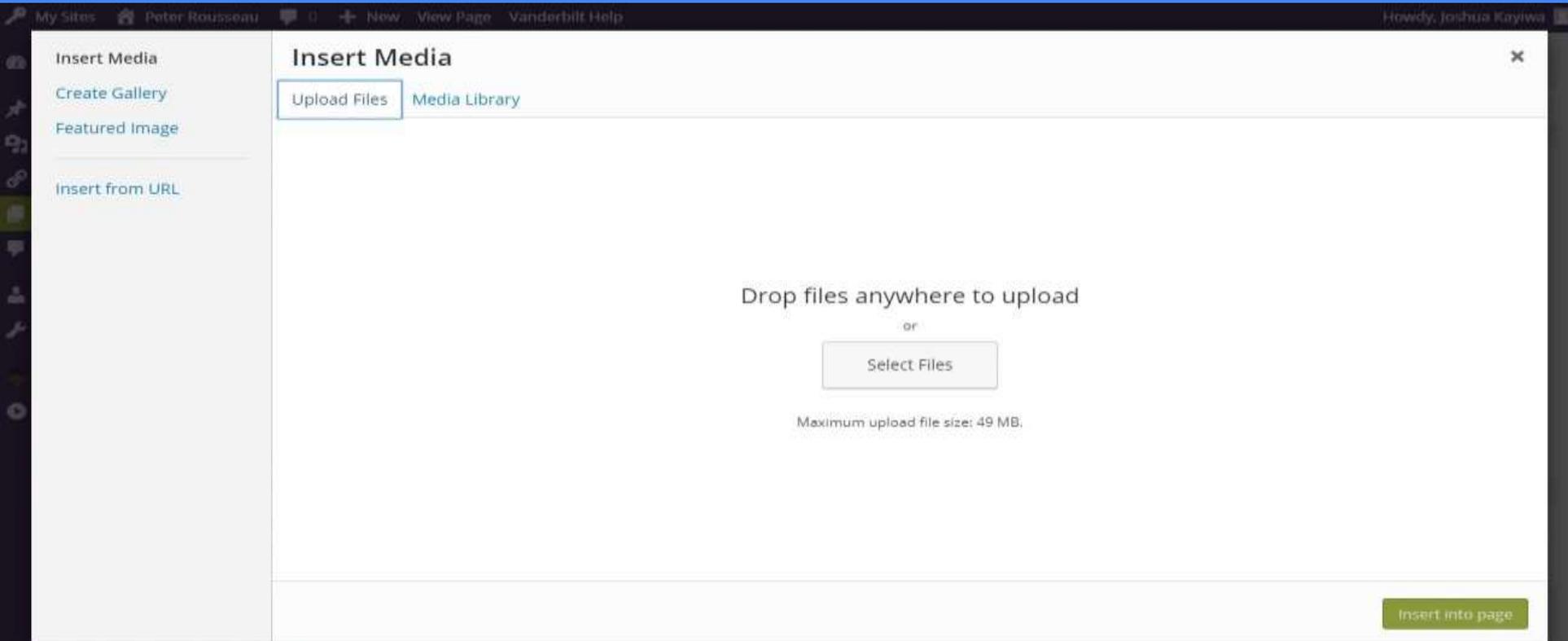
Upload Files Media Library

All dates All dates Search

Rousseau-CV-February-2021.pdf

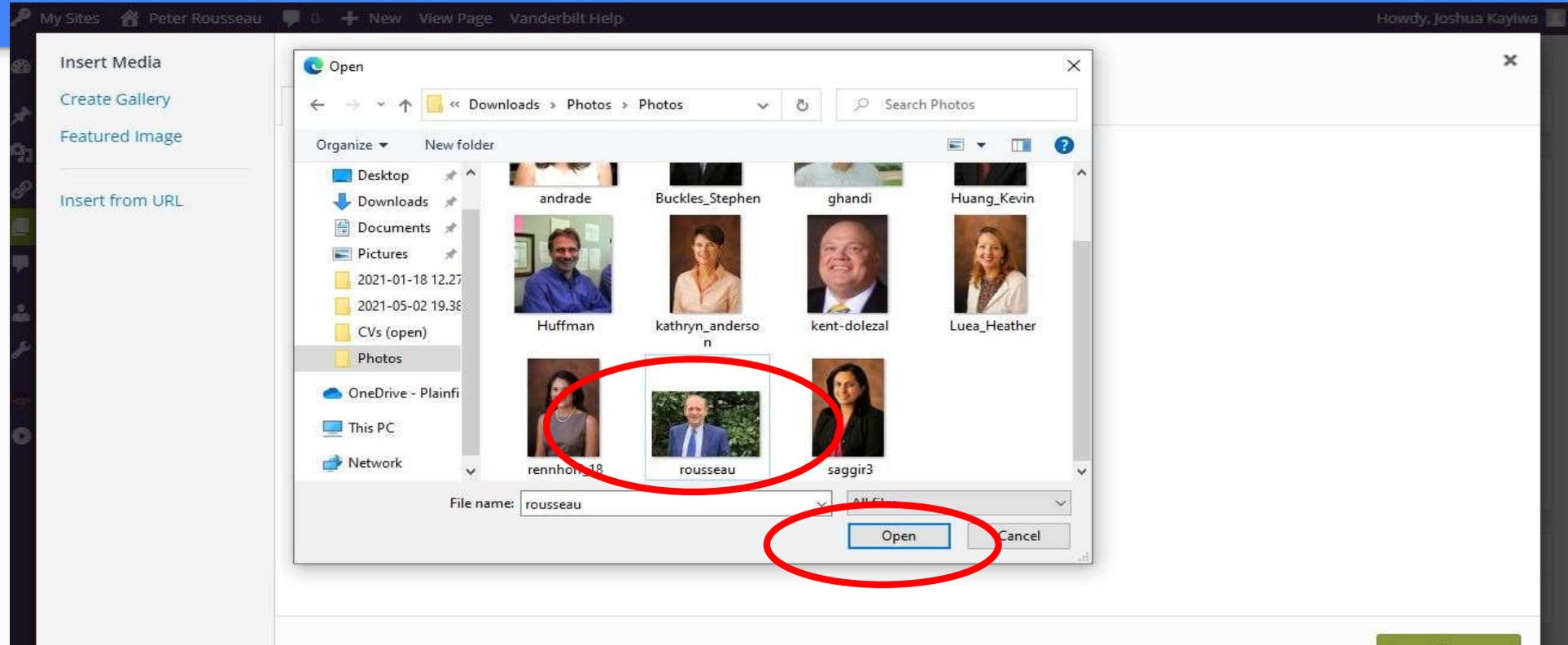
Insert into page

# 9. Click “Select Files” and locate the desired file on your computer.



The screenshot shows the WordPress 'Insert Media' dialog box. The top navigation bar includes 'My Sites', 'Peter Rousseau', '0', '+ New', 'View Page', and 'Vanderbilt Help'. The user's name 'Howdy, Joshua Kiywa' is visible in the top right. The dialog box has a sidebar on the left with options: 'Insert Media', 'Create Gallery', 'Featured Image', and 'Insert from URL'. The main area is titled 'Insert Media' and has two tabs: 'Upload Files' (which is selected and highlighted with a blue border) and 'Media Library'. The main content area contains the text 'Drop files anywhere to upload' followed by 'or' and a 'Select Files' button. Below the button, it says 'Maximum upload file size: 49 MB.'. At the bottom right of the dialog, there is a green 'Insert into page' button.

# 10. Click and open the content you want to add.



# 11. Click the content you want to add and click “insert into page.”

The screenshot displays the WordPress 'Insert Media' modal window. On the left sidebar, there are options for 'Insert Media', 'Create Gallery', 'Featured Image', and 'Insert from URL'. The main area is titled 'Insert Media' and includes tabs for 'Upload Files' and 'Media Library'. Below these are filters for 'All media items' and 'All dates', along with a search bar. A grid of media items is shown, with one image of a man in a blue suit circled in red. Below the grid, it indicates '1 selected' with a 'Clear' link and a small thumbnail of the selected image. On the right, the 'ATTACHMENT DETAILS' panel shows the image's name 'rousseau-spotlight2.jpg', date 'November 14, 2020', size '109 kB', and dimensions '489 x 419'. It also includes links for 'Edit Image' and 'Delete Permanently'. At the bottom of this panel, there are input fields for 'URL' (https://cdn.vanderbilt.edu), 'Title' (rousseau-spotlight2), and 'Caption'. A green 'Insert into page' button is circled in red at the bottom right of the modal.

