

Instructions to modify your personal vita page on the CSB Web Site

(How to update classes, links to classes, office hours, bio etc).

1. Login into the CSB Information Portal (link on the CSB Home Web Page)
 - a. You will need your CSB Password (which may be different from your UNCW password) If you forgot your CSB password, click the Password Help below the Login Screen
2. Click on the **YOUR PROFILE** LINK on the menu page (your screen may have additional options) ** admins see later in the instructions to modify members of your department.



3. You will see a screen that is a mock up of your personal vitae page that appears on the CSB Faculty / Staff directory.
 - a. Select the appropriate **UPDATE** button for the section you wish to update

The following example assumes you want to build a 'web link' from your CSB vitae pages to the course materials

4. Click the **UPDATE** button next to the COURSES THIS SEMSTER and you should see the following screen, you may either select and edit an existing course, or click the **ADD NEW COURSE** option to add new courses

Update Courses

	Maj	Num	Sec	Days	Start	End	Bldg	Room	Link to Web Matl	
Select	MKT	445	001	M to R	10:15	2:20	CH	210	<input checked="" type="checkbox"/>	Delete
Select	MBA	541	001	M	6:00 PM	9:15	CH	212	<input checked="" type="checkbox"/>	Delete
Add New Course										

5. If you place materials on the web for your course, and you desire to build an automatic link from this vitae page to your course materials, click SELECT (if updating an existing course) or ADD NEW and you will see the screen below.
 - a. Change the **WEB MATERIALS** option to YES
 - b. Click the UPDATE link to save your change.
 - c. Repeat for each course as desired

Update Courses

Major Marketing

Number 445

Section 001

Days M to R

Start Time 10:15

End Time 2:20

Building Cameron Hall

Room 210

Build link to web materials Yes

Update Now Cancel

- d. When complete click the **PROFILE** link at the top of the page and check the other items that appear on your VITA (i.e. Office Hours, Research Interests) by clicking the appropriate **UPDATE** button.

Your web vita page should now have links for the courses you selected (they will be in dark blue and should take you to your course materials:

Update Courses	MKT 445	001	M to R	10:15	2:20	CH	210
	MBA 541	001	M	6:00 PM	9:15	CH	212

Consider updating your office hours and other vitae items while on your profile page.

Placing your course materials on the Web Server

1. In any browser window type: [\\uncwcsbweb01\www\people\youremailID](http://uncwcsbweb01\www\people\youremailID)
(note these are \\ back slashes not forward slashes)
2. In your people folder should be a **CLASSES** folder
3. For each class you want to place materials, build a sub folder under the class folder with the PREFIX of your CLASS and the CLASS SUBJECT NUMBER **without a space** between the two as in:
ACG201
4. Now any course materials you place in this folder will be exposed to the public and your class can assess your materials by going to your vitae page and

clicking the link you established above.

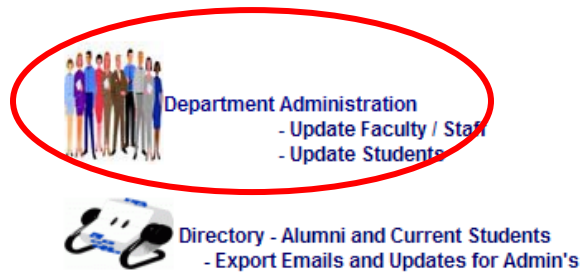
5. If you desire to have materials for a specific section you should build a new subfolder inside the folder built above so that each section will be part of the master course folder. The automatic link is only to a prefix and course number not sections.

PROBLEMS?

1. Your administrative assistant for your department has permission to modify your vitae page (but not your web server people directory where you actually store class materials).

ADMIN ASSISTANTS

For **Administrative Assistants**: all of the above instructions will work for you to update the faculty/staff in your department. The only change is you should see an option to Update Faculty and Staff once you login into the CSB Information System.



Select the Update Faculty/Staff Link and you should see a screen with the faculty / staff in your department, select the appropriate person and update their classes and office hours and any other bio information that needs to be updated. You can also any new faculty/staff via this screen.

Department Admin - Update Personnel

Click on the person's name to update their data

To add a new faculty / staff
enter an Email ID (before @)
and click ADD

Add a New Person

[Delete](#) [Barrick, Jesse](#)

[Delete](#) [Jolly, Beverly](#)

[Delete](#) [Biehner, Barbara](#)

[Delete](#) [Kurtz, Donna](#)

[Delete](#) [Clark, Larry](#)

[Delete](#) [Miller, Fredrika](#)