WEBSITE PROFILE instructions
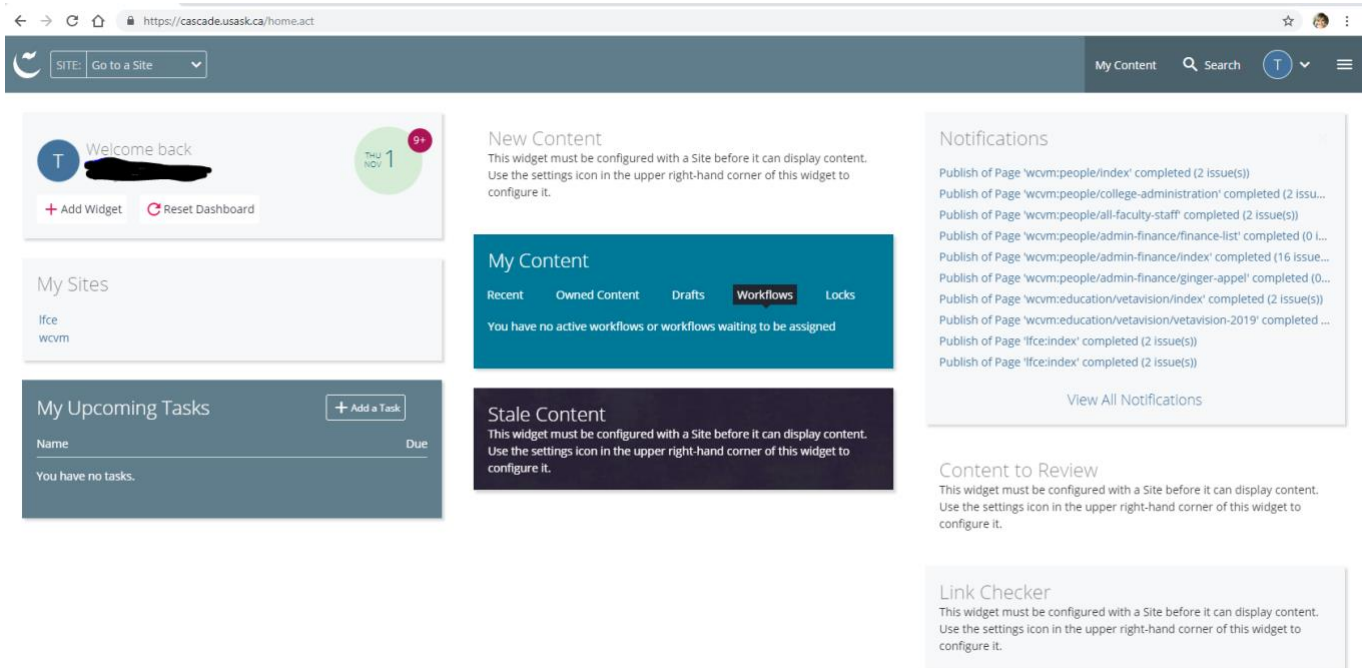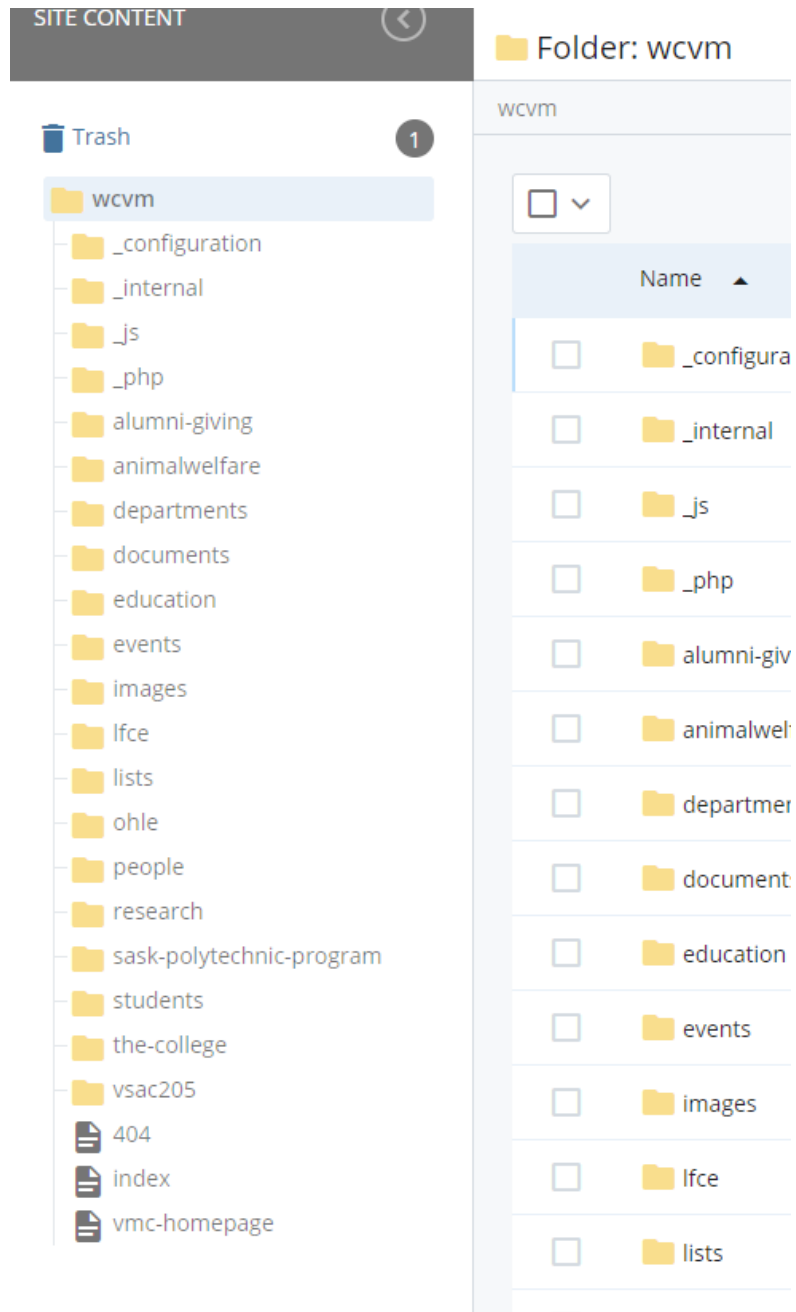
1. Login
- go to https://cascade.usask.ca

