

How to Create your FSW Profile & Expert Network

In addition to displaying contact information and your role at FSW, all faculty and staff have the opportunity to showcase their educational and professional background as well as connect with other experts in their field(s) through their profile in the FSW directory. When you create this profile, you can include items such as:

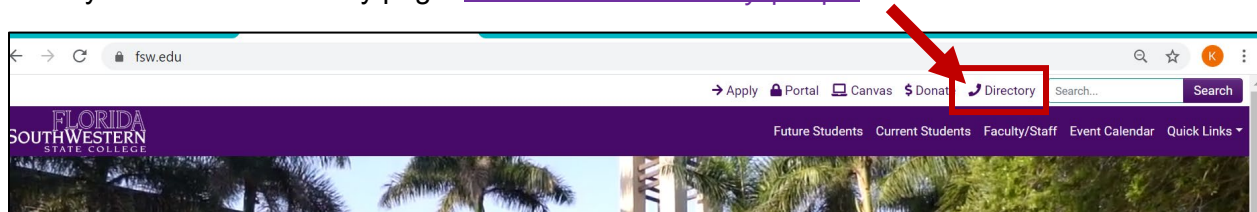
- Degrees earned
- Previous teaching or professional positions
- Expert Network Listing
- Publications
- Biography
- Relevant websites
- A Professional Photo

Follow the directions here to access and create your profile in the FSW directory and connect to the Expert Network.

