



Personal Faculty Websites

Personal Faculty Websites are managed directly by Southeastern faculty. They follow approved design templates developed by University Marketing and Communications, with Google Sites serving as the official content management system.

These faculty-developed pages offer the opportunity to showcase professional achievements, publish research, and provide contact information and office hours.

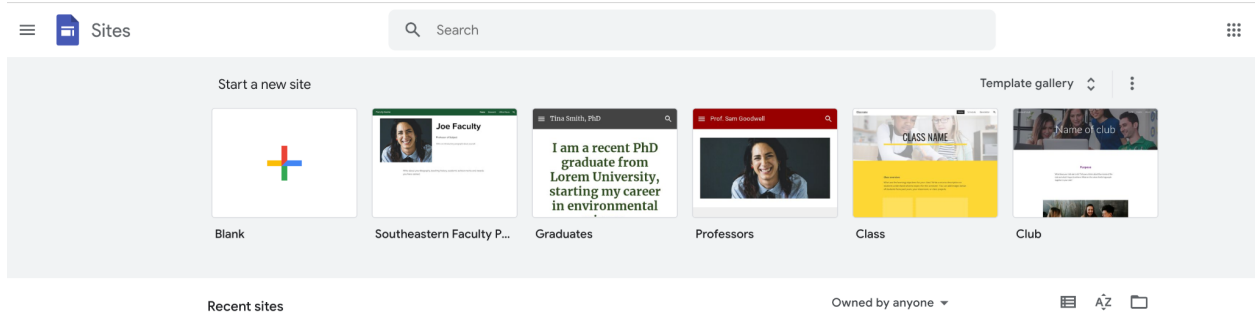
- Faculty websites can be used for research dissemination, highlighting professional accomplishments, and communicating office hours.
- To avoid confusion or possible issues, faculty should only post course information/syllabi on Moodle, not on the Google Site faculty page.
- To ensure compliance with the Gramm-Leach-Bliley Act, faculty pages should not collect any PII (Personally Identifiable information) or NPI (Nonpublic Personal Information) data.
- As these are University sponsored pages, do not include content related to non-university business (i.e. links to outside interests unrelated to your field)
- All faculty members should use the same template, developed by UMC, ensuring that the design adheres to the [University branding guidelines](#).
- Faculty websites must respect copyright and intellectual property laws. They should seek appropriate permissions for using copyrighted materials and provide proper attribution when necessary.
- UMC also provides access to hundreds of brand-consistent photos to download for use on your website through [Photoshelter](#).
- All personal faculty websites are required to comply with copyright laws, adhere to [Southeastern's web policy](#) and follow [Southeastern's web content and style guidelines](#).

If you need content from your old faculty page, please contact helpdesk@southeastern.edu.

How to access and use Google Sites

- To create a Google Site via Google Sites, first you must go to <https://sites.google.com/>

(Make sure you are signed into your Southeastern Google Account)



- You will be prompted with starting a new site at the top and your recent sites below it. Select in the top right of the gray area “Template Gallery.” The only option to select will be “Southeastern Faculty Page Template.”

