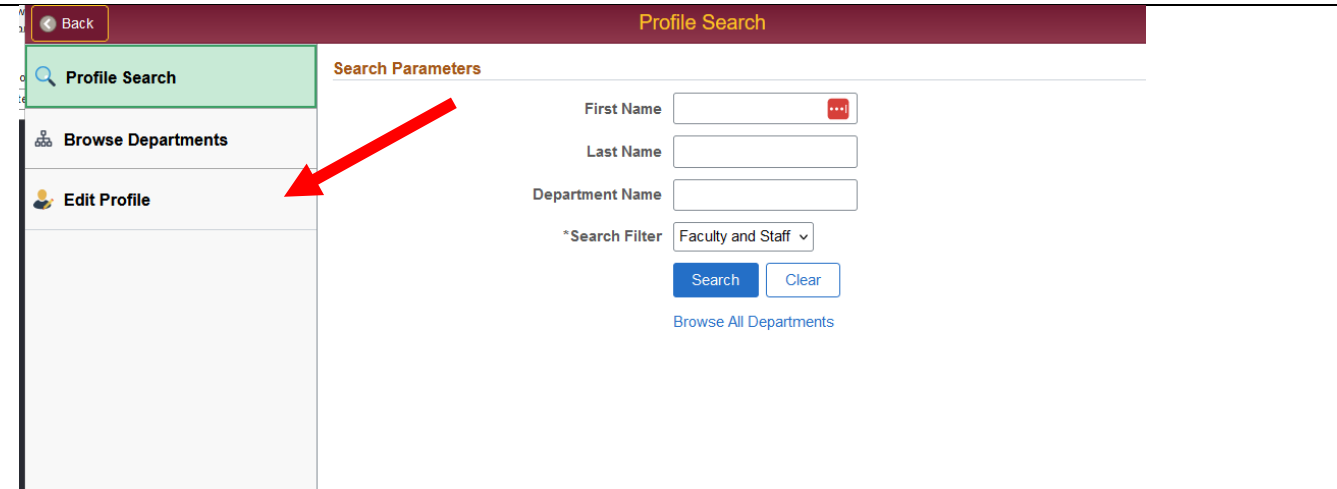


Updating your Employee Profile

Login to [Employee Directory](#)
*(You must be on campus or
connected to VPN if off
campus)*

Click on Edit Profile tab



The screenshot shows the 'Profile Search' interface. On the left is a sidebar with three tabs: 'Profile Search' (highlighted in green), 'Browse Departments', and 'Edit Profile'. A red arrow points to the 'Edit Profile' tab. The main content area is titled 'Profile Search' and contains search parameters. At the top left of the main area is a 'Back' button. The search parameters include input fields for 'First Name', 'Last Name', and 'Department Name'. Below these is a '*Search Filter' dropdown menu set to 'Faculty and Staff'. There are 'Search' and 'Clear' buttons, and a link for 'Browse All Departments'.

Back

Profile Search

Search Parameters

First Name

Last Name

Department Name

*Search Filter Faculty and Staff

Search Clear

Browse All Departments

Edit Profile

You are now on your profile and can edit most of the various fields.

[KU Faculty Homepage](#)

[Profile Search](#)

[Browse Departments](#)

[Edit Profile](#)

Edit Profile

To update or correct your email address, phone number or office location, please contact the [IT Help Center](#) at x31511.



Dr Robert Folk

Title Professor
Dept Name English
Location Lytle Hall 238
Email pstest@kutztown.edu
Phone 484/646-4366

Directory Options

Show Photo in MyKU ☒ Yes
Show Photo on Web ☒ Yes
Show Office Hours ☒ Yes
Show Teaching Schedule ☒ Yes

Expertise Tags

Please enter short "tags" of your areas of expertise one per line. This information does not get printed in the directory, but is only used internally by University Relations to direct media inquiries.

Area of Expertise

Digital Rhetoric
Multimodal Composition

Social

Facebook URLID

Directory Info

This information is not able to be edited.

To update or correct your email address, phone number or office location, please contact the [IT Help Center](#) at x31511.

