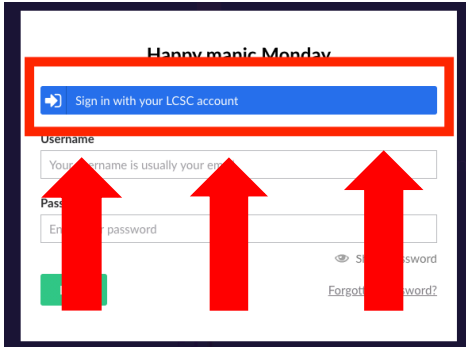


Welcome to LC State's online staff and faculty directory!

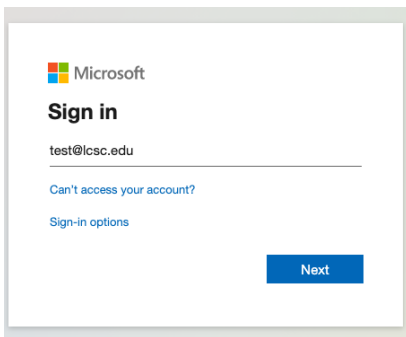
To add or update your director profile information click here: <https://edit.lcsc.edu>.

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

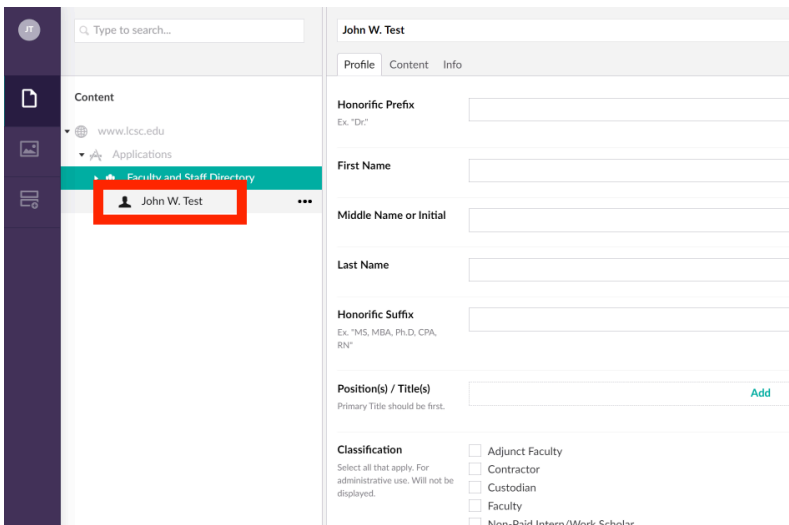
Click **“Sign in with your LCSC account”**.