← Template gallery

Southeastern Louisiana University General

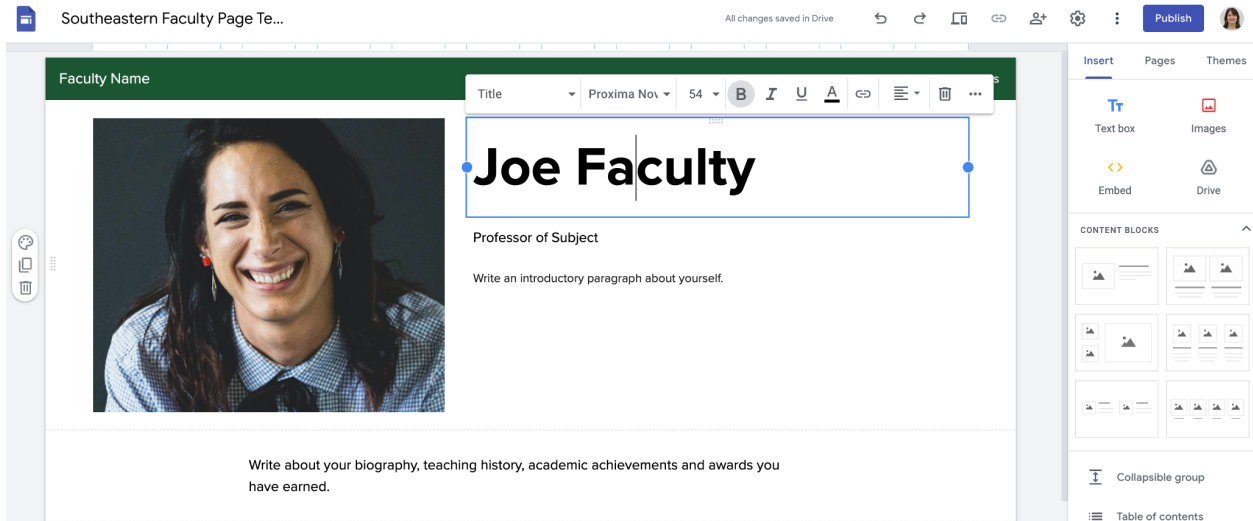
Basics



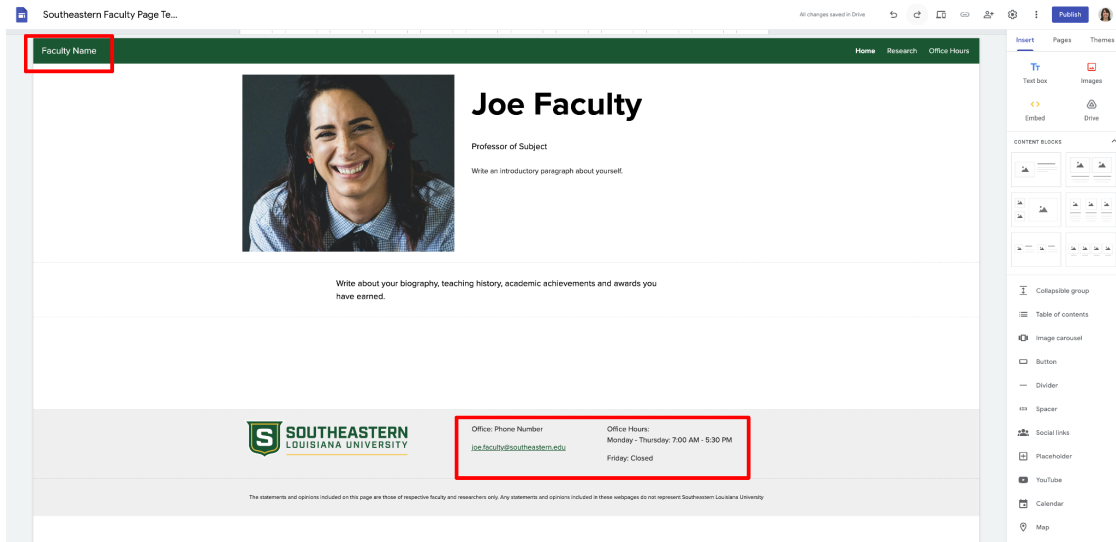
Southeastern Faculty Page
Template

- You are immediately placed on the home page. Here you can customize your page by placing information about yourself such as which department you work for, what your title is, how long you have worked at Southeastern and other specific achievements.

