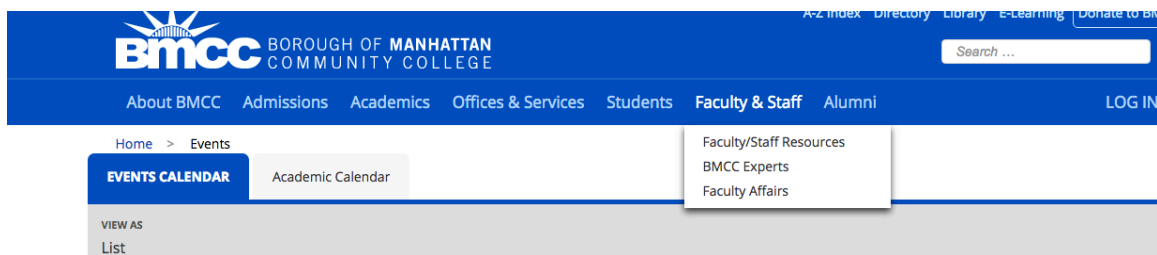# Faculty Page Guide

WordPress Content Management System

Welcome to our new WordPress Content Management System, which will make editing and managing your faculty page much easier. Please contact Public Affairs by phone (212) 346-8501 or email publicaffairs@bmcc.cuny.edu if you have any questions.
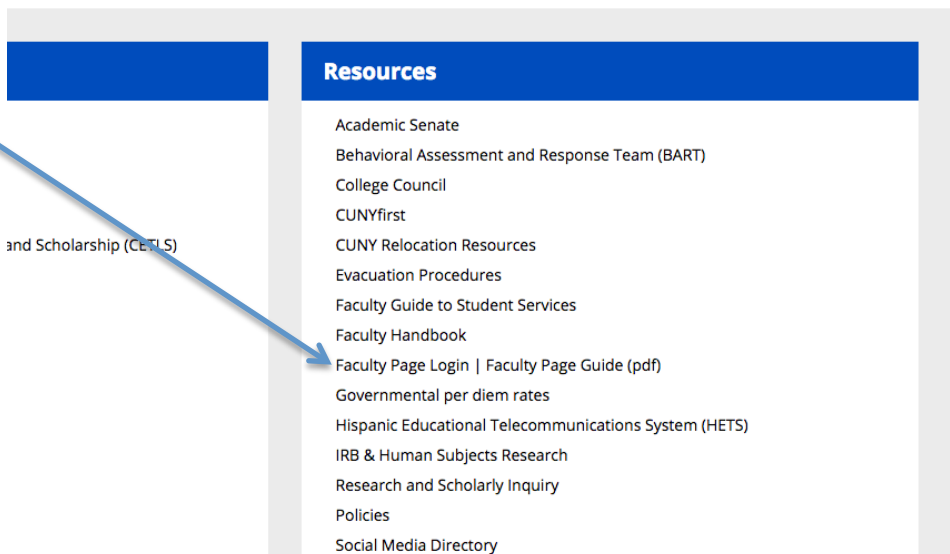
1) Go to **Faculty/Staff Resources**, a menu title towards the top of the BMCC website; select Faculty/Staff Resources on that menu
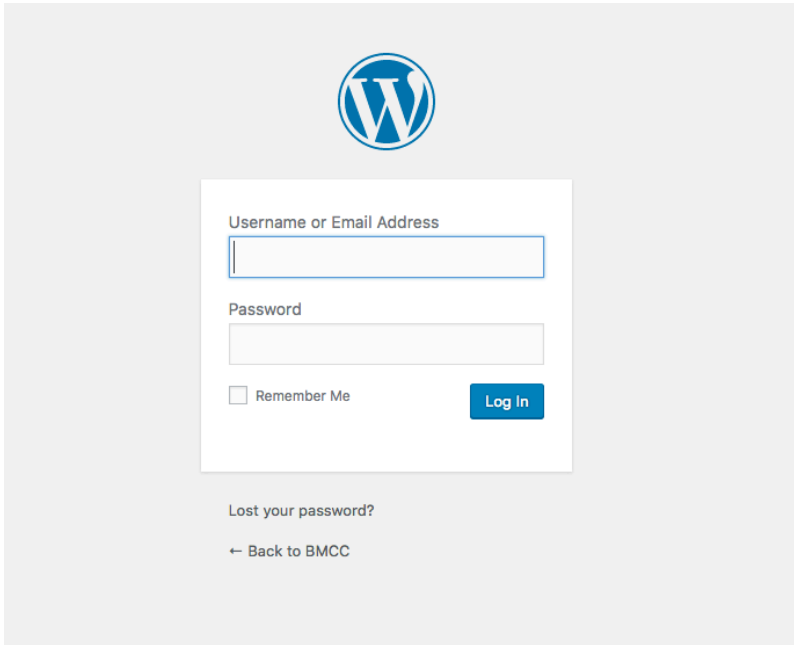