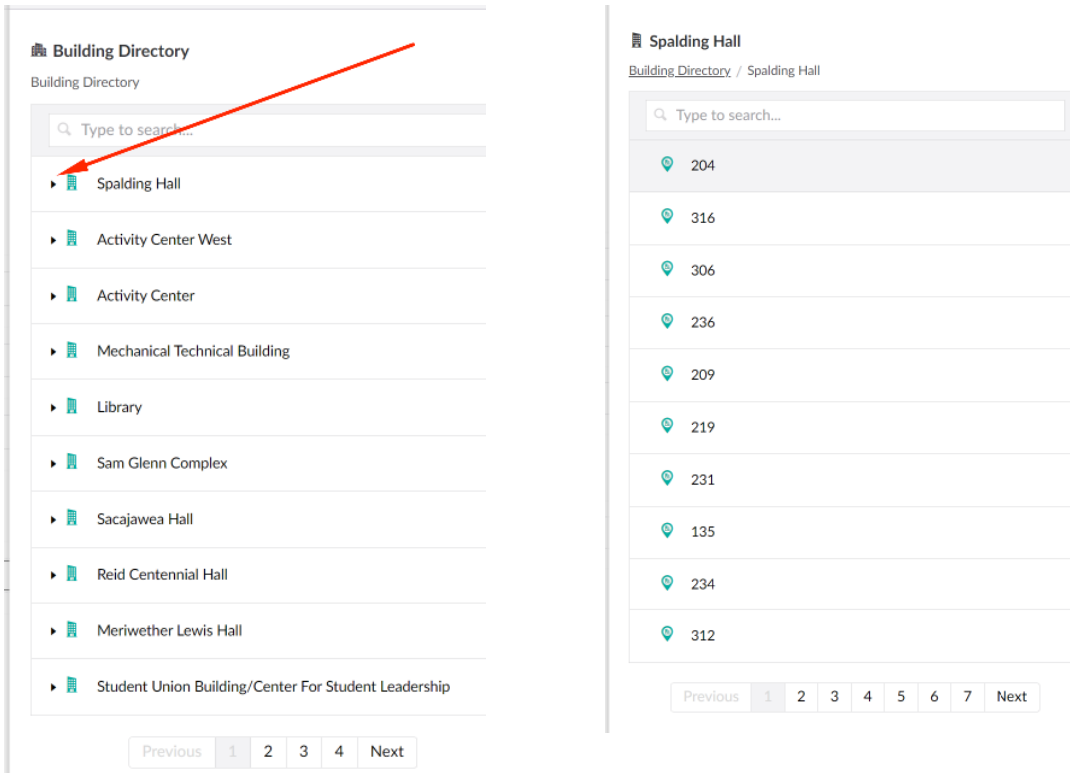
If prompted, type in your email address. Then your username and password (same as your LCSC.edu email/computer password).



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



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.

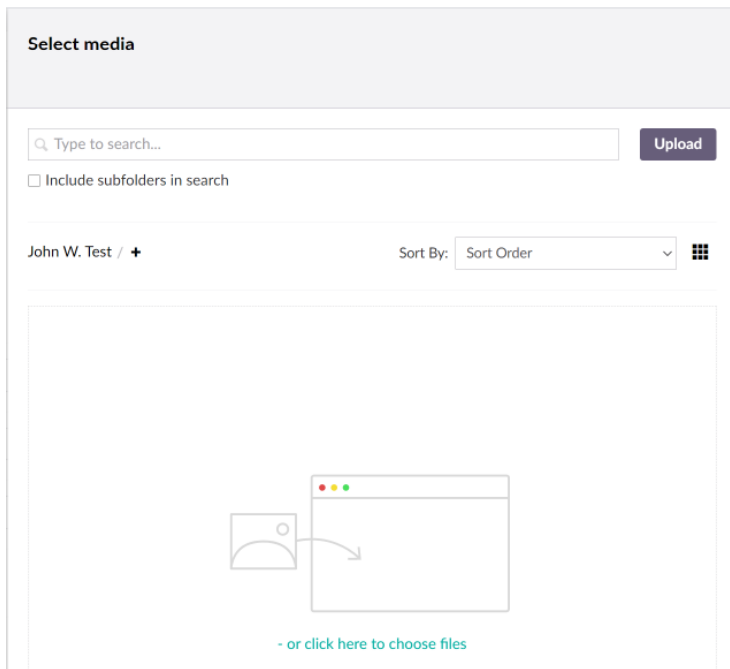


Click the + on the 'Photo' section to add a photo.

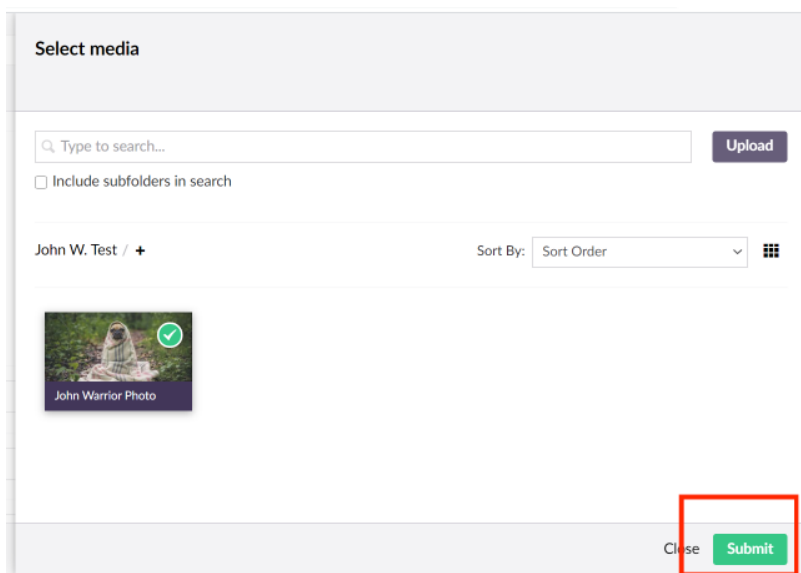
The image shows a form with four fields: 'Fax Number' with the value '208 792 2231', 'Department' with a dropdown arrow, 'Office' with a dashed border and a small 'Ac' icon, and 'Photo' with a red box around a plus sign icon.

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

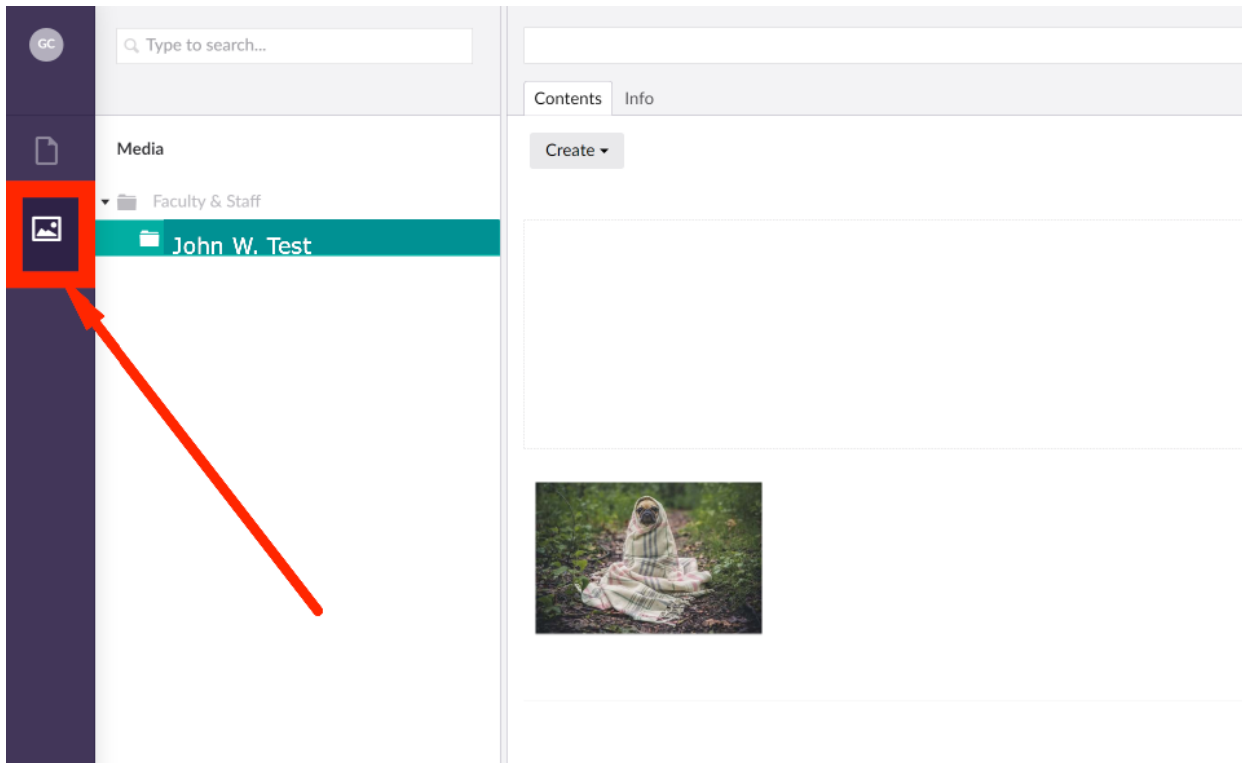
***The photo needs to be a high-resolution professional head shot, not a casual or personally taken image. If you need to have a photo taken, please contact Kevin Grote kagrote@lcsc.edu to schedule a photo session.**



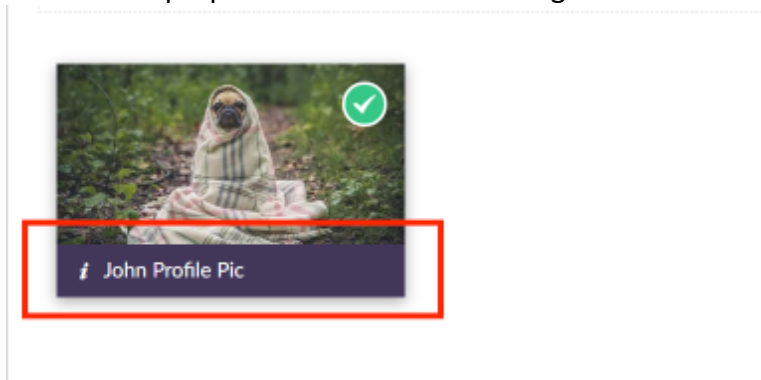
Click 'Submit' when finished.



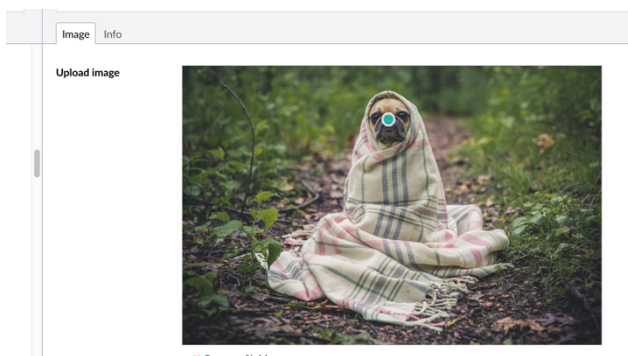
We need to make sure the photo's focal point is properly selected. To do this, go to Media on the left-hand pane.



Click on the purple toolbar to edit the image.

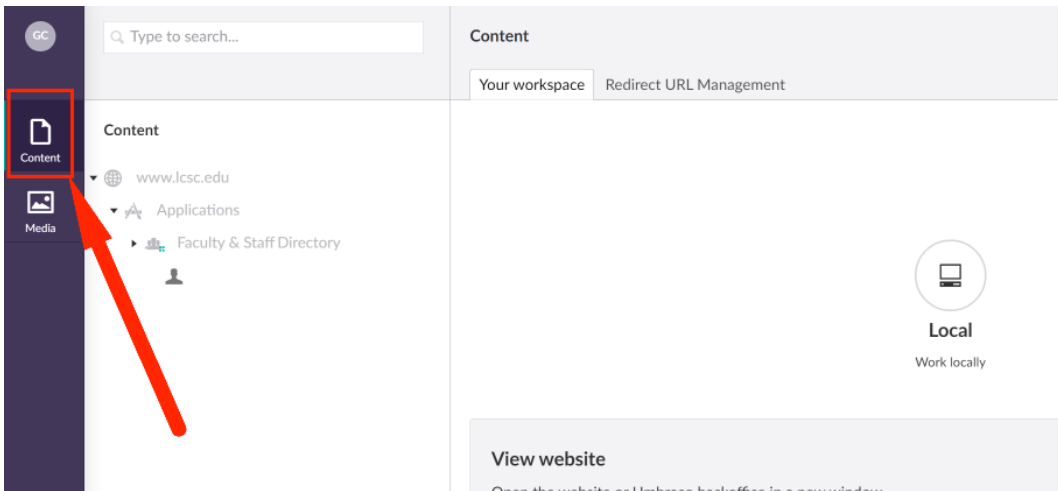


You will want to select the focal point (the greenish blue dot) where the middle of your image should be. In most cases, that is going to be on the nose of the person. Click the nose of the image and the focal point will move.

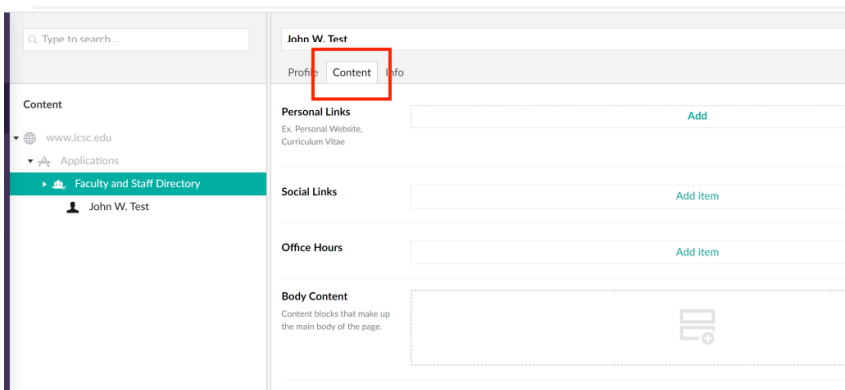


Click 'Save' in the bottom right corner.

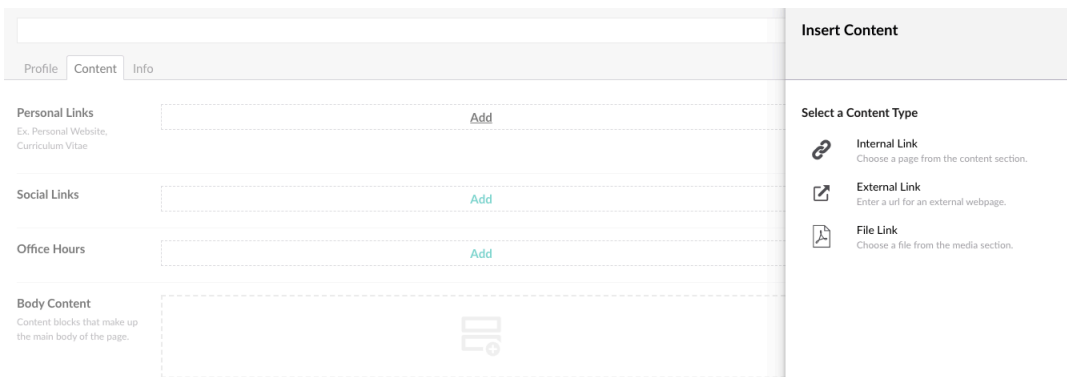
Then click on the Content tab to get back to your profile page.



You can also fill out information on the Content tab.



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



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

Edit Internal Link

Content

Internal Link *
Choose a page from the content section.

Link Display Name
Enter a label for the hyperlink. This is what viewers will click on to go the link.

Type to search...

- www.lcsc.edu
 - Top-Level
 - Offices & Services
 - Accessibility Services
 - Administrative Services
 - Admissions
 - Adult Learning Center
 - Advanced Opportunities
 - Alumni
 - Budget Office
 - Business Division
 - Business Technology & Service Division
 - Campus Print
 - Campus Recreation/Intramurals
 - 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

Personal Links
Ex. Personal Website, Curriculum Vitae

Information Te

External Url *
Enter a valid url for an external webpage.

Link Display Name
Enter a label for the hyperlink. This is what viewers will click on to go the lin

Social Links

Office Hours

Body Content
Content blocks that make up the main body of the page.

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

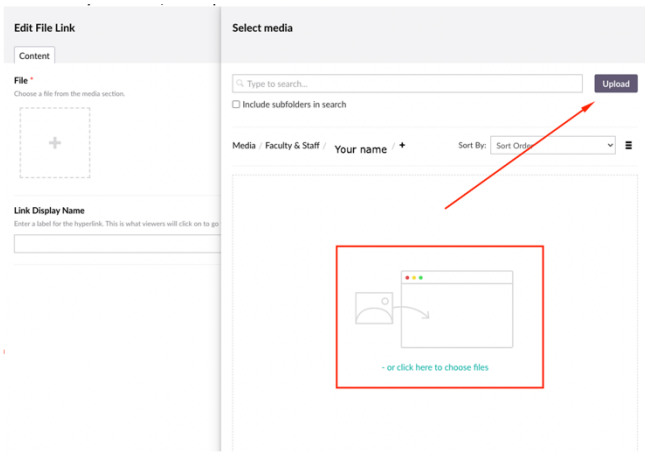
Edit File Link

Content

File *
Choose a file from the media section.

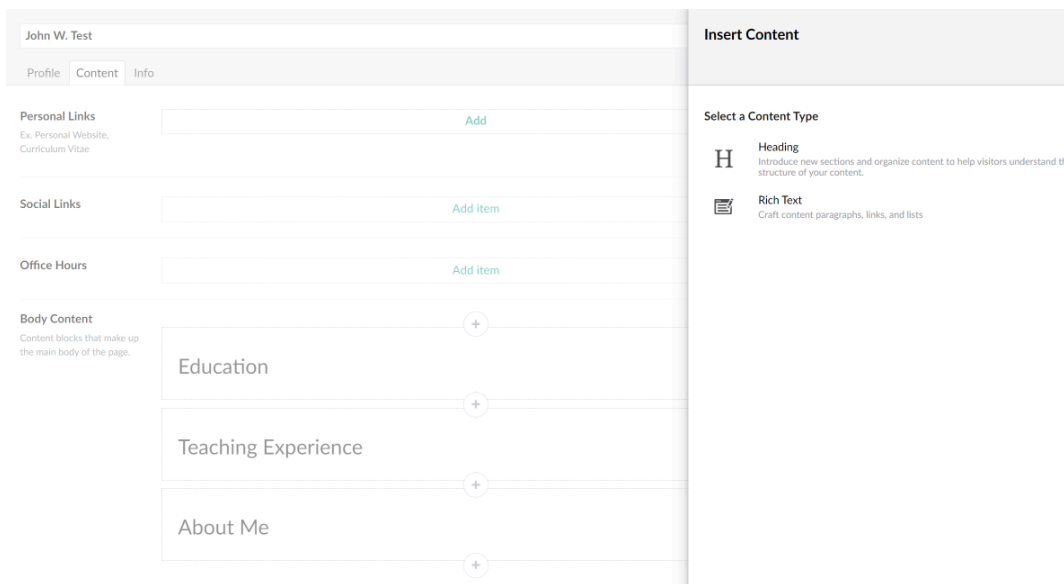
Link Display Name
Enter a label for the hyperlink. This is what viewers will click on to go the link.

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



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.'



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

Profile Content Info

Personal Links
Ex. Personal Website, Curriculum Vitae

Social Links

Office Hours

Body Content
Content blocks that make up the main body of the page.

Education

Teaching Experience

Insert Content

Select a Content Type

Heading
Introduce new sections and organize content to help visitors understand the structure of your content.

Rich Text
Craft content paragraphs, links, and lists

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

Education

H Heading - h3

2004 Lewis-Clark State College, Ph.D
1990 Lewis Clark State College, M.Ed.

Rich Text

Teaching Experience

H Heading - h3

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.

Rich Text

Biography

H Heading - h3

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

Rich Text

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

2004 Lewis-Clark State College, Ph.D
1990 Lewis Clark State College, M.Ed.

Teaching Experience

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Biography


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

Return to list Preview **Save and publish**

LEWIS CLARK
STATE COLLEGE

Apply Request Info Visit

Faculty and Staff Directory → Courtney E Toth



Dr. John W. Test, Ph.D
Vice President of the Pugs

208-555-5555
SPH 204

warrrior@lcsc.edu
Warrior Entertainment Board

[Vice President's Office](#) [My Personal Website](#) [Curriculum Vitae](#)

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

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