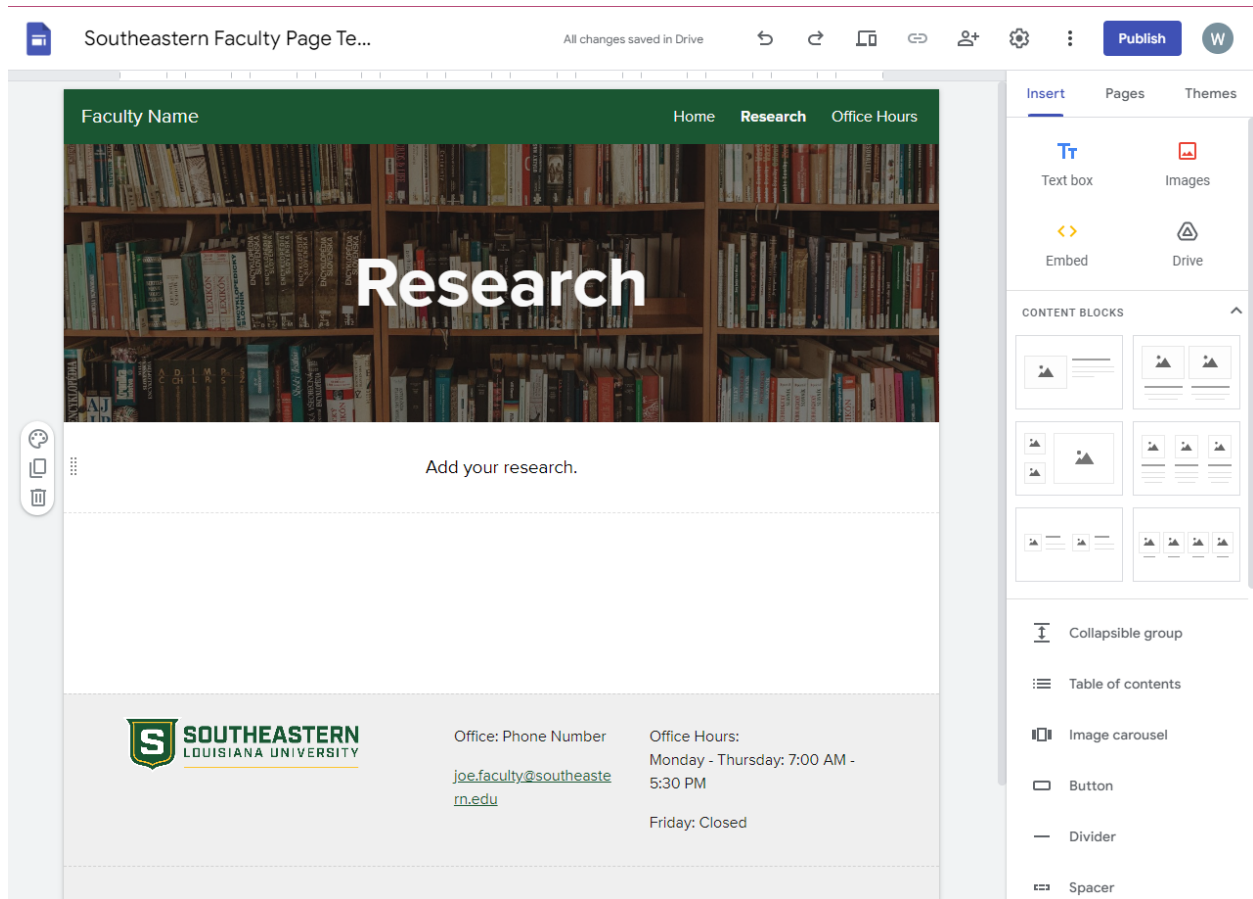
- To edit and insert this information, press on the words that are already pre-generated and type the information. **DO NOT EDIT** the preset font, size and styles.



- In the top left of the site creation you can edit the save name of the page. Right below that where it says “Faculty Name” should also be changed to your name.
 - The Footer should also be edited with your information, the footer is located at the bottom of the page and can be edited by hovering over the bottom gray box and selecting “Edit.”



- Moving content around is a way to customize and make your page unique. However, Google Sites operates in “blocks” and “sections.” You can move blocks of content to the right, left, under, above, etc. to other content.

