Employee Directory - How To Update Your Page

Welcome to the Ventura County Community College District,

We are glad you are here! We hope that you will take some time to create your customizable Employee Directory profile on the District website. On the employee directory, you will be able to search for yourself and your colleagues by name or location. This is a helpful tool for students, employees, and the community. We have provided easy-to-follow instructions for you to get started. If you have questions at any point, please send us an email at websiteupdates@vcccd.edu.

| DISTRICT | MOORPARK | OXNARD | VENTURA | VC EAST CAMPUS | APPLY · ENROLL | FINANCIAL AID · SCHOLARSHIPS | GIVE | ALERTS |

MyVCCCD   Canvas   Class Schedule   Mobile App   En Español   Search 🔍   Menu ≡

Your Name Here

Home > VCCCD Directory > Your Name Here
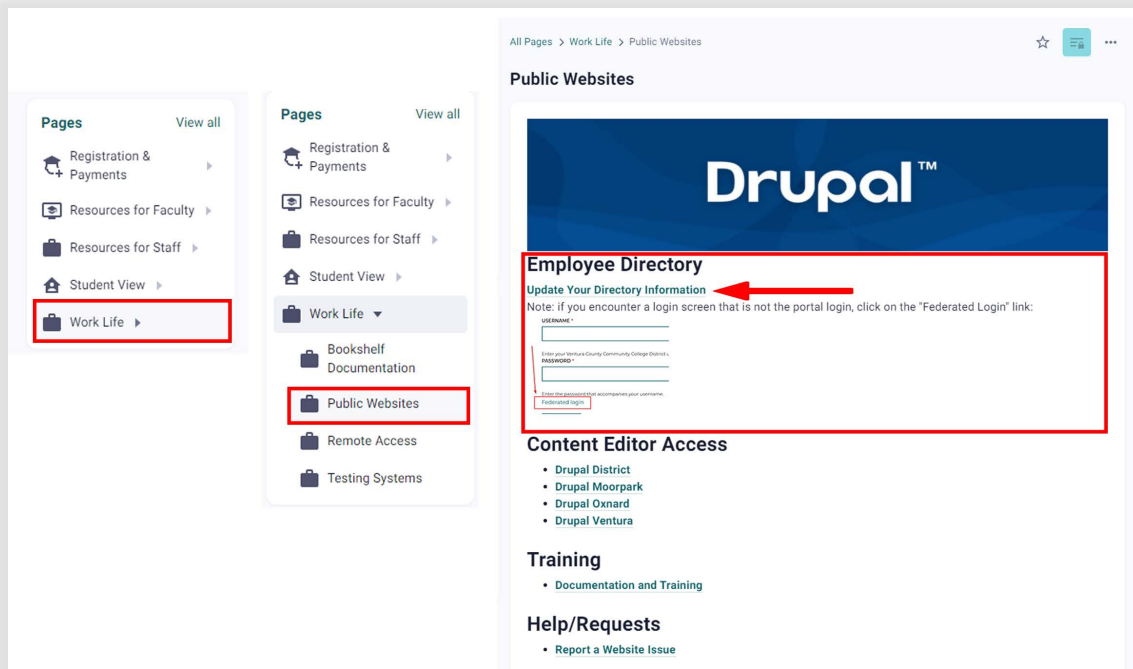
Contact
📞
✉

Your Portrait appears here

Course Information

Course Information for Faculty appears here.

This Information is updated nightly.

1. Log in to the Employee Portal (my.vcccd.edu) and search for "public websites" then when on the Drupal page under "Employee Directory," click on the "Update Your Directory Information" link. You can also go to Pages > Work Life > Public Websites to get to the Drupal page.
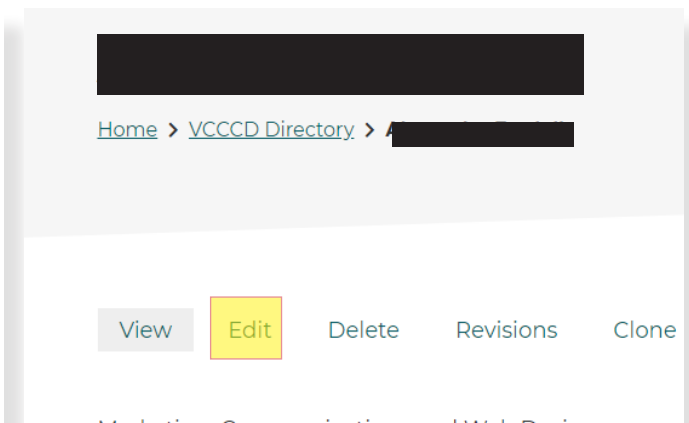
2. You will then be taken into your Drupal Profile Page. Do not confuse this for your directory page. Under the words "Directory Profile" click on the hyperlink of your name.

