



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](#)

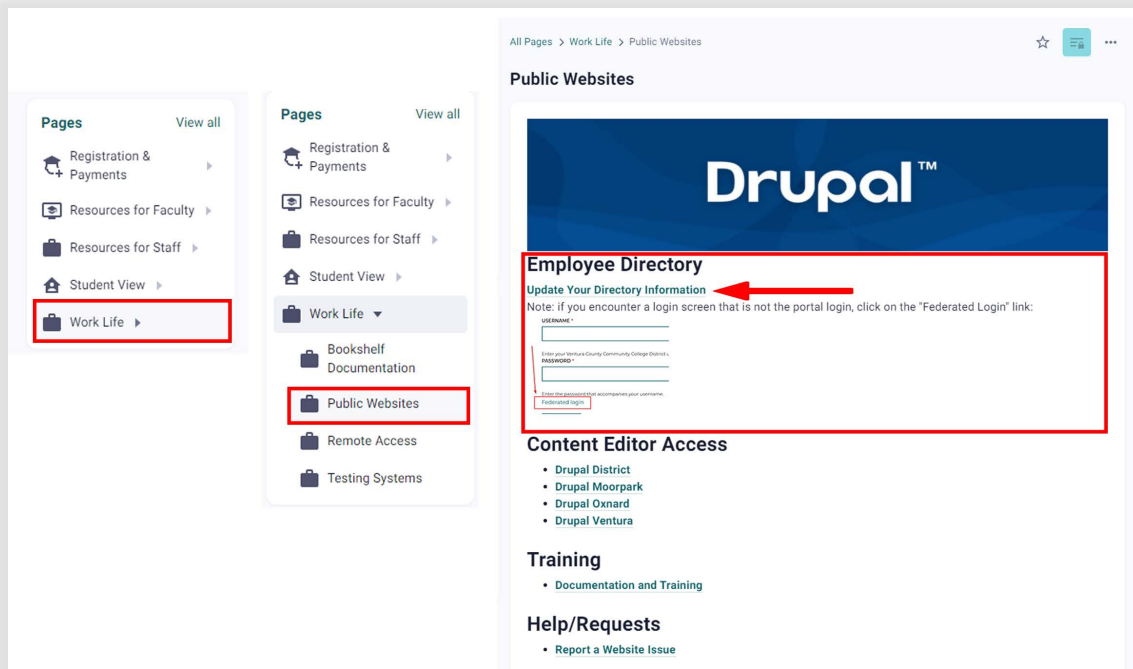
Contact

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.

Directory profile

Your Name

Member for 2 months 4 weeks

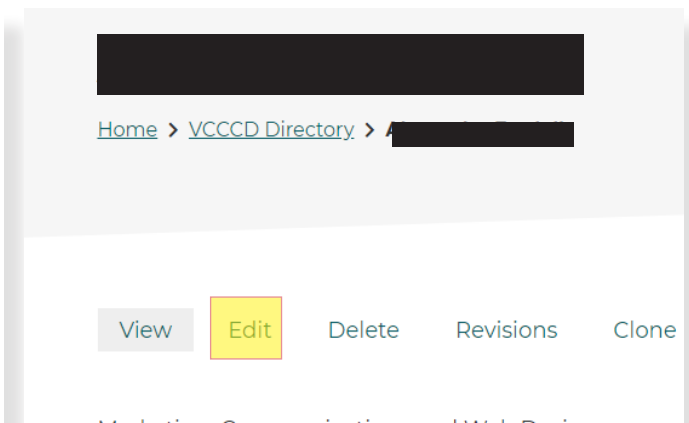
First Name

[Redacted]

Last Name

[Redacted]

Receive content moderation notifications



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".

Job Title

Office

Office Phone

Cell

WEBSITE

URL

This must be an external URL such as <http://example.com>.

Link text

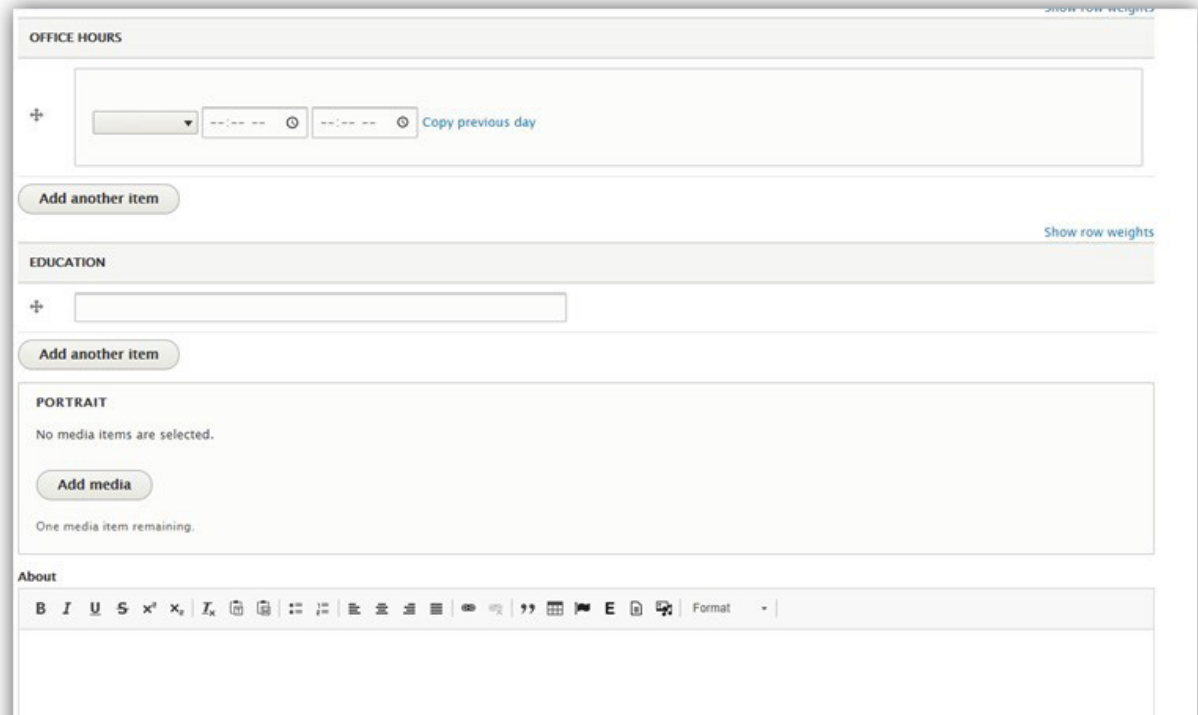
Facebook URL

Twitter URL

LinkedIn URL

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

The image shows a web form titled "COURSE INFORMATION". At the top right, there is a link "show row weights". Below the title, there is a section header "Course Information Section" with a plus icon on the left and a "Remove" button on the right. Underneath is a "Title" field with an asterisk and a text input box. Below the title field is a "COURSE DOCUMENTS" section with an "Add new media item" button. To the right of this section is another "show row weights" link. Below that is a "LINKS" section. It starts with a plus icon and a "URL" field with a dropdown arrow. Below the URL field is a small text instruction: "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 <nofollow> to display link text only." Below this is a "Link text" field. Underneath the link text field is a button labeled "ATTRIBUTES" with a right-pointing arrow. Below the links section is an "Add another item" button. At the bottom of the form is an "Add Course Information Section" button. At the very bottom, there is a checked checkbox labeled "Published" and a blue "Save" button.

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.