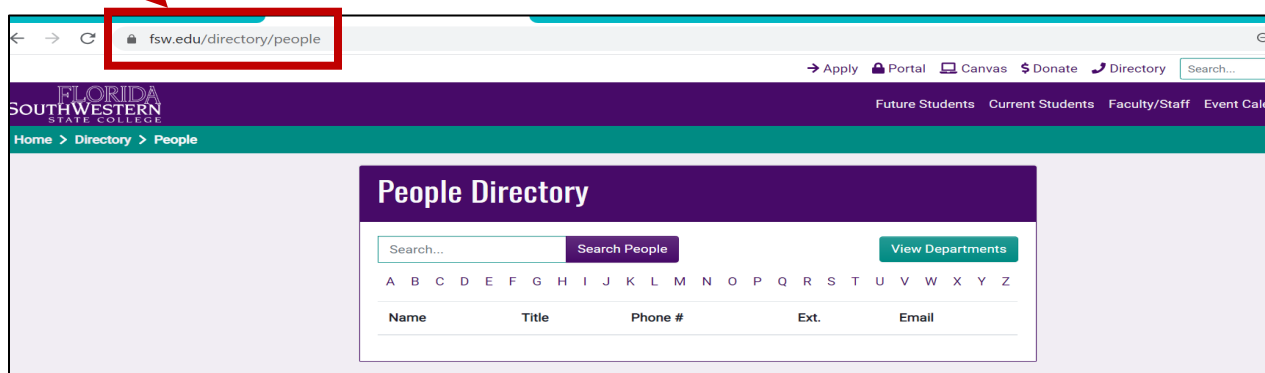
Create your Profile

Step 1: Locate yourself in the Directory

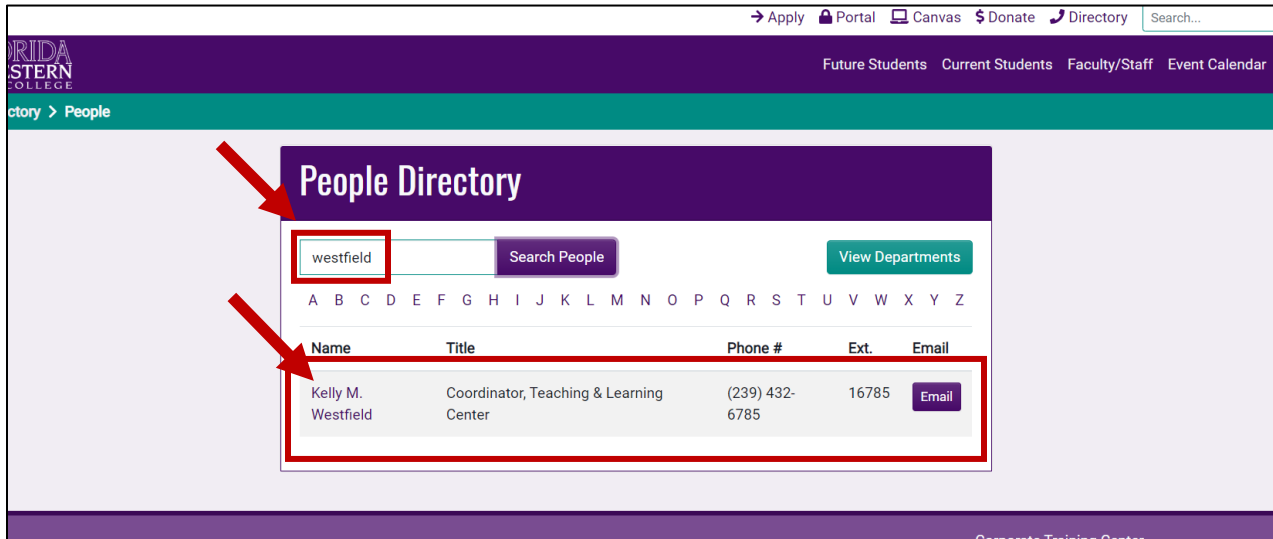
1a. Access the directory: Navigate to the FSW homepage (www.fsw.edu) and select the 'directory' icon located on the menu bar in the top right corner of page. You can also navigate directly to the FSW directory page: www.fsw.edu/directory/people



OR....

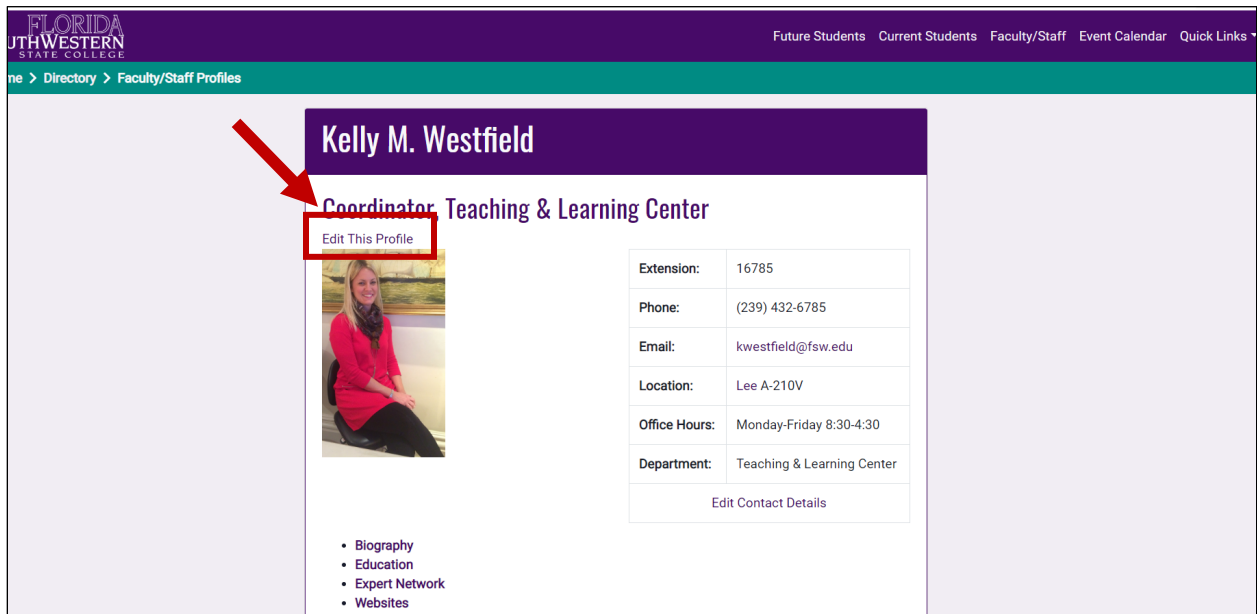


1b. Locate your Profile: Once you are on the FSW directory page, type your name (first, last, or both) into the search box, then click 'search people' to locate your profile. Click on your name in the directory to access your directory listing:



