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00:00Now the meeting is being recorded and here's the introduction, it's your profile, own it tips and tricks for standing out while considering University standards. I'm presenting with Clarin.

- 00:12Collins, the director of scholarly initiatives I am Rick Baker Associate Director of technology operations. Both of us are with Arizona State University, in the teachers college. Thank you. Clarin, take it away. Awesome.

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00:25Okay, just a few more contextual things to share about this, as everyone knows here, ASU is ginormous.

- 00:32It's changing all the time. I've been here for four and a half years and the standards for your profile and your signature have changed, along with it.
- 00:39And so part of the reason we're recording this today, even though it might be out of date shortly is
- 00:45As a new faculty member or staff member. It's hard to know what to do.
- 00:49Where to access resources. So Rick and I are attempting to put this together as kind of an overview, as well as at the end of the presentation, have a bunch of links to resources to connect you with this information.
- 01:00And then also just to share context and a little trip down memory lane. I did start in this current role, about four and a half years ago, and one of the very first projects I took on
- 01:10In my role as director of scholarly initiatives is primarily working with faculty and tenure track or research faculty
- 01:17And so one of the very first things that I went to, to
- 01:22Refer to, to help me with my job was the directory pages and I couldn't get over just how much variation there was just within our college, let alone among faculty across the university so
- 01:33It was kind of a project I took on a while ago and Rick was helping me with that. And of course, things changed right as we were in the middle of it, if anybody remembers ASU.
- 01:44Had their own isearch directory prior to the teachers college's directory. So things have changed and evolved. I think for the better, but there's always kinks in the process and
- 01:54So Rick and I have troubleshooted a lot about this over the years so happy to be here today.
- 01:59Ups, of course. Now, there we go. Okay, so what we're going to cover today is updating your directory profile. So what you can and cannot change.
- 02:07Also, how to make your profile stand out. You do have autonomy over a lot of the information. So we want to make sure you're you're maximizing its utility and then also we will cover your email signature. Again, I'm sure you can all

- 02:22envision different emails, you've received from people, and it may not even look like they're affiliated with the university. So there's reasons for the standards and we also want to help people get all the information they need from your email signature.
- 02:36So we will start with. And again, I think this will be. We can email this to you. And again, it'll be recorded, so you don't have to jot down all these notes, but these are things that you have the capability of changing on your own: phone number, email address photos and bio info.
- 02:55A lot of this too may be more relevant for faculty. But anything that you can add to enhance your professional profile. So if you've got LinkedIn.
- 03:03A Facebook page that you use for a professional organization or for something related to your work. I would include that. And anything like Google Scholar again Twitter or personal websites but if those are related to your research or your professional job here at the University
- 03:20Expertise areas was a fun one. This was something we tried to narrow down as a college because yes people have very broad areas of expertise among our faculty, but we were trying
- 03:33To kind of put some parameters around it to increase the utility and at the same time, we were doing that at the college level. That was when the merge between
- 03:43ASU isearch profiles and the teachers college profiles happen. So all that work we did to try to condense it down to about 40 areas of expertise.
- 03:50went out the window. And now, as long as somebody else has created it and it's it's available, you can have any expertise area in there that you you find when you search and we'll go through actually how to do that in a moment.
- 04:06You can add photos or videos. Again, these are certain links that will be in different fields of your search profile that you can add
- 04:13You can update your publications and current research activity. If you are on a grant that is externally funded that is automatically populated or added to your profile other activities that you are involved in in publications, you can manually add
- 04:31Links to teaching websites or presentations, Rick. Is there any
- 04:36exchange with Canvas or anything that way that could be connected?

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04:41I don't

- 04:44Know, I don't think so. I can look into that, but I don't believe there's a like an automatic connection to that.
- 04:50Okay, but this would be more like if you had a website that separate outside of Canvas that you're utilizing
- 04:57And
- 04:59And putting information out.

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05:03Okay. And then, again, this is probably more along the lines for faculty, but any honors or awards editor shifts professional types of things you can add those as well.