- In the dropdown menu, top left, find: wcvm
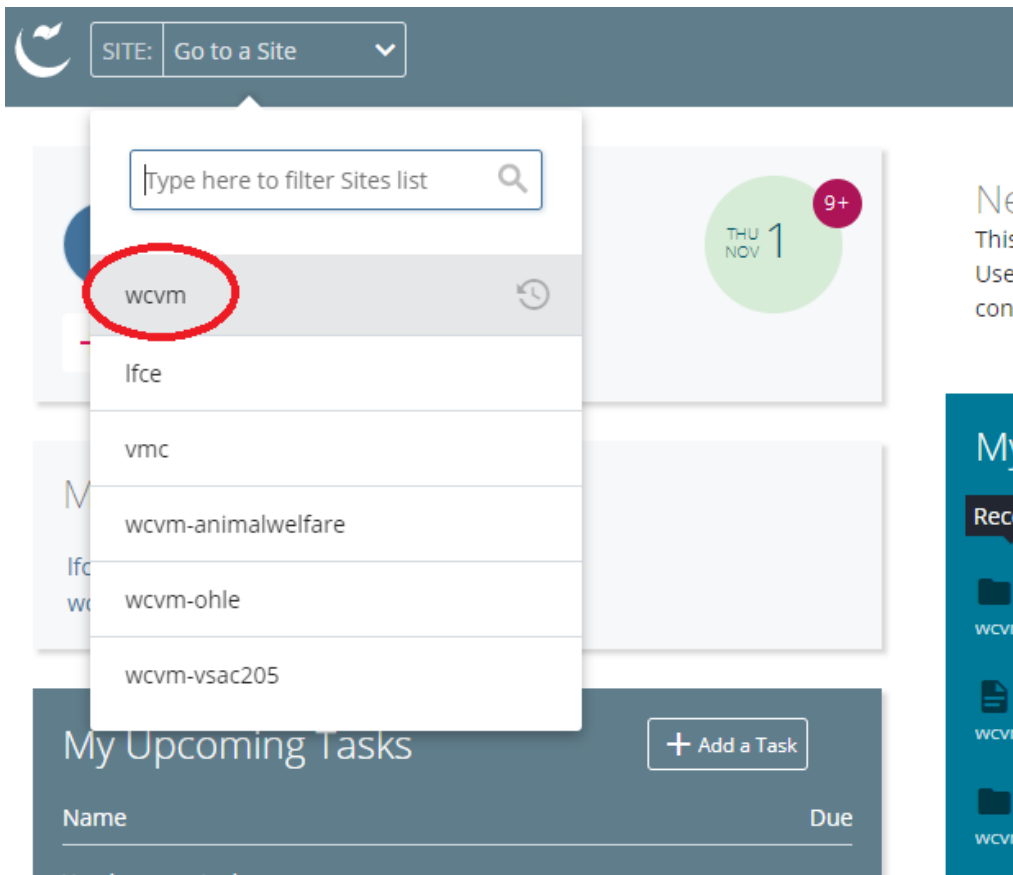
- On the left, you'll see all the folders within the wcvm tab

- Find the 'departments' folder and then click on your department folder.
- In each department folder, you will find the following folders:
  - (department name)-people: If you are creating a profile page for a new faculty or staff member, open this folder.
  - (department name)-graduate: If you are creating a profile page for a new graduate student, open this folder.
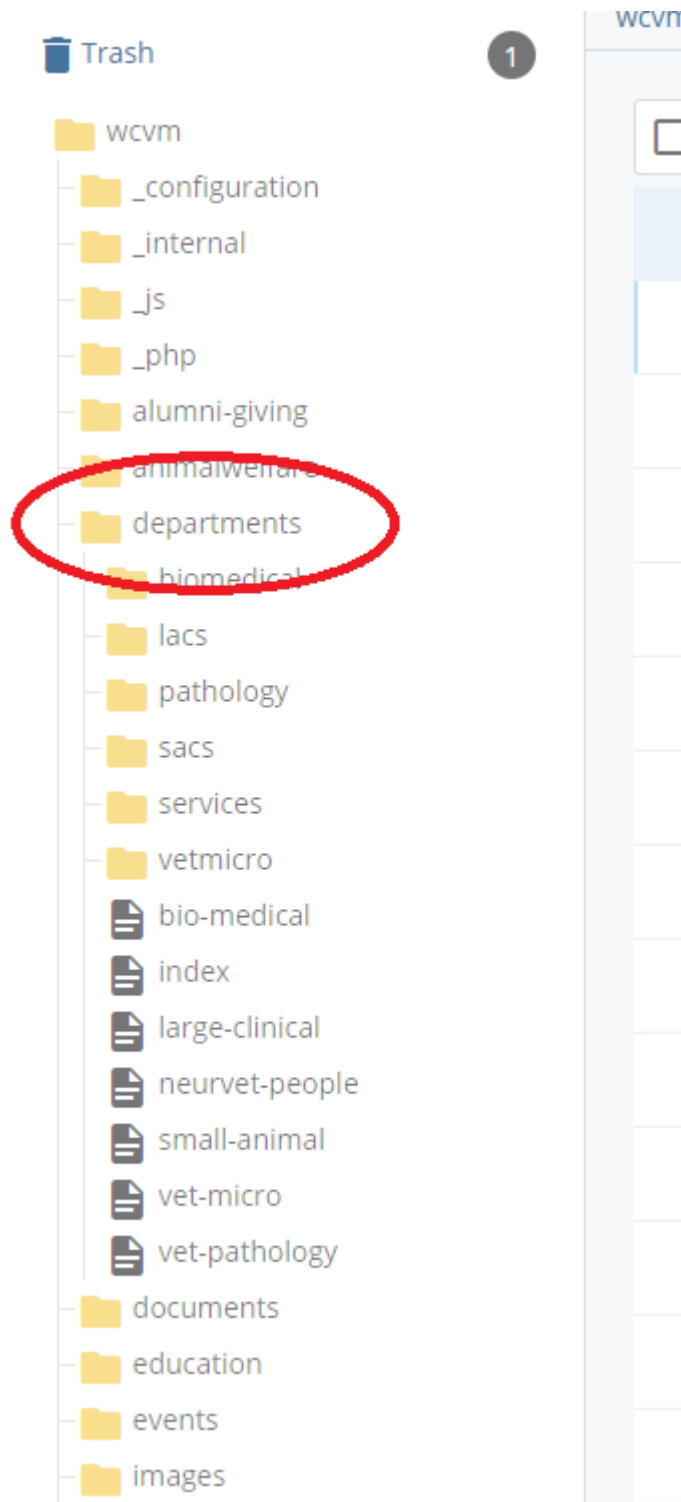
2. **Create a new profile page.** Highlight the desired folder and use the 'Add Content' button in the top left. Then click → 'Specialty pages' → 'Profile'
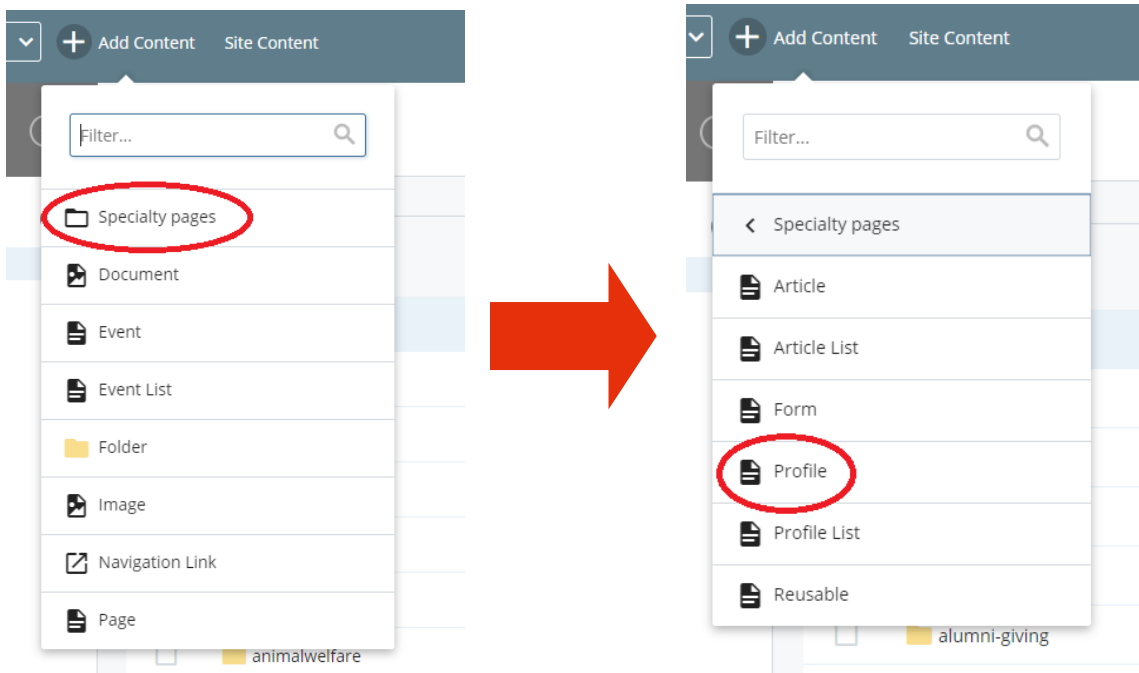
- You will see the new page (edit version). In "Title," please include the person's full name (first name last name)
- In "Keywords," please include your department's keyword(s).
  - VBMS keyword: biomedical
  - VetMicro keyword: vetmicro
  - Veterinary Pathology keyword: pathology
  - SACS keywords: sacs, smallanimal
  - LACS keywords: lacs, largeanimal
- In the keyword field, you will need to include a keyword that references the person's role. Please use commas to separate the keywords:
  - • faculty
  - • staff
  - • graduate
  - • intern (SACS and LACS)
  - • resident (SACS, LACS, Veterinary Pathology)
- In the keyword field, you will also need to include a keyword(s) that references the person's research themes/areas (if the person is a faculty member). Please refer to the list of keywords (Word file) that is included in the email message. Please note that one faculty member can be included in multiple research areas/ research themes, depending on their research activities.

EXAMPLE profile page: Below is Dr. Gregg Adams' profile page. Here are the keywords that we need to include for Dr. Adams:

- **Department:** biomedical
- **Role:** faculty
- **Research themes:** animalhealth, biomedicalresearch, onehealth
- **Research areas:** foodanimal, reproductive, comparative
- **Undergraduate research program:** mentor, NSERCmentor

3. **"Profile fields:**
   - Click "Yes" for Include in Profile Lists
   - Click "Individual" for Profile type
   - Type in person's first name
   - Type in person's last name
   - Click "none" for title
   - Please do not fill in the credentials section. You can include the person's list of degrees/institutions under Academic Credentials field.
   - Click "Other" in the dropdown menu for "Academic or job title"
   - In "Other academic or job title," key in the person's title and department. For example, "Professor, Department of Veterinary Biomedical Sciences"
   - Add in email address
   - Add in phone. If the person has more than one phone number, click on the "+" sign to add a second telephone field.
   - If the person has a fax number, you can add as well.
   - Hours: please ignore this field. This is for the purpose of a facility/building/centre.
   - Address line: Key in the person's office number (WCVM 2254)
   - If the person wishes to show the Google map location of their office, the person can provide you with the Google map embed code.
   - Social media links or website: If the person has social media channels or a website, this information can be added in.
   - Brief summary or bio: On our site, we have left this section blank.
   - Picture: If we have a photo of the person on file, you can do a search to access the profile photo. If you can't find an image but know the person's photo was taken during a recent ID photo session, please contact us.
   - Background image: If the person wishes to have a background image (we have set on a green bar as a default), that can be done. For now, you can leave this blank.
   - Leave the boxes under "Custom Call-to-action" empty.
   - 'Research areas' see #4 and 'Content block' see #5.

4. **Research areas:** This field populates certain pages in the Research section, depending on the keywords that are included in the person's profile. For example, Dr. Adams' general research area of "Reproductive biology" shows up in the following list of people who are involved in the "food animal research area." His name appears in the list because we included the keyword "foodanimal" in his profile page's keyword field.

About Us

Researchers   Research Facilities

| Name	Research Area(s)
Gregg Adams	Reproductive biology
Muhammad Anzar	Cryopreservation of mammalian gametes and tissues, and gamete biology
Barry Blakley	Veterinary toxicology
John Campbell	Epidemiology of infectious disease, and beef cattle health and management
Claire Card	Equine reproduction and food animal reproduction
Al Chicoine	Pharmacokinetics and pharmacodynamics
Chris Clark	Cattle lameness, control and prevention of infectious disease, clinical pharmacology
Marcos Colazo	
Susan Detmer	Infectious diseases of swine

5. **Content blocks**
   - Each content block represents a different section of the person's profile page.
   - **For Dr. Adams, Content block #1 (1/3)** is designated for his "Academic Credentials."
   - In "Heading," key in "Academic Credentials"
   - Attach media: In most cases, you just need to click on "None"
   - Content source: Click on "Rich text"
   - Add in copy about academic credentials to the field.
   - **Content block #2 (2/3)** is designated for "Research Interests." Key in "Research Interests" in the heading field.
   - Attach media: None
   - Content source: Rich text
   - Key in information about the person's research interests (in more detail than the earlier research field).
   - **Content block #3 (3/3)** is designated for "Publications." Key in "Publications" in the heading field.
   - Attach media: None
   - Content source: Rich text
   - Key in information about the person's list of publications OR you're welcome to ask the faculty member to create his/her own Google Scholar account. Once the person has created the account, you can include the link in the person's Publications field. If you need more assistance with this option, please contact Myrna or Jeanette.
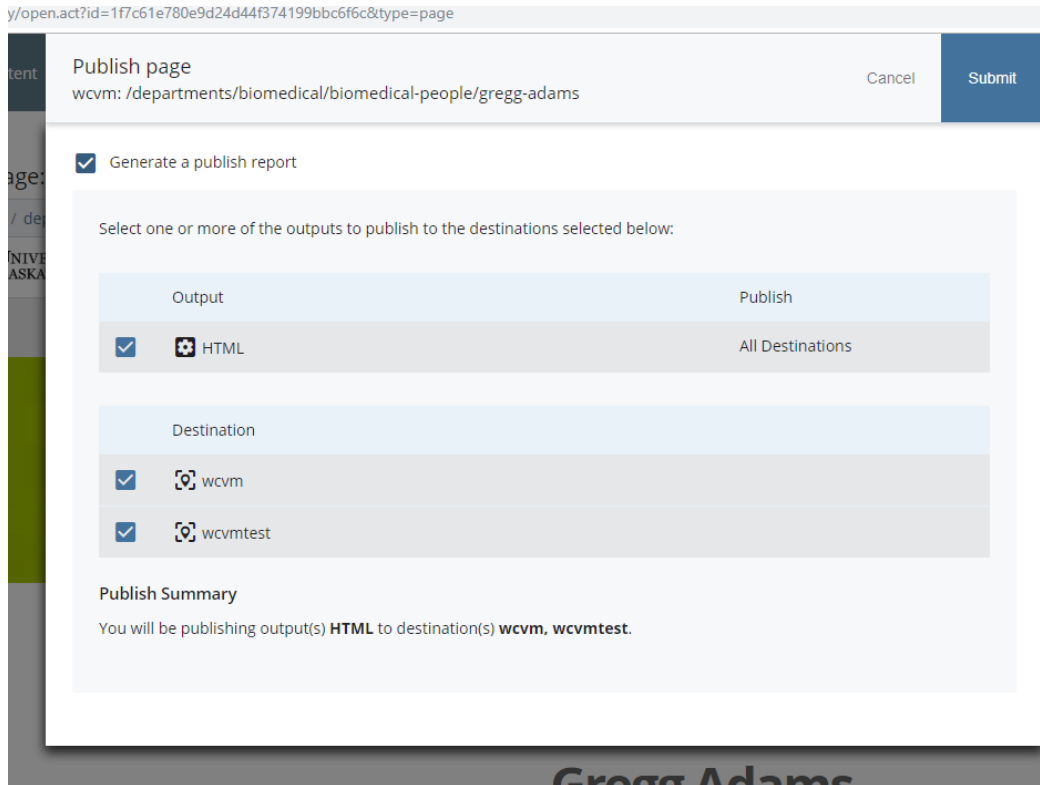
6. **Submit the profile page:** Click "Save & Preview" at the top of the page. Then click "Submit" at the top of the page.

7. Publishing: Check the over the profile page. If everything looks good, please go ahead and click "Publish" in the top toolbar.
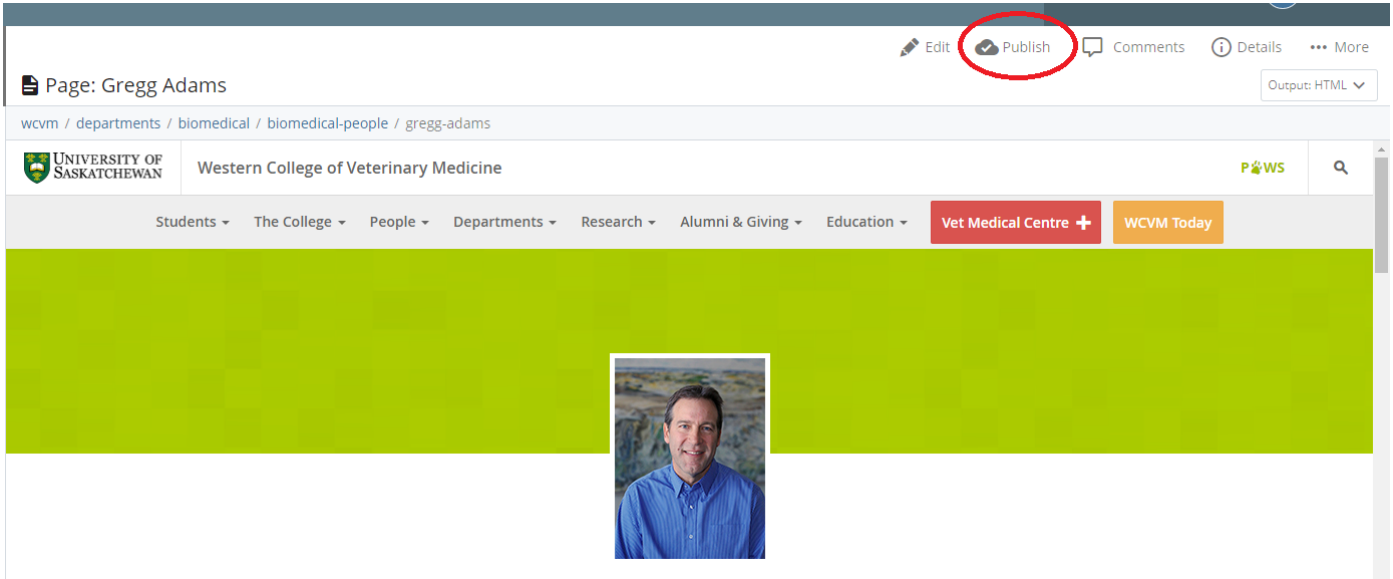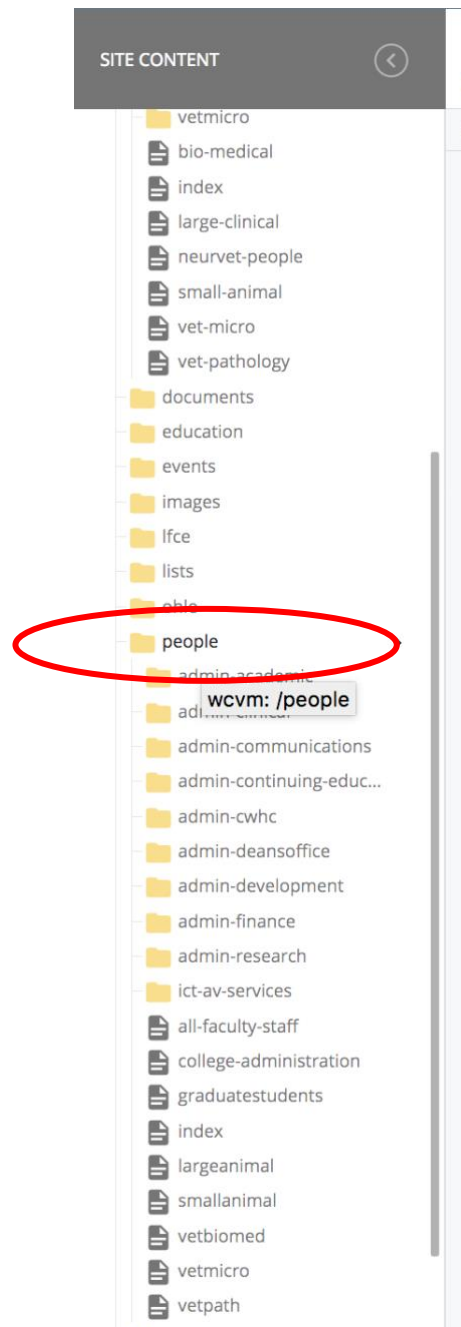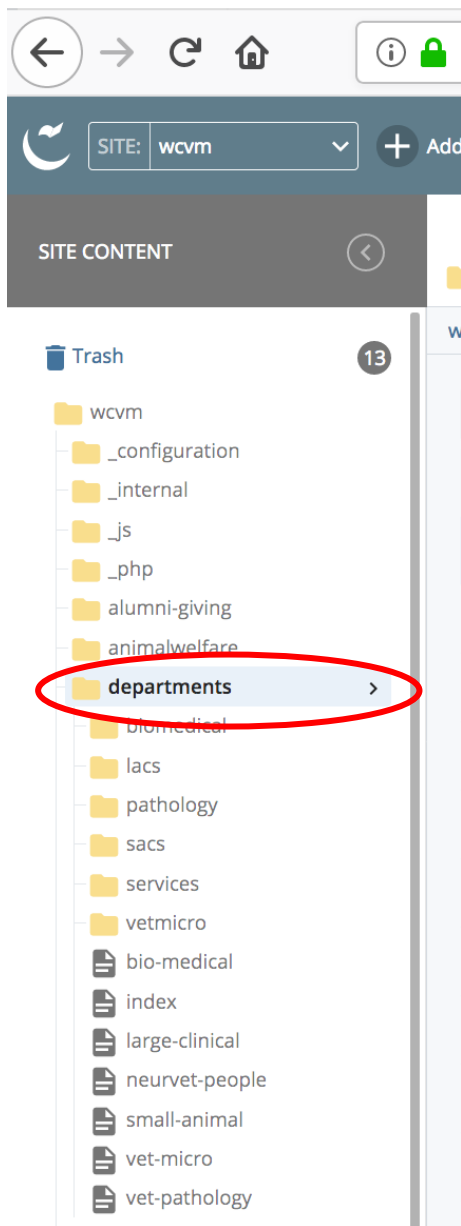