3. Once loaded on your directory page, click on "edit".
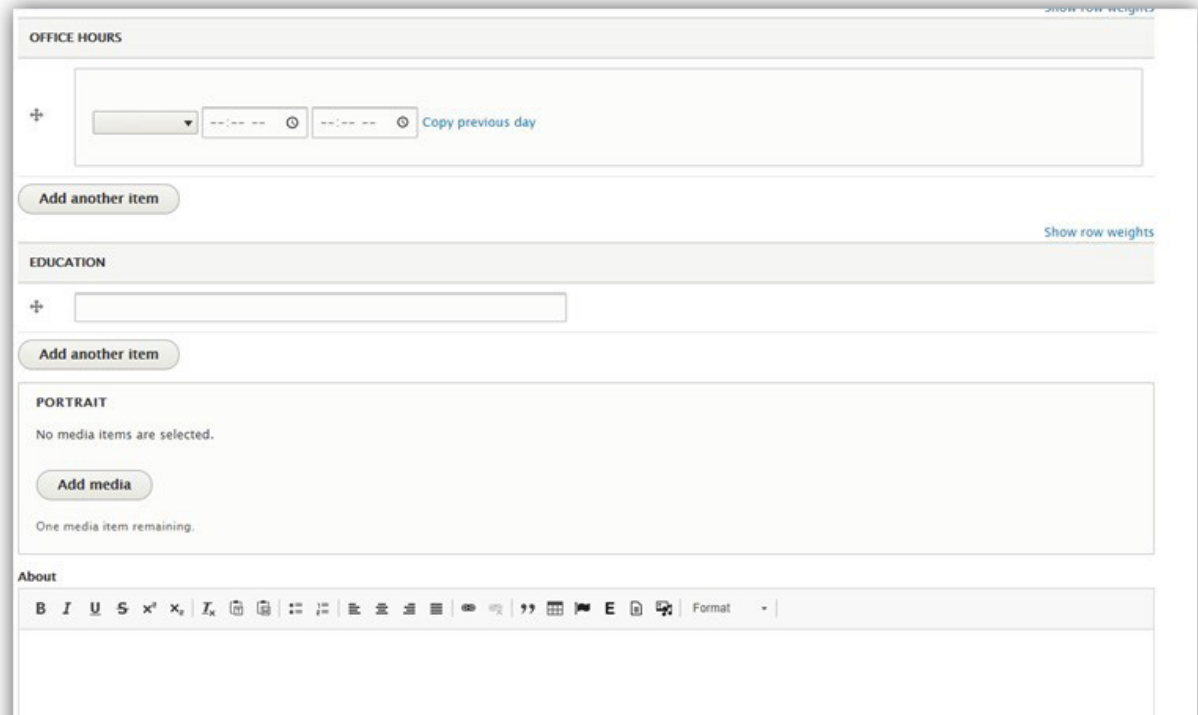
4. You will then be taken to the page editor. From here you will have options to enter the following fields.

- Job Title
- Office Location
- Office Phone
- Cell
- Website URL and Link Text
- Facebook URL
- Twitter URL
- LinkedIn URL

5. Continuing on, you will have fields for the following

- Office Hours
- Education
- Portrait
- About (Bio Section)

Anywhere you see a button that says "Add another item" is where you can add another field to that section.

When uploading a portrait, it is important that you give your photo Alternative Text, and a Category. You can use the year as the category. To upload a Photo or Document to your About Section, click on the Bold "**E**" Icon. To upload/embed a YouTube or Vimeo Video, click on the "Music Note and Picture" Icon

COURSE INFORMATION

⊹ Course Information Section   Remove

Title *

COURSE DOCUMENTS
Add new media item

Show row weights

LINKS

⊹ URL

○

Start typing the title of a piece of content to select it. You can also enter an internal path such as /node/add or an external URL such as http://example.com. Enter <front> to link to the front page. Enter <nolink> to display link text only.

Link text

▶ ATTRIBUTES

Add another item

Add Course Information Section

☑ Published

Save

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6. Finishing up, if you are Instructional Faculty, you will have a section to add course information. This Includes the following

- Title of Course
- Attachments (Syllabus, etc.)
- Links (Canvas, MyMathLab, etc.)

7. Once done, you can click the Blue Save Button to Publish. You can update this page as often as you like.