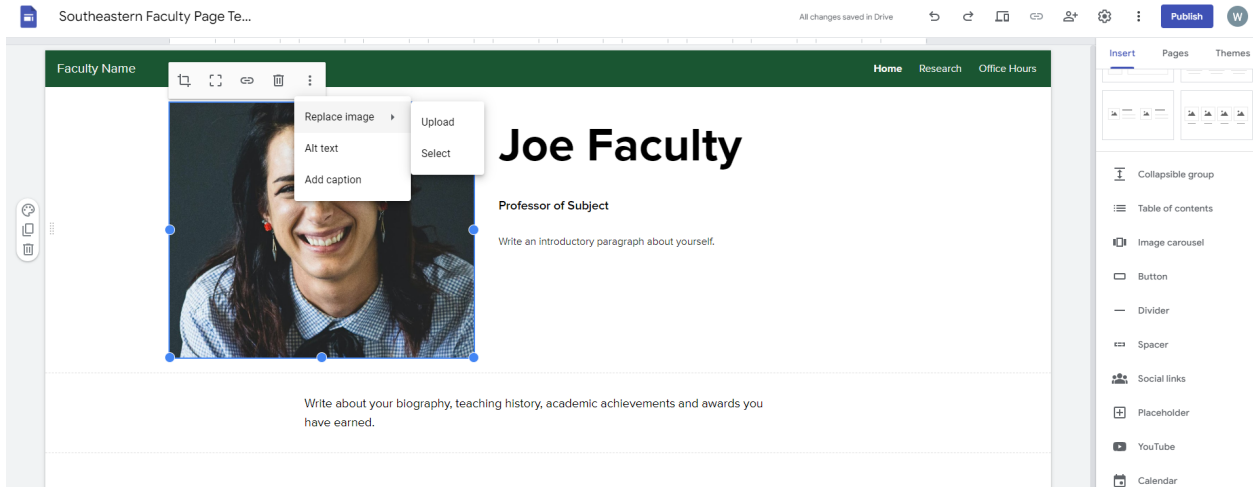


- Using the three dots to the left of the block, that section can be duplicated, moved around or deleted. The same options can be seen under “Content Blocks” on the right of the screen.