2) In the right column (Resources) scroll down to **Faculty Page Log in**.

3) Log in to your faculty page with your Outlook email username (just the name part, not @bmcc.cuny.edu) and your Outlook password.

4) You will see your faculty profile from the backend of the site—the information here comes from CUNYFirst. If anything is incorrect on this page, we will report it to them.

To go to your faculty page, hover over the word "**Faculty**" on the left hand menu and then select "**All Faculty**". (You will be brought directly to your faculty page)
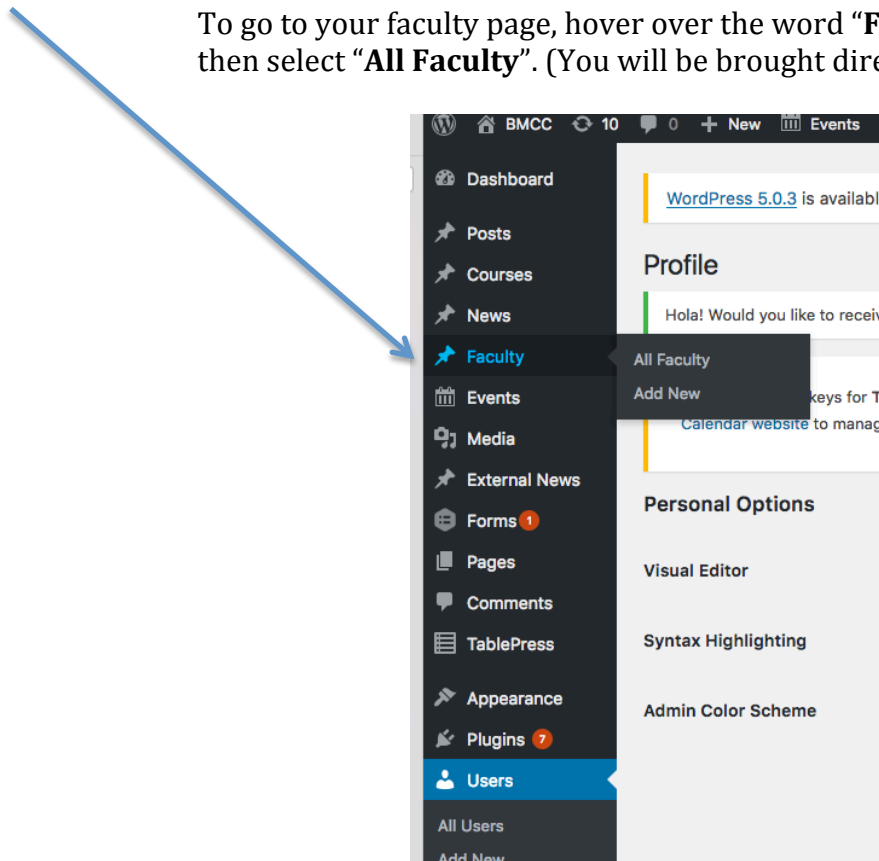
5) Editing Your Faculty Page

Type, cut and paste, or edit text in the boxes.