Step 2: Create/Edit your Profile

Step 2a. Access your Profile: Select 'Edit this Profile' to create and edit your FSW profile. You will be prompted to accept the 'Guidelines for Use' and login into the FSW portal (if not already logged in) before being able to edit your profile:



Faculty/Staff Profile Overview

FSW grants faculty and staff the right to create personal profile sites within the limit of available resources. Access to the FSW shared web server resources is a privilege, and it is provided with an expectation of responsible and acceptable use.

Guidelines for Use

- Full-time and part-time faculty and staff are authorized users of the Directory Profile system. Basic directory information about the faculty or staff member is automatically provided in the system. The faculty or staff member is responsible for adding any additional content, and will do so by logging into the system with his/her FSW User ID and Password.
- Profile pages may not be used for commercial purposes. Materials or services may not be offered for sale through the site, nor should links to external commercial websites be published.
- Due to both privacy and copyright concerns, uploaded content (such as images or contact information) should pertain only to the individual faculty or staff member. Use of photographs or video in which other individuals appear requires written permission and a release form on file with the college.
- Course materials (such as syllabi, PowerPoints, etc.) should not be included on the Profile pages. Canvas pages are the standard delivery method for course-related content.
- Authorized users will abide by institutional policies along with applicable local, state and federal laws.
- Authorized users are responsible for the accuracy of the information published on their personal pages.
- Users must adhere to legal and ethical standards governing copyright and intellectual property.

Postings shall be limited to the above usage guidelines. Inappropriate postings may be subject to removal.

I have read and accept these guidelines.

Ms. Westfield served FSW and the Department of Academic Success from 2010-2016 as the Instructional Assistant for the Oral Communication Center. After pursuing graduate study at the University of South Carolina, she returned to FSW in August 2019 where she continues to serve faculty and staff as the Coordinator for the Teaching and Learning Center.

Step 2b: Edit your Profile: Once you have accepted the Guidelines for Use and logged into the FSW Portal, you can begin creating/editing your profile. Type your profile information directly into the boxes provided. To add a photo to your profile, email the photo to webmaster@fsw.edu. Once you have finished, select the submit button to finalize your changes. Please allow 24-48 hours for the approval of your profile information.

If you would like to add a picture or headshot to your online profile, please send an attached photo (.jpg only) to webmaster@fsw.edu and we will upload it upon approval of this request.

Biography

Ms. Westfield served FSW and the Department of Academic Success from 2010-2016 as the Instructional Assistant for the Oral Communication Center. After pursuing graduate study at the University of South Carolina, she returned to FSW in August 2019 where she continues to serve faculty and staff as the Coordinator for the Teaching and Learning Center.

Education (Degrees and Certifications)

- A.A., St. Petersburg College, 2007 ✘
- B.A., Interdisciplinary Studies, USC Upstate, 2009 ✘
- M.A., History, Georgia Southern University, Savannah, 2018 ✘

• Degree/Certification , Year Received

The image shows a screenshot of a web form for editing a profile. The form is divided into several sections, each with a red rectangular highlight:

- Awards and Recognition**: An empty text area at the top.
- Professional Development**: An empty text area in the middle.
- Websites**: A list of two website URLs:
 - <https://www.fsw.edu/tlc> with a red 'X' icon to its right.
 - <http://www.fsw.edu> with a green '+' icon to its right.
- Submit**: A button at the bottom left, indicated by a red arrow pointing to it from the left.

