Welcome to LC State's online staff and faculty directory!

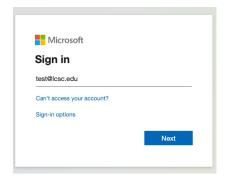
To add or update your director profile information click here: <u>https://edit.lcsc.edu</u>.

If you are unable to sign in, or have issues filling out your profile please contact the Help Desk.

Click "Sign in with your LCSC account".



If prompted, type in your email address. Then your username and password (same as your LCSC.edu email/computer password).



Once logged in you will see a Faculty and Staff Directory listing and then your name.

	Q, Type to search	John W. Test		
		Profile Content Info		
D	Content •   vww.lcsc.edu	Honorific Prefix Ex. "Dr."		
	<ul> <li>→ Applications</li> <li>→ → Esculty and Staff Directory</li> </ul>	First Name		
	1 John W. Test	Middle Name or Initial		
		Last Name		
		Honorific Suffix Ex. "MS, MBA, Ph.D, CPA, RN"		
		Position(s) / Title(s) Primary Title should be first.		Add
		Classification Select all that apply. For administrative use. Will not be displayed.	Adjunct Faculty Contractor Custodian Faculty Non-Daid Intern/Morek Scholar	

When filling out office information, you need to click the small black arrow to see the room numbers within the building. If you click the word Spalding Hall it will select the building.

<b>趣 Building Directory</b> Building Directory	Spalding Hall     Building Directory / Spalding Hall
Q. Type to search	Q Type to search
Spalding Hall	204
Activity Center West	♀ 316
Activity Center	© 306
	© 236
Mechanical Technical Building	© 209
🕨 📜 Library	219
Sam Glenn Complex	231
Sacajawea Hall	135
• 🔋 Reid Centennial Hall	234
Image: Meriwether Lewis Hall	312
Student Union Building/Center For Student Leadership	Previous 1 2 3 4 5 6 7 Next
Previous 1 2 3 4 Next	

Click the + on the 'Photo' section to add a photo.

Fax Number	208 792 2231	
Department		
Office		A
Photo	+	

You can click the upload button or drag your photo (please have it in .jpg format) into this box.

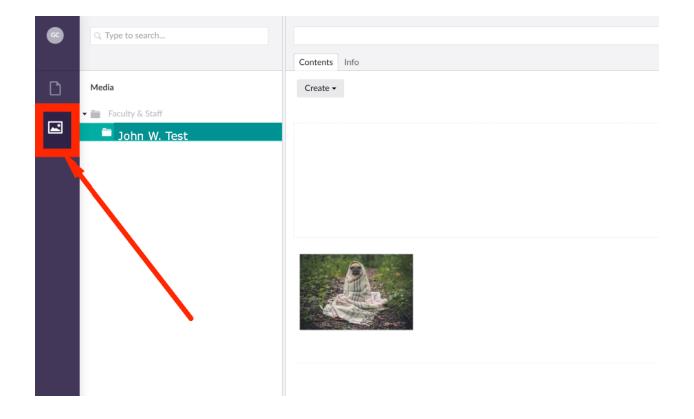
\*The photo needs to be a high-resolution professional head shot, not a casual or personally taken image. If you need to have a photo taken, please contact Kevin Grote kagrote@lcsc.edu to schedule a photo session.

Select media				
<ul> <li>Type to search</li> <li>Include subfolders in s</li> </ul>				Upload
	earch			
John W. Test / 🕇		Sort By:	Sort Order	~ III
	- or click her	e to choose file	25	

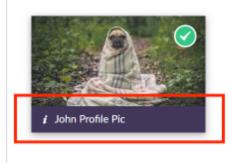
### Click 'Submit' when finished.

	Upload
Sort By: Sort Order	~ III
	Clese Submit
	Sort By: Sort Order

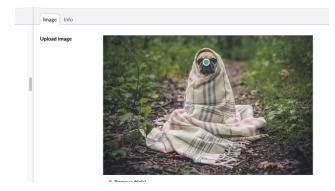
We need to make sure the photo's focal point is properly selected. To do this, go to Media on the left-hand pane.