My Sites Peter Rousseau + New View Page Vanderbilt Help Howdy, Joshua Kayiwa

Insert Media

Create Gallery

Featured Image

Insert from URL

Insert Media

Upload Files Media Library

All media items All dates Search

Rousseau-C February-2021.pdf

rousseau-spotlight2.jpg

ATTACHMENT DETAILS

rousseau-spotlight2.jpg

rousseau-spotlight2.jpg

November 14, 2020

109 kB

489 x 419

Edit Image

Delete Permanently

URL https://cdn.vanderbilt.edu

Title rousseau-spotlight2

Caption

1 selected Clear

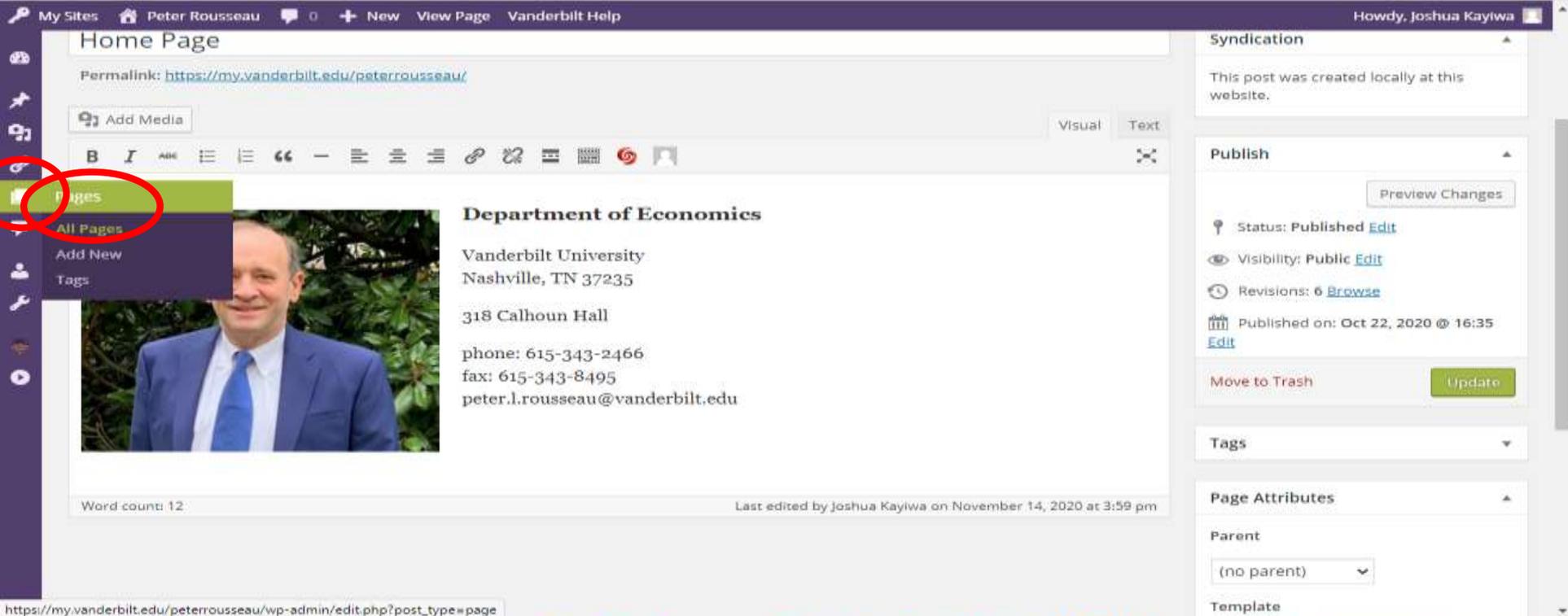
Insert into page

Thank you for creating with WordPress.



13. Click the graphic pages icon on the left toolbar.

14. Click the “pages” popup tab to view your website’s other pages.



The screenshot shows the WordPress page editor interface. At the top, the page title is "Home Page" and the permalink is "https://my.vanderbilt.edu/peterrousseau/". The main content area displays the "Department of Economics" page, which includes a photo of Peter Rousseau and contact information for Vanderbilt University. The right sidebar contains various settings panels, including "Syndication", "Publish", "Tags", and "Page Attributes". The "Pages" menu is highlighted in red in the left sidebar, and the "All Pages" sub-menu is also visible.