***PLEASE NOTE:** The FSW Portal will automatically logout users after a short period of activity. This will cause you to lose your work on your profile before you have hit the submit button. To Prevent losing your work on your profile before you have submitted it, please do the following when editing/creating your profile:

1. Type your profile information into a word document. Once you are finished, copy and paste the information into your profile page.
2. Copy and Paste your profile information into a separate word document frequently as you work.

Connect to the Expert Network

Step 1: Access the Expert Network

Step 1a. Access the Expert Network: From your profile page, select the 'Expert Network' link from the bulleted list. This will bring you to your Expert Network page where your areas of expertise are listed (If you haven't setup your network, no areas of expertise will be listed yet). You can also visit the Expert Network page directly by navigating to the Expert Network home page: www.fsw.edu/expertnetwork

The screenshot shows the profile page for Rebecca A. Yost, Assistant Director, Teaching and Learning Center. The page includes a profile picture, contact information, and a list of areas of expertise. Two red annotations are present: a box around 'Expert Network' in the left sidebar menu and an arrow pointing to 'Faculty/Staff Login' in the top navigation bar. Another arrow points to 'Expert Network Home' in the top navigation bar.

Extension:	16775
Phone:	(239) 432-6775
Email:	rebecca.yost@fsw.edu
Location:	Lee A-210F
Office Hours:	
Department:	Teaching & Learning Center

Areas of Expertise

- COMMUNICATION
- COMPUTING
 - Computers and Education
- EDUCATION
 - Adult Education
 - Pedagogy
- LEARNING (SEE ALSO EDUCATION)
 - E-Learning
 - Organizational Learning
 - Professional Learning
 - Teaching and Learning
- ORGANIZATIONAL DEVELOPMENT
 - Decision making
- SCREEN AND MEDIA
- TECHNOLOGY

Step 1b. Login to the Expert Network: From the Expert Network home page or your individual page, you can view those in the network by name ('Experts A-Z') and see the complete list of areas of expertise ('Expert Network Home'). To select your areas of expertise and join the network, select 'Faculty/Staff Login.' You will be prompted to login to the FSW portal if you are not already logged in.

Step 2: Join the Expert Network

Step 2. Select your areas of expertise by checking the boxes in the list provided. There are hundreds of options; scroll down to view all. You may also choose to upload a resume or CV. When you are finished, select 'save' to add yourself to the network.

Vitae
No Vitae uploaded. Click Browse to find yours and then click Upload.

Choose File No file chosen Upload

Log Out

Your Expertise

You have not selected any areas of expertise. Choose from the list below and click save to add some.

Check items to add them to your expertise list, then click save. Uncheck items and click save to remove them from your expertise.

Save

- ACCOUNTING
 - Financial Accounting
 - Management Accounting
 - Taxation
- ADVERTISING
- AGEING
 - Alzheimer's Disease (AD)
- AGRICULTURE
 - Agriculture and Biosystems
- ANTARCTICA
- ANTHROPOLOGY
- ARCHITECTURE
 - Drafting
 - Industrial/ Commercial
 - Interior
 - Landscape architecture
 - Residential
 - Sustainable
- ART
 - Art history
 - Contemporary art
- ASTROPHYSICS
- BEHAVIOUR (SEE PSYCHOLOGY)
- BILINGUALISM
- BIOCHEMISTRY
- BIOLOGY
- BIOTECHNOLOGY
- BUSINESS ETHICS
- CHEMISTRY
- CHILDREN (SEE ALSO EDUCATION)
 - Child Behaviour (See Also Psychology)
- CHINESE (SEE ALSO EAST ASIAN STUDIES)
- CLIMATE (SEE ALSO ENVIRONMENT)
- COMMUNICATION
- COMPOSITION AND RHETORIC
- COMPUTING
 - Computer Graphic Design
 - Computers and Education
- Data
- Data mining
- Databases

Let us know what you think!

Please [give us feedback on these instructions](#), so we can provide content that's truly useful and helpful. Thanks! If you have any questions, please contact the Teaching and Learning Center:
tlc@fsw.edu