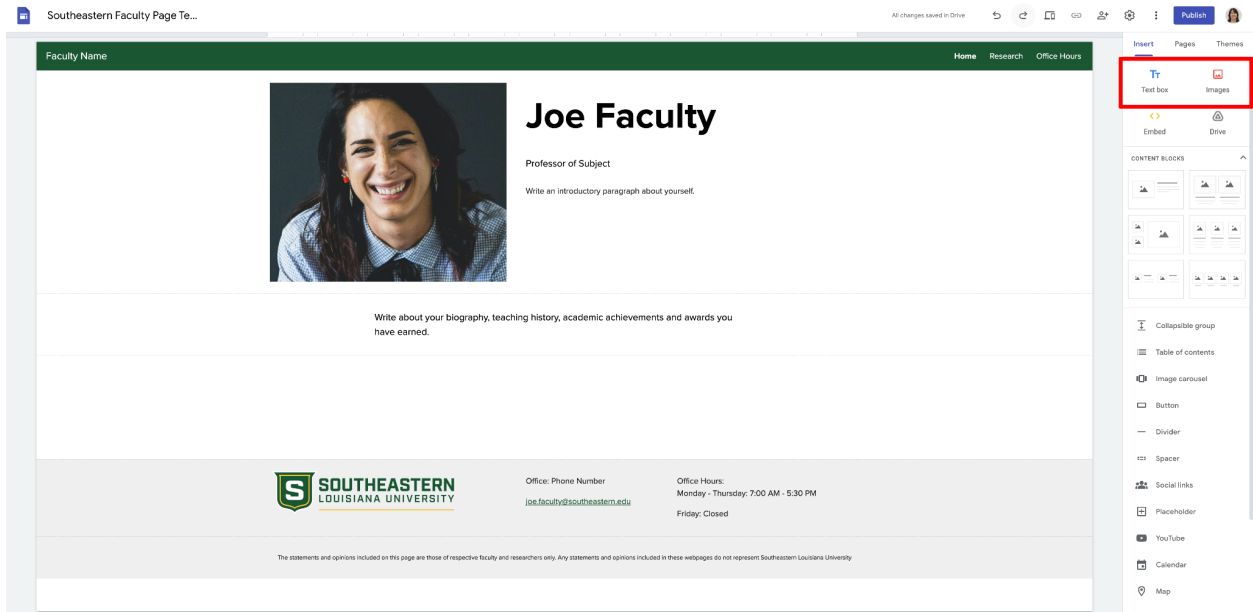
Add photos

- To edit the photo on the home page, click on the photo and press the three dots on the far right of the toolbar that appears above the photo. Three other options in a drop down menu will appear, hover over “Replace Image” and select “Upload Image.”

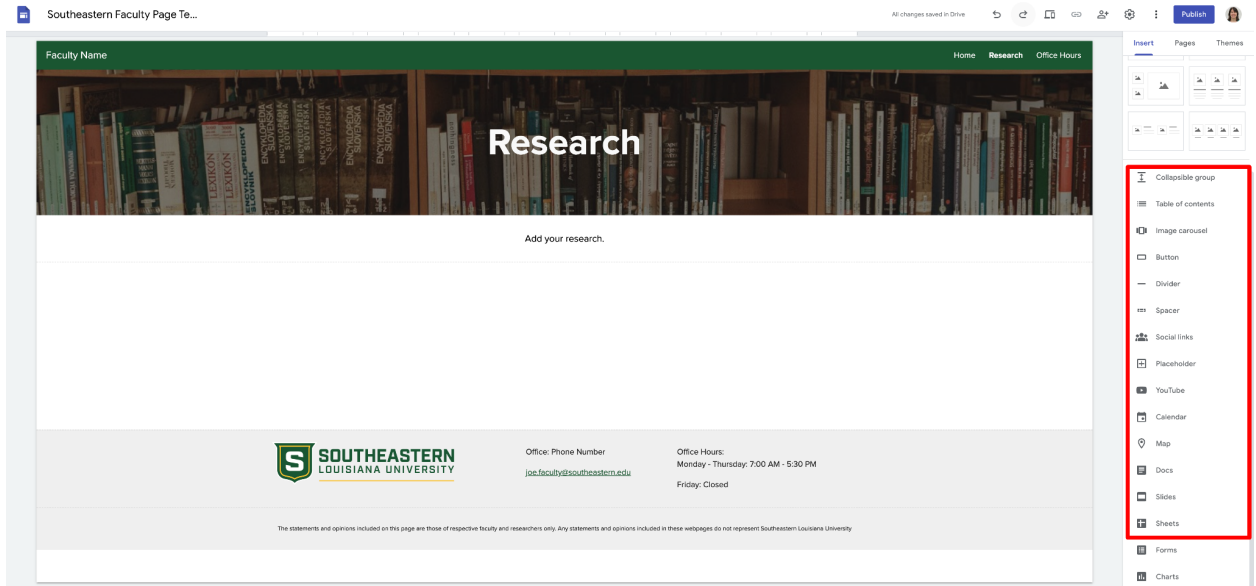
- The other four options available on the toolbar (from left to right) are crop, uncrop, link, and delete.



- To add additional pictures look to the right side of the page and under “Insert” press the red icon titled “Images” and “Upload.”
 - Selecting “Select” simply allows you to upload photos on your Google Drive account



- To add YouTube videos, look to the right side of the page under “Insert” and scroll down the list of options to “YouTube.” Type in the title of the YouTube video and press “Select.”