Be consistent.
Abbreviate days: Mon.,
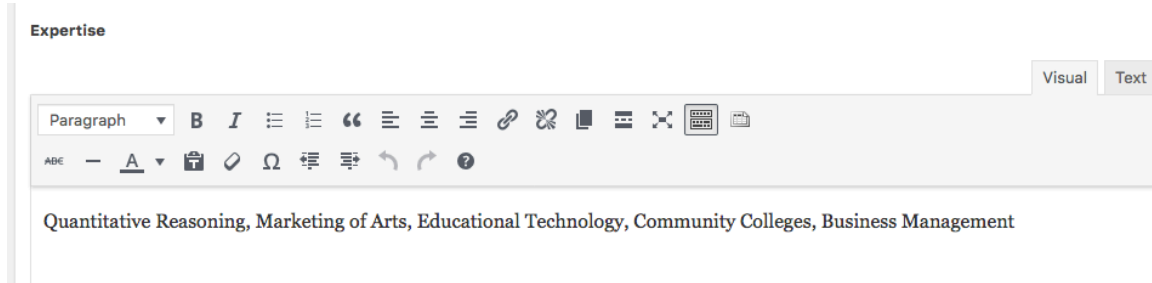Tue., Wed., Thurs., Fri.,
Sat., Sun.

Edit Faculty Add New

Hola! Would you like to receive automatic updates and unlock premium support? Please activate your copy of WPBakery Page Builder.

You have license keys for **The Events Calendar PRO, The Events Calendar: Community Events** and **The Events Calendar: Filter Bar** but your keys are out of installs. Visit the Events Calendar website to manage your installs, upgrade your licenses, or purchase new ones.

Post updated. View post

Mahatapa Palit

Faculty Information

Office Hours

Wed., Thurs. (10 a.m. - 12 p.m.)

Bio

Professor Mahatapa Palit has research interest in marketing of the arts; educational technology; community colleges as well as business management.

Professor Palit started her career in marketing research and went on to get a doctoral degree in business management focused on consumer behavior.

Before joining BMCC in 2003, she spent four years with a technology startup as its marketing director.

Expertise

Visual   Text

Publish

Preview Changes

⚲ Status: **Published** Edit

👁 Visibility: **Public** Edit

🕐 Revisions: **12** Browse

📅 Published on: **Jun 22, 2018 @ 19:26** Edit

Revisionize

Move to Trash   Update

Post Attributes

Order

0

Biographical Description
Use third-person singular to create a brief biographical description. You can include a hyperlink to your Linkedin or personal professional website in the last sentence of your bio.
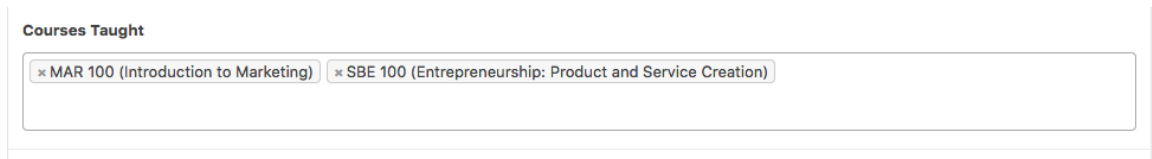
6) Expertise

Add your areas of expertise.