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Dept Name English
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Directory Options

There are two toggle switches (click to toggle) and two text fields that can be used to customize your profile.

Show Photo in MyKU: **Yes** shows a KU ID or professional photo (if loaded into the system*) to other users when they see your profile in the Profile Search. **No** shows no photo.

Show Photo on Web: **Yes** displays professional photo (if loaded into the system*) on bio and directory pages. **No** shows no photo. Your KU ID photo will **NOT** be used on the website, even if that is what is shown in the Profile Search.

Office Hours: Information entered in the box will be displayed on the website directory. Be sure to include the dates that the information is valid, and set a reminder to update this each time it would change (e.g. each semester).

Teaching Schedule: Information entered in the box will be displayed on the website directory. Be sure to include the dates that the information is valid, and set a reminder to update this each time it would change (e.g. each semester).

**contact Josh Leiboff (leiboff@kutztown.edu) in University Relations for information*

Directory Options

Show Photo in MyKU ☒ Yes

Show Photo on Web ☒ Yes

Office Hours

Teaching Schedule

Password Reset Setup

You must enter an alternate email and cell phone for password recovery. These are required fields, so please fill these out to assist with any future password reset/recovery.

Password Reset Setup

Below, please enter an alternate email address (should not be your KU email) and phone number. This will help to quickly retrieve your information to reset your password.

Alternate Email

Cell Phone

Expertise Tags

Enter your areas of expertise in the blank fields.

To add a field, click the plus. To remove a field, click the minus

Expertise Tags

Please enter short "tags" of your areas of expertise one per line. This information does not get printed in the directory, but is only used internally by University Relations to direct media inquiries.

Area of Expertise

Digital Rhetoric







Social/Website

If you wish to display personal or professional social media account or website, paste the full URL into the appropriate field.

*Hover mouse over each icon to display the associated social media platform. **NOTE:** The final icon in the list is "website." (see screenshot to the right). This would be for your personal or professional website.*

Social

Social Platform	URL
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>



Background / Biography

Enter in your information in the following categories

- Background Information
- Biography
- Courses Regularly Taught
- Degrees
- Publications
- Research Interests

This sample shows several already completed fields. The default view shows one blank field.

Complete a field by selecting the topic then typing or pasting the information into the large blank field.

Delete a field by clicking the delete button.

Add another field by clicking the Add New Topic button.

Change the order of the fields by clicking the up or down arrows.

Background / Biography

*Topic Degrees

Delete

Sort Order

Ph.D. (Rhetoric & Technical Communication) Michigan Technological University

*Topic Courses Regularly Taught

Delete

Sort Order 2

ENG 22: Introduction to College Composition
ENG 23: College Composition
ENG 25: Honors College Composition
ENG 230: Advanced Composition
ENG 244: Documentary Film & Theories of Visual Representation
ENG/COM 314: Social Media Analytics
ENG 358: The Rhetoric of Style

*Topic Research Interests

Delete

Sort Order 3

Dr. Folk's research and teaching center on understanding how emerging technologies and rhetorical concepts can be combined to better analyze and produce digital texts. In particular, his research focuses on issues of ethos in digital realms, especially the role that multimodal style plays in shaping contemporary notions of credibility and digital ethos. He also publishes on various aspects of teaching writing with new technologies.

*Topic Publications

Delete

Sort Order 4

In the last two years, his publications include a co-edited print collection on digital ethos and establishing online credibility, book chapters on using audio essays and QR codes in the writing classroom and examining the relationship between visual rhetoric and multimodal style, articles on the benefits of applying the writing style of Félix Fénéon to today's digital contexts, the need to experiment with different types of audio essays in writing classrooms, and the importance of technological professional development in building pedagogical innovation. He has also authored another textbook on the importance

Add New Topic

Save

When you are done, click the green save button.

the writing classroom and examining the relationship between multimodal style, articles on the benefits of applying the writir today's digital contexts, the need to experiment with different writing classrooms, and the importance of technological prof

Add New Topic

Save