Click on the purple toolbar to edit the image.



You will want to select the focal point (the greenish blue dot) where the middle of your image should be. In most cases, that is going to be on the nose of the person. Click the nose of the image and the focal point will move.



Click 'Save' in the bottom right corner.

Then click on the Content tab to get back to your profile page.

GC	Q. Type to search	Content	
		Your workspace Redirect URL Management	
Content	Content		Local Work locally
		View website	

You can also fill out information on the Content tab.

Q. Type to search	John W. Test	
	Profile Content Info	
Content		
Content	Personal Links	Add
🕶 🌐 www.lcsc.edu	Ex. Personal Website, Curriculum Vitae	
✓ Applications		
Eaculty and Staff Directory		
John W. Test	Social Links	Add item
John W. Test		
	Office Hours	Add item
	Body Content	
	Content blocks that make up	
	the main body of the page.	

In the Personal Links section, you can add an internal link, external link or file link.

Profile Content Info			Insert Content	
Personal Links Ex. Personal Website, Curriculum Vitae	Add	Select a	Content Type Internal Link Choose a page from the content section.	
Social Links	bbA	$\mathbb{Z}$	External Link Enter a url for an external webpage.	
Office Hours	bbA	A	File Link Choose a file from the media section.	
Body Content				
Content blocks that make up the main body of the page.				

Adding an internal link is to link to another page on the <u>www.lcsc.edu</u> site. You will need to add a link display name such as IT Department.

Content	
Internal Link * Choose a page from the content section.	Q. Type to search
Add	▼ ⊕ www.lcsc.edu
Link Display Name	Top-Level
Enter a label for the hyperlink. This is what viewers will click on to go the link.	Offices & Services
	<ul> <li>A Accessibility Services</li> </ul>
	<ul> <li>Administrative Services</li> </ul>
	<ul> <li>Admissions</li> </ul>
	<ul> <li>Adult Learning Center</li> </ul>
	<ul> <li>Advanced Opportunities</li> </ul>
	→ ♣ Alumni
	<ul> <li>Budget Office</li> </ul>
	<ul> <li>Business Division</li> </ul>
	<ul> <li>Business Technology &amp; Service Division</li> </ul>
	A Campus Print
	<ul> <li>A Campus Recreation/Intramurals</li> </ul>
	Center for Arts & History

The external link option is for sites outside of LCSC. If you have your own website, you could link it here. Once again, make sure to add a Link Display Name such as "My Personal Website".

		Edit External Link
Profile Content Info		Content
Personal Links	Information Te	External Off
Curriculum Vitae		https://example.com/
Social Links		Link Display Name
Office Hours		Enter a label for the hyperlink. This is what viewers will click on to go the li
Body Content		
Content blocks that make up		
the main body of the page.		

The File Link option is to upload documents. Click the '+'.

Edit File	le Link	
Content	tt	
File *		
Choose a file	file from the media section.	
	+	
Link Displ	play Name	
Enter a label	el for the hyperlink. This is what viewers will click on to go the link.	

Once inside your folder, click 'Upload' or the graphic in the middle of the screen and select the .PDF you want to upload.

Edit File Link	Select media
Content File Choose a file from the media section.	C Type to search. Uplead
Link Display Name Extra Libel for the hyperfek. This is what viewers will click on to go	Media / Faculty & Staff / Your name / + Sort By: Sort Odd v E
Unter a lades for the regeriting, it is is write viewers, will click on to go	
	- or click here to choose files
	- or click here to choose files

In the 'Body Content' section, you can add Headings and Rich text by clicking the '+'.

I have added three headings called 'Education,' 'Teaching Experience', and 'Biography.