7) Adding Courses Taught

While in th**e** Courses Taught field, type the three letter code for the subject, (ex. MAT, ENG, BUS, etc.) and you will get a drop down list of courses in that field to select from.
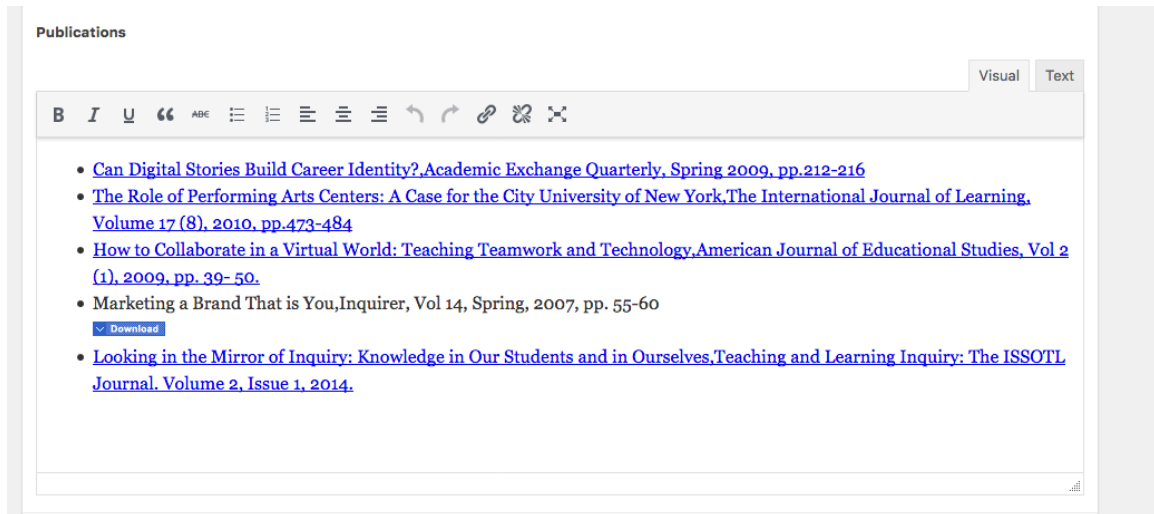

Changing Course Order
You can change the order of the courses by dragging them before or after another course.
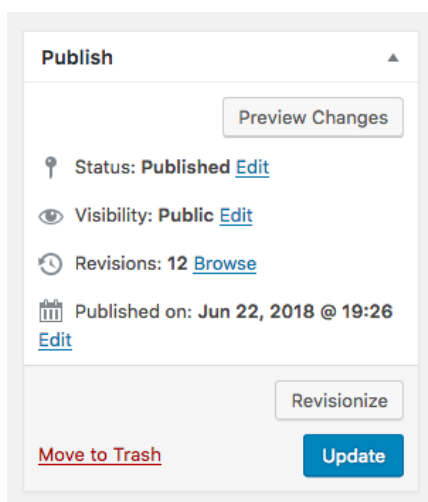
8) Adding Publications

Type or cut and paste your publications in the Publications box.

Move the publications (drag and drop or cut and paste) to be in reverse chronological order, so that the newest publication is first)

You can hyperlink to online versions of your publication that are available free of charge.
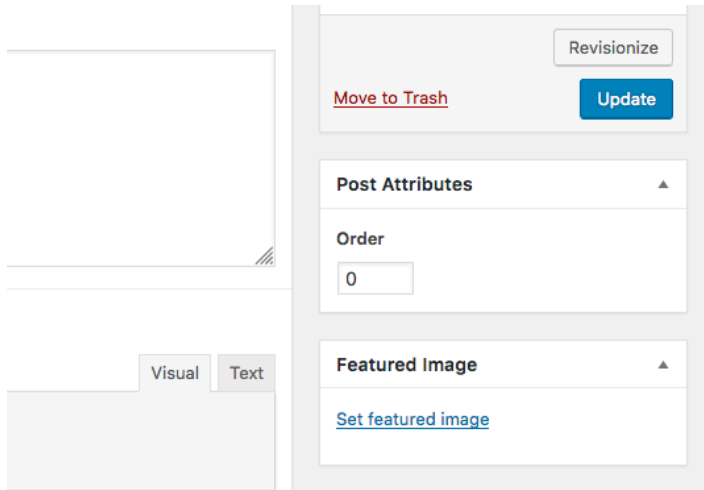
9) Select **Update** to save and publish your changes.

HEADSHOTS

Our photographer is available to take headshots of faculty. Please contact Public Affairs by phone (212) 346-8501 or email publicaffairs@bmcc.cuny.edu if you do not have a professional headshot on your faculty page.

You can upload your photo using "**Set Featured Image**" on the lower right side of the screen.

After clicking **Set Featured Image**, you will be brought to the Media Library, where open the **Faculty Headshots** folder on the left to select your photo. (picture of this on next page.)
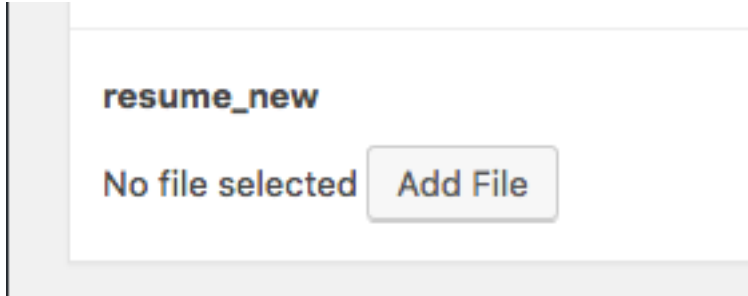
After you have clicked on your image, click on **Set Featured Image** at the lower right of the page to bring this image into your faculty page.
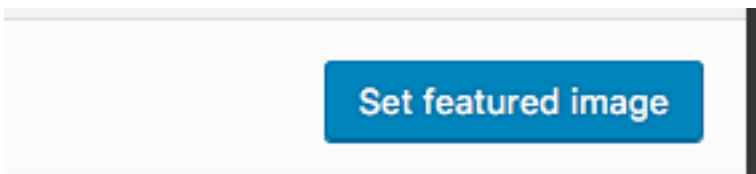
RESUME

Scrolling down to the bottom of the page you will find a button to upload a resume or CV.

FORMATTING AND STYLE

AP STYLE
BMCC uses Associate Press (AP) style for print and website.

Some examples of AP style are:

Time
AP style uses periods for a.m. and p.m. and lower case letters.

>   Ex. 3:30 p.m. or 8 a.m. is correct

Dates, Months, Years, Days of the Week
For dates and years, use figures. Do not use st, nd, rd, or th with dates

>   Ex. May 12 is correct . . . not May 12th

Technological Terms
Here are the correct spellings for some common technological terms:
- e-book
- e-book reader
- e-reader
- email
- cellphone
- Facebook

Numbers
Spell out numbers used at the beginning of a sentence, except for years.

>   Ex. Two hundred students volunteered for the program.
>   2018 was the year the college president stepped down.

Headings
>   * Capitalize principal words in headings and subheads
>   - minor words such as for, of, a, an, at, are not capitalized
>   - see AP Style Title Case for more information

AP Style References
A more complete summary of the AP style can be found in the following:
- The Purdue Online Writing Lab
- The State of Colorado **AP Cheat Sheet**

Formatting Style

Use of Bold Type
Use *occasional* bold type to emphasize **one** or **two words**, not a whole sentence or paragraph.

Use of ALL CAPS
This is not a style we use on the BMCC website. It is more difficult to read than mixed case.

Use of Underlining
Underlining is not used on our website, because it can easily be mistaken for a hyperlink

OFFICE OF PUBLIC AFFAIRS

Main Number: (212) 346-8501
Email: publicaffairs@bmcc.cuny.edu

Location: Room F-1230U, Fiterman Hall

Manuel Romero, *Executive Director*
Annette Maccarone, *Office Assistant*

Publications
Tom Volpe, *Director of Publications*
Sharmela Bhagwant, *Graphic Designer*
Jamal Jones, *Graphic Designer*
Jeff Wong, *Graphic Designer*

Marketing
Rosslynn Pieters, *Associate Director of Marketing*
Louis Chan, *Photographer/Social Media*
David Pangburn, *Videographer*

Public Relations
Lynn McGee, *Communications Manager*
John Cody Lyon, *Writer*

Web and Multimedia
Cynthia Blayer, *Web Content Manager*
Rob Gizis, *Graphic and Multimedia Design*