




Updating your Profile in MyKU


Login to MyKU


Click on Employee Directory


Welcome to the new MyKU Fluid User Interface!


To access traditional navigation, including *Favorites* and *Recently Visited* screens, click on the **NavBar** icon  at the top-right corner of your screen. Then, click on the **Navigator** icon  to dive into MyKU's menu navigation.


Employee Directory 

Faculty Center 

Advising 

Faculty Reports 

KU Faculty Resources 


Workflow Inbox 


Profile Search


Click on Edit Profile tab

[← KU Faculty Homepage](#)

Profile Search

 Profile Search

 Browse Departments

 Edit Profile

Search Parameters

First Name

Last Name

Department Name

*Search Filter Faculty and Staff

[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.

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Directory Options

There are four toggle switches 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 MyKU. **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 MyKU.

Show Office Hours: **Yes** displays as entered and approved by Dean in MyKU (update these via MyKU "Manage Office Hours") for current semester (Fall and Spring)

Show Teaching Schedule: **Yes** displays current semester schedule for Fall and Spring only

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

Directory Options

Show Photo in MyKU ☐ No

Show Photo on Web ☒ Yes

Show Office Hours ☒ Yes

Show Teaching Schedule ☒ Yes

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

Set PIN

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				
<div>Ph.D. (Rhetoric & Technical Communication) Michigan Technological University</div>				
*Topic	Courses Regularly Taught	Delete	▲	▼
Sort Order 2				
<div>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</div>				
*Topic	Research Interests	Delete	▲	▼
Sort Order 3				
<div>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. His current research projects include a study of how social media analytics software can</div>				
*Topic	Publications	Delete	▲	▼
Sort Order 4				
<div>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 also co-authored another textbook on the importance</div>				
<div>Add New Topic</div>				

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