- 05:12What you cannot or should not change on your profile your name, although Rick will be covering. If you have a name change what you can do for that college assignment or affiliation. Again, this is
- 05:25Linked to like people softer HR data. So we really cannot change this if you are a faculty member who has a dual appointment or you are
- 05:34An affiliated faculty member those additional colleges can be added to your bio. But the teachers college will be your primary your department, not exactly relevant to our college, but there is some information there that's populated.
- 05:50Position location or mail code. This will be pre determined for you. So if you're hired initially at West, you will be indicated as West faculty or staff and your mail code will be a such
- 06:02You'll notice there are no office numbers included on people's directory profiles or office locations. Because office change so often.
- 06:11The teaching tab is also generated through the registrar's office that cannot be changed, but we have had cases where people notice a class they've taught in the past is not showing up. So if you notice inaccuracies
- 06:26We can contact or you can contact the ASU experience center to make sure that it is accurately put in there but you cannot change that.
- 06:34And then finally, the last one is a headshot we we do, especially for faculty, you are required to have a headshot. It should be professional looking and Rick will cover some options to have a professional headshot taken
- 06:49No selfies or pets, please. The university, the Provost Office actually does review and require faculty to have a headshot. If they do not
- 06:59You will be hearing from somebody on our leadership team and maybe some of you have. So believe it or not, the Provost Office does go through to ensure all faculty, and I believe for adjunct faculty as well or FAs
- 07:10Because this is part of the way we help ensure our students know who to expect for their courses and it's it's just all part of the expectation. So make sure you have a headshot.
- 07:22Okay, so how to make your, your profile standout while my lens on this is for
- 07:29More geared towards faculty, it's still relevant for staff and I'm going to show you a few examples in a little bit.
- 07:35You will notice on your on your tab or on your research on your profile, you have three tabs you have
- 07:41Your bio your research and your teaching again. You can't do anything on the teaching. If you do teach that one is auto generated. So your two options then are for your bio and your research tab and
- 07:53What we have found to be most beneficial for people to truly know who you are and what you do is a very succinct bio
- 08:02For faculty and others can be challenging, especially the more tenured you are the more accolades, you have
- 08:08Certainly don't leave anything out that you want to be in the headlines, but the overall goal is to give an overview on who you are.

- 08:16What your areas of expertise are what you're interested in and you can utilize, you know, additional bios for when you are submitting it for other awards or other conferences, but we really want to try to be as precise as possible.
- 08:32On the research tab, we had started a new format for the teachers college and one of the fields is guiding research questions.
- 08:40And I have found that this is really helpful to communicate to others who are not experts in the areas that you are experts in or that you are interested in
- 08:50For clinical faculty as well. Even if you don't consider yourself a researcher your interest in what you teach can be turned into questions that really help people understand what it is you do and ideally should not contain any jargons that way people
- 09:08Who are not in your area of interest, understand what it is you do
- 09:12Current research projects is another one for faculty who are involved with research projects, this doesn't have to be in depth, again, a few sentences to give an overview on what you're currently working on
- 09:23A lot of staff here and leadership who support you depend on this information. And if you are not grant active, we may not have any other way to know what it is that you're currently working on. So this is very helpful for all of us.
- 09:37In addition to all of us, internal to the college all of this information is extremely important for different audiences at the bottom here, I have considered the multiple audiences. So yes, we use this internally.
- 09:50Even other faculty and students from other colleges at ASU use this to know who you are, what you're interested in.
- 09:57Perspective, especially graduate students use our directories a lot to figure out who they might want to work with or connect with while they're here.
- 10:05marketing communication staff also use this information to see if there's any PR opportunities or any connections to be made with current events and then also the community.
- 10:15You know, this is a public directory. It's searchable. And so we want to make sure that you consider multiple audiences and not only academics for faculty or I'm sorry for staff for your bio. And I'll show you a couple of examples in a minute here.
- 10:30As many of you are probably aware staff titles are not always intuitive. And so it would be very helpful if you include in your bio. In addition, anything personally, you want to share
- