

## 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

[Back](#)

Profile Search

Browse Departments

Edit Profile

Search Parameters

First Name

Last Name

Department Name

\*Search Filter

[Browse All Departments](#)

### Edit Profile

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

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



#### Mr Joshua Leiboff

Title Director of Web, Digital & Social Media  
Dept Name Marketing & Communications  
Location Education House 301  
Email [leiboff@kutztown.edu](mailto:leiboff@kutztown.edu)  
Phone 484/646-5829  
Dept Phone 610/683-4114

#### Directory Options

Phone Option ☒ Personal  
Show Photo in MyKU ☒ Yes  
Show Photo on Web ☒ 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

#### Social

Facebook URLID

## Directory Info

This information is not able to be edited.

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## 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

## Directory Options

There are three toggle switches that can be used to customize your profile.

**Phone Option:** when you appear in a search in the Profile Search and on the Web, **Personal** will display your direct phone number, **Dept** will display your department's phone number.

**Show Photo in MyKU:** **Yes** shows a KU ID or professional photo (if taken by KU photographer\*) 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 taken by KU photographer\*) 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.

\*contact Josh Leiboff ([leiboff@kutztown.edu](mailto:leiboff@kutztown.edu)) in University Relations for information

### Directory Options

Phone Option **Personal**

Show Photo in MyKU **Yes**

Show Photo on Web **Yes**

### Office Hours and Teaching Schedule

These fields can be left blank for staff. The fields are only used by employees who are faculty.

#### Office Hours

#### Teaching Schedule

### Expertise Tags

Most staff need not fill out this field.

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

#### Expertise Tags

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##### Area of Expertise




### 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"/>
	<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 also co-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