Next, click "Submit" on the next page that comes up.

8. Additional publishing:

• As discussed with U of S IT during a training session on Nov. 13, 2018, we suggest that you publish the following folders to ensure that a new profile page will show up in all of the searches:

- • departments (see circled folder)
- • people (see circled folder)

- If the person is a faculty member who is involved in research, please publish the following folders inside the "research" folder:
  - **research-areas folder**
  - **research-themes folder**
- **I**f the person is a mentor for the Undergraduate Summer Research Program, please publish **"all-mentors"** page
- If the person is a mentor for NSERC summer research students, please publish **"NSERCmentors"** page.
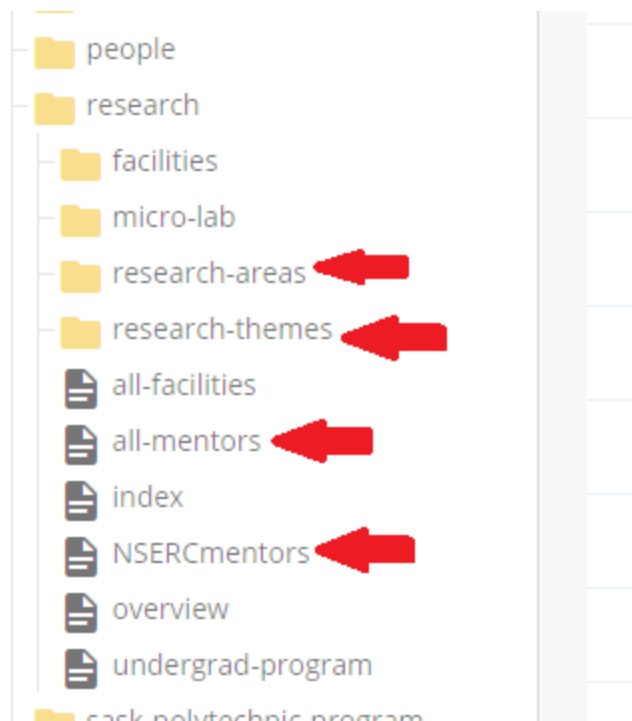
TIP: Please feel free to open a completed profile page in your department folder and take screen grabs of the "Edit" section so you can double check the completed sections.

Questions? Please contact Myrna MacDonald (myrna.macdonald@usask.ca) or the Communications Office (306-966-2560; wcvm.communications@usask.ca) with questions. You can also send an email to web@usask.ca (ICT) with your questions.