

USCL Web Site

Faculty Web Pages

All USC Lancaster full-time and adjunct faculty are **strongly encouraged** to have a faculty web page on the USCL web site. If the faculty member chooses to maintain a professional web site on a private, off-campus server, it should be linked from the USCL web site where other faculty pages are listed.

STYLE

Faculty pages are not required to adhere to the USC Web Style, as demonstrated on the USCL homepage and departmental pages. Faculty members who have the capability to create their own page(s) in HTML format are welcomed to do so.

Faculty may view a template for use in the development of their professional web pages at <http://usclancaster.sc.edu/faculty/template.html>. This file can be saved as an HTML document and edited using Microsoft Word. This is only a suggested format. Faculty are free to use their own style and add other information that they deem appropriate. To see examples of existing faculty Web pages, go to <http://usclancaster.sc.edu/faculty>.

Faculty members who are not familiar with Web authoring and would prefer that the Web master create a Web page for them should submit the information listed on the attached page to Lori Harris at LBHarris@sc.edu in an email.

FILE FORMAT

Homepages should be in HTML format.

Other information (such as syllabi, advisement information, scholarship, CV, credentials, or classroom supplementary material) that the faculty member wants to link to can be in either HTML (.htm) format, Adobe Acrobat (.pdf) format, or Microsoft Word (.doc) format. The Web master will upload these auxiliary files in whatever format they are sent; at the Web master's discretion, they may also be converted to HTML or PDF, if it is deemed preferable. Faculty members who have a format preference should notify the Web master. Note that extensive conversion by the Web master could require extra lead time.

For more information on file formats, see [ABOUT FILE FORMATS](#) in this handout.

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Contact:
Lori Harris
USCL Web Master
Medford Library

lbharris@sc.edu

6-7058
from on-campus

(803) 313-7058
from off-campus

UPLOADING

The USCL Web master has sole rights for uploading content to the USCL Web site. Therefore, all Web pages to be housed on the USCL server must be forwarded to the Web master for uploading. Send electronic files to be uploaded to the USCL Web site to Lori Harris, via an email attachment, at LBHarris@sc.edu. The Web master will create the appropriate links on the faculty listings to access your page(s). The Web master reserves the right to edit pages when appropriate.

Lead Time Required

The beginning of each semester is a very busy time for submissions of new information for the USCL Web site. Delays are likely during that busy time; action on requests to upload web information is likely to be much more prompt the earlier the information is submitted prior to the start of new classes.

Ordinarily, please allow ***at least 48 hours*** between the submission of simple, ready-to-upload HTML, Adobe PDF, or WORD (not to be converted) files to the Web master and the time when you require that they be available on the web.

For web pages that the Web master must create, re-format, or convert to HTML or Adobe PDF format for upload to the web site, please allow ***at least one week*** between the submission of raw web page information to the Web master and the time when you require that it be available on the web.

The Web master does accommodate requests for immediate changes to the USCL Web site deemed critical to USCL's mission or reputation.

USING BLACKBOARD TO SUPPLEMENT FACULTY WEB PAGES

All USC Lancaster faculty and students have access to the Blackboard instructional system located at <http://blackboard.sc.edu/> and linked from most USCL Web pages. Blackboard allows “faculty to easily create a course Web site for class communications, posting assignments, posting readings, linking to complementary Web sites, administering exams, and much more, all with little or no knowledge of Web site design or HTML” (<http://www.uts.sc.edu/ars/handouts/bb.shtml>.)

It is acceptable and may be advantageous for faculty who strongly desire to control the availability of their own online course information to use Blackboard as the primary point of access for course materials such as syllabi and supplementary classroom material, instead of the USCL Web site. In that case, faculty should have an obvious link to the Blackboard site on their USCL Web site faculty page with information about what course materials will be found there.

Faculty with questions about using Blackboard at USC Lancaster should contact Blackboard Support, 777-6015 (<https://uts.sc.edu/ars>) or email bbsupport@mailbox.sc.edu.

SUGGESTED CONTENT FOR FACULTY WEB PAGES

Faculty may view a template for use in the development of their professional Web pages at <http://usclancaster.sc.edu/faculty/template.html>. This template incorporates some of the following information:

Digital photograph of faculty member

(contact Shana Dry at 313-7008 or Drysf@mailbox.sc.edu to have your photograph made)

Identification: Name, degree, Title (or rank), Department

Contact info: Office location, phone, e-mail address, fax, home phone (optional)

Background: Education and/or employment credentials

Office hours: *(UPDATE THESE EVERY SEMESTER)*

Link to USCL General Education Goals at <http://usclancaster.sc.edu/acadstu/GEG.htm>

Courses Taught:

Department & Number for each course taught (e.g., ENGL 101)

Name of each course (e.g., Introduction to Composition)

Links from each of these to current syllabi online or to Blackboard where course materials may be located

Course descriptions

Any **publications/research** done or ongoing

University, Campus, and Public service activities

Advisement and curriculum information for your discipline or for your advisees

Links to library electronic resources; sites related to your discipline or program; other pertinent pages within the USCL or the USC Web sites.