John W. Test		Insert Content	
Profile Content Info			
Personal Links Ex. Personal Website, Curriculum Vitae	Add	Select a Content Type Heading Introduce new sections and organize content to help visitors understand the structure of your content.	
Social Links	Add item	Rich Text Craft content paragraphs, links, and lists	
Office Hours	Add item		
Body Content Content blocks that make up the main body of the page.	Education		
	* Teaching Experience		
	About Me		

To add words under the Education heading, I click the + sign under Education and then select Rich Text. I did the same steps for the other two headings.

John W. Test		Insert Content		
Profile Content Info				
Personal Links Ex. Personal Website, Curriculum Vitae		Add	Select a Content Type Heading Introduce new sections and organize content to help visitors understand the structure of your content.	
Social Links		Add item	<b>Rich Text</b> Craft content paragraphs, links, and lists	
Office Hours		Add item		
Body Content Content blocks that make up the main body of the page.	+ Education			
		·		
	Teaching Experience	~		

## Each Heading should be followed by a Rich Text box as shown here:

ading - h3	ducation
	(+)
	04 Lewis-Clark State College, Ph.D
	90 Lewis Clark State College, M.Ed.
Rich Text	
	+
	eaching Experience
ading - h3	
	(+)
d	In W. rest knows that successful students become successful adults. This is nis 15th year at Lewis-Clark State d 10th year teaching fourth grade. So far, fourth grade is his favorite grade to teach! Dr. Test was the 2011 Ne iffed School District Teacher of the Year, and received his National Board Certification in 2004. He loves sciend jored in biology at Lewis-Clark State College, where he also earned his teaching credential and Master of Educ
Rich Text	
	<u>+</u>
	iography
ading - h3	Н
	(+)
snow-	the summer, John enjoys boating out on the beautiful Snake River. In the winter, he takes to the mountains to be, and snowmobile.
Rich Text	
	(+)
ege d Ric	+      +      hn W. Test knows that successful students become successful adults. This is his 15th year at Lewis-Clark State d 10th year teaching fourth grade. So far, fourth grade is his favorite grade to teach! Dr. Test was the 2011 Nev ified School District Teacher of the Year, and received his National Board Certification in 2004. He loves science     iored in biology at Lewis-Clark State College, where he also earned his teaching credential and Master of Educ     ree

Be sure to click Save and Publish while you work (down in the right-hand corner).

The Preview button allows you to see how your profile will display online.

Education	H Heading - h3		
(I)	H Heading - h3		
2004 Lewis-Clark State College, Ph.D			
1990 Lewis Clark State College, M.Ed.			
	I Rich Text		
+			
Teaching Experience			
+	H Heading - h3		
John W. Test knows that successful attuents become successful adults and 10th year teaching fourth grade. So far, fourth grade is his favorite Unified School District Teacher of the Year, and received his National majord in biology at Lewis-Clark State College, where he also earned deserve	grade to teach! Dr. Test was the 2011 Newell loard Certification in 2004. He loves science and		
Biography			
(+)	H Heading - h3	1	
In the summer, John enjoys boating out on the beautiful Snake River. I shoe, and snowmobile.	in the winter, he takes to the mountains to ski, snow-		
	📰 Rich Text		
(+)		· • 🕴	
Faculty and Staff Directo / John W. Test		Return to list Preview	Save and publish 🔹



# Office Hours

Mon	10-4pm
Tues	2-5pm
Wed	10-4pm

## About John

### Education

2004 Lewis-Clark State College, Ph.D

1990 Lewis Clark State College, M.Ed.

### **Teaching Experience**

John W. Test knows that successful students become successful adults. This is his 15th year at Lewis-Clark State College and 10th year teaching fourth grade. So far, fourth grade is his favorite grade to teach! Dr. Test was the 2011 Newell Unified School District Teacher of the Year, and received his National Board Certification in 2004. He loves science and majored in biology at Lewis-Clark State College, where he also earned his teaching credential and Master of Education degree.

### Biography

In the summer, John enjoys boating out on the beautiful Snake River. In the winter, he takes to the mountains to ski, snow-shoe, and snowmobile.