My Sites Peter Rousseau + New View Page Vanderbilt Help

Howdy, Joshua Kayiwa

# Home Page

Permalink: <https://my.vanderbilt.edu/peterrousseau/>

Add Media

Visual Text

**B** *I* **ABC**

**Pages**

- All Pages
- Add New
- Tags

## Department of Economics

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Nashville, TN 37235

318 Calhoun Hall

phone: 615-343-2466  
fax: 615-343-8495  
[peter.l.rousseau@vanderbilt.edu](mailto:peter.l.rousseau@vanderbilt.edu)

Word count: 12

Last edited by Joshua Kayiwa on November 14, 2020 at 3:59 pm

### Syndication

This post was created locally at this website.

### Publish

Preview Changes

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Revisions: **6** [Browse](#)

Published on: **Oct 22, 2020 @ 16:35** [Edit](#)

[Move to Trash](#) [Update](#)

### Tags

Page Attributes

Parent: (no parent)

Template

[https://my.vanderbilt.edu/peterrousseau/wp-admin/edit.php?post\\_type=page](https://my.vanderbilt.edu/peterrousseau/wp-admin/edit.php?post_type=page)

15. Here, you are adding a CV to your CV page.  
Click Edit to make changes.

The screenshot shows a WordPress admin interface for a user named Peter Rousseau. The browser address bar indicates the URL is [https://my.vanderbilt.edu/peterrousseau/wp-admin/edit.php?post\\_type=page](https://my.vanderbilt.edu/peterrousseau/wp-admin/edit.php?post_type=page). The user is logged in as Joshua Kayiwa. A search bar at the top contains the email address `mitch.canter@vanderbilt.edu` and a "Subscribe Me!" button. Below the search bar, there are filters for "All (5)" and "Published (5)". A table lists the pages, with columns for Title, Author, Tags, and Date. The "Curriculum Vitae" page is highlighted, and its "Edit" link is circled in red. Other pages listed include "About Me", "Current Courses", "Home Page — Front Page", and "Publications".

<input type="checkbox"/>	Title	Author	Tags		Date
<input type="checkbox"/>	About Me	Mitch Canter	—	—	Published 2020/10/22
<input type="checkbox"/>	Current Courses	Mitch Canter	—	—	Published 2020/10/22
<input type="checkbox"/>	Curriculum Vitae	Mitch Canter	—	—	Published 2020/10/22
<input type="checkbox"/>	Home Page — Front Page	Mitch Canter	—	—	Published 2020/10/22
<input type="checkbox"/>	Publications	Mitch Canter	—	—	Published 2020/10/22
<input type="checkbox"/>	Title	Author	Tags		Date

# 16. Click “Add Media” to add content (PDF of CV).

The screenshot shows a content management system interface for editing a page titled "Curriculum Vitae". The top navigation bar includes "My Sites", "Peter Rousseau", "New", "View Page", and "Vanderbilt Help". The user's name, "Howdy, Joshua Kayiwa", is displayed in the top right corner.