Anything else that is important for students to know about you or your program.

KEEP YOUR WEB PAGE CURRENT !

At the beginning of each semester, faculty members should send a schedule of current office hours to the Web master. The Web master welcomes updates to web pages at any time throughout the year.

FILE FORMATS FOR SUPPLEMENTARY MATERIAL

The USCL Web master recommends these file formats, in descending order of preference:

File Format	Advantages	Disadvantages
HTML (.htm, .html, et al.)	easily viewable by most everyone; no need for additional software other than browser.	not everyone is familiar with creating HTML documents or has the appropriate software; appearance/layout of page, even the font, can vary depending on the viewer's workstation specifications; printing format may be unpredictable.
Adobe Acrobat (.pdf)	appearance/layout of page is preserved; Adobe Acrobat Reader is a free software download; printer-friendly.	must have Adobe Acrobat downloaded and installed on workstation to convert documents to .pdf; have to wait, briefly, for Adobe to open the page; document has to be created in another product (such as Word, etc.) and then converted to Adobe Acrobat format (either by the Web master or someone else who has the fully-licensed Adobe Acrobat package) before being uploaded to the Web; slightly more difficult to make minor editorial changes, if needed, after conversion.
Rich Text Format (.rtf)	can be opened by many different programs and operating systems; preserves many formatting features without requiring specific software.	
Microsoft Word (.doc)	available on all USCL computers on campus, to create documents and view them; already used by faculty for many written documents; if it is desirable to convert it to HTML format, can use "cut and paste" method to move content to an HTML page, although with some code cleanup afterward.	the built-in "save as Web page" feature creates unnecessarily complicated code and sometimes extra files, requiring an extra step of code clean-up by the Web master; appearance/layout of page, even the font, can vary depending on the viewer's workstation specifications; sometimes, grammar and spelling markup appears onscreen, which can be undesirable; if the reader has an earlier version of Word, document may fail to open.

The Web master discourages the use of the following:

FrontPage, Microsoft Publisher, conversion of MS Word documents to HTML using the built-in "save as Web page" option in MS Word.

ABOUT THE USCL WEB SITE


The Web site address is  <http://usclancaster.sc.edu>

Notice there is no “www” anywhere in the URL, a common misconception.

To refer others to the USCL homepage, you may also use
but the “/index.html” is actually unnecessary--and
unnecessarily lengthy.

 <http://usclancaster.sc.edu/index.html>

The common format for a faculty member’s homepage on the USCL Web site is

 [http://usclancaster.sc.edu/faculty/\[faculty member's last name\]](http://usclancaster.sc.edu/faculty/[faculty member's last name])

as in <http://usclancaster.sc.edu/faculty/harris>.

ABOUT THE WEB SERVER

The USCL Web site is maintained on a Web server belonging to the University of South Carolina System Affairs and Extended University office in Columbia, SC. It is physically housed at 1600 Hampton Street at USC Columbia.

Knowing that may help one understand that the operational status of the USCL Web site is not necessarily tied to the operational status of the USCL local network. For example, our local network could be down but the USCL Web site may be fully operational for others accessing it from off-campus; similarly, the USCL Web site may go down because of technical issues with the server site in Columbia, while the USCL network may be fully operational.

ABOUT THE USCL WEB MASTER

Your USCL Web master is Lori Harris. I have built and maintained the Web site since November, 2000. My web master duties are a separate administrative responsibility, reporting to the USCL Dean, while coordinating with all offices, faculty, and staff.

My full-time and primary job is as a faculty librarian at Medford Library. The maintenance of the web site is not a library function. Similarly, while receiving technical support from Blake Faulkenberry in USCL’s IT Department, the web site is not maintained through local IT. Therefore, in the case of my absence, other Medford Library staff and the USCL IT Department are not equipped to handle requests about web site changes or maintenance. In that case, contact me, Lori Harris, at LBHarris@sc.edu (I do try to check e-mail regularly while off-campus). In an emergency, contact Randy Rollings, Assistant Director of Information Technology for System Affairs and Extended University, at randyr@mailbox.sc.edu or at (803) 777-5444.

The Web master has responsibility for the content and functionality of the USCL web site and therefore reserves the right to edit pages when appropriate.