Using the toolbar

- At any point, the undo button at the top of the page is available to you to correct any mistake.
- Next to the undo button, is a button with a computer and phone icon. That is the live view button and should be used to view what the website will look like before publishing.

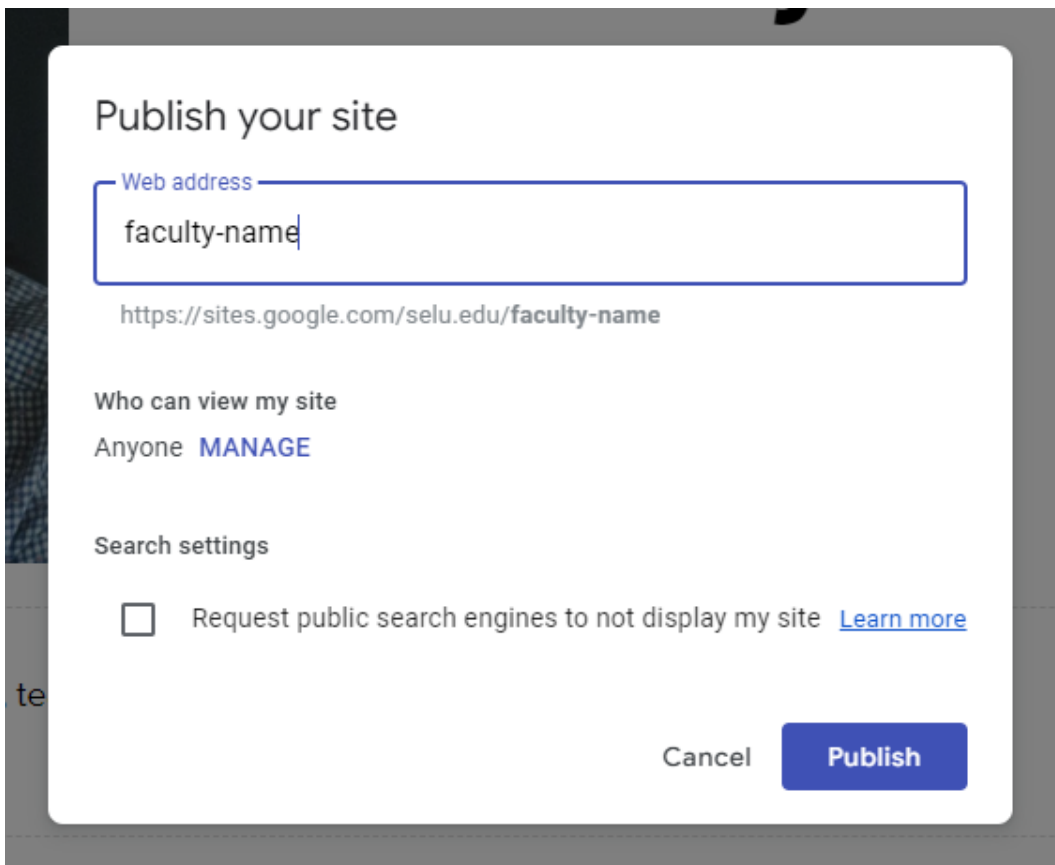


- Other options on the top right of the page are the collaborator button (the person + icon) and the publish button

- If you need to work with other collaborators on a project, this is where you add them by typing their email address. Also controlled here is the amount of access the collaborators will have.

Publishing

- Select “Publish” when you are ready to post your website. After pressing the button, type in your name as the “web address” as it will precede the url.
 - Lastly, press “Manage” directly under the web address textbox and press the drop down box next to “Published site.” It should be preset to “Restricted” and should instead be “Public.” This change can also be updated under the “Collaborators” button.



Publish your site

Web address

<https://sites.google.com/selu.edu/faculty-name>

Who can view my site
Anyone [MANAGE](#)

Search settings

Request public search engines to not display my site [Learn more](#)

Cancel [Publish](#)

For more information, refer to Google Sites [Frequently Asked Questions Page here](#).