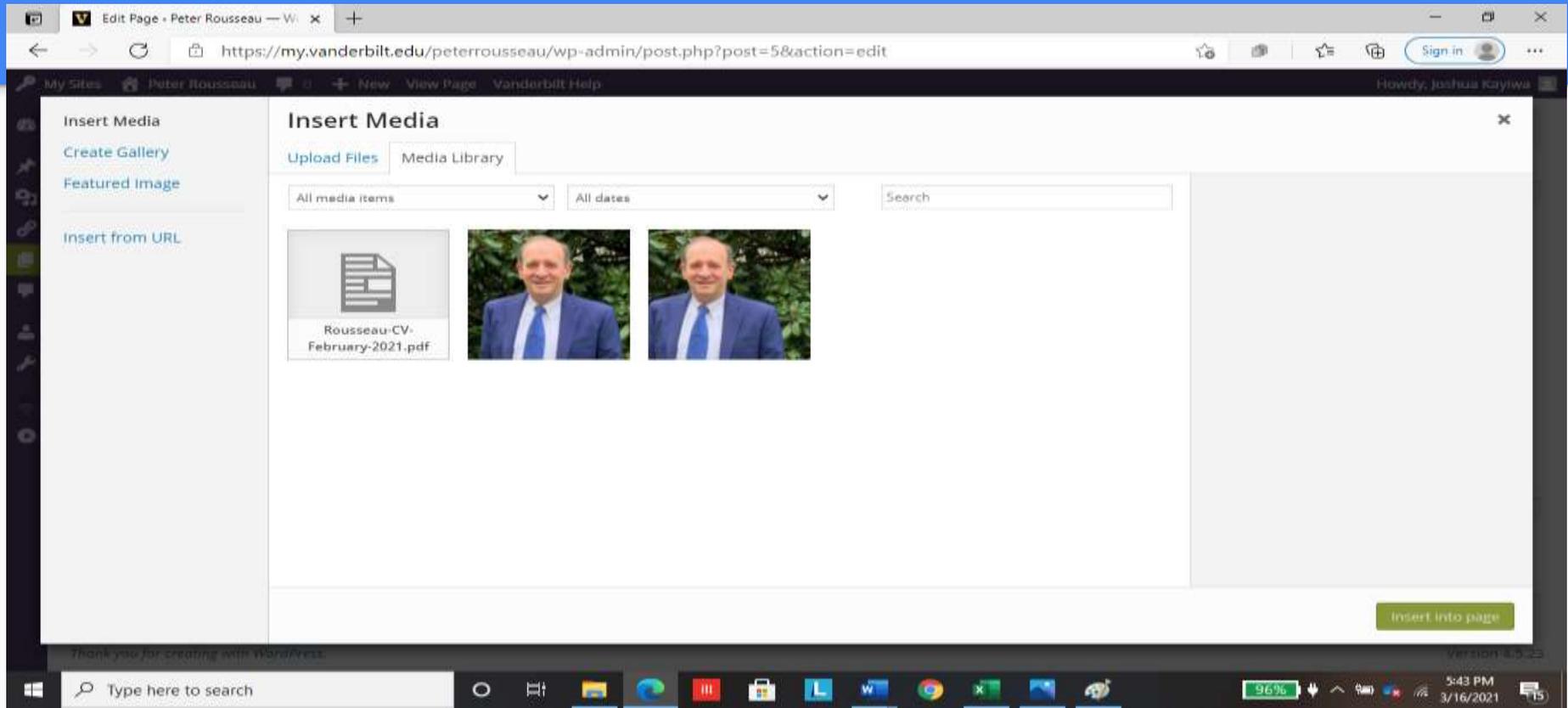
The main content area features a title "Curriculum Vitae" and a permalink: <https://my.vanderbilt.edu/peterrousseau/cv/>. Below the permalink is an "Add Media" button. The editor toolbar includes options for bold (B), italic (I), undo (ABC), bulleted list, numbered list, quote, indent, outdent, link, unlink, table, image, and video. The editor is currently in "Visual" mode.

On the right side, there are several panels:

- Syndication:** This post was created locally at this website.
- Publish:** Includes a "Preview Changes" button and status information: Status: **Published** (Edit), Visibility: **Public** (Edit), Revisions: **4** (Browse), and Published on: **Oct 22, 2020 @ 16:35** (Edit). There are also "Move to Trash" and "Update" buttons.
- Tags:** A dropdown menu.
- Page Attributes:** Includes a "Parent" dropdown menu currently set to "(no parent)".

At the bottom left, it says "Word count: 0". At the bottom right, it says "Last edited by Joshua Kayiwa on January 24, 2021 at 11:39 pm".

# 17. Click Upload Files.



The screenshot displays the WordPress 'Insert Media' modal window. The 'Upload Files' tab is selected, showing a grid of media items. The first item is a PDF file named 'Rousseau-CV-February-2021.pdf'. To its right are two identical portrait photos of a man in a blue suit. The interface includes a search bar, dropdown menus for 'All media items' and 'All dates', and an 'Insert into page' button at the bottom right. The browser address bar shows the URL 'https://my.vanderbilt.edu/peterrousseau/wp-admin/post.php?post=5&action=edit'. The Windows taskbar at the bottom shows the search bar and system tray with the date '3/16/2021' and time '5:43 PM'.

18. Click “insert into page.” NOTE that in the “title” box on the right, you can type, or paste from another document, the full citation of an article if you are adding one to the “Publications” page. Then the citation will be visible and clicking on it will take the reader to the PDF file.

Howdy, Joshua Nanyiwa

ATTACHMENT DETAILS

 Rousseau-CV-February-2021.pdf  
January 24, 2021  
109 kB  
[Delete Permanently](#)

URL:

Title:

Caption:

Description:

ATTACHMENT DISPLAY SETTINGS

Link To:

[Insert into page](#)

# And that's it!

There are other things you can do, but most of you won't need to. If you want to make a change you are unable to make, just ask ET about it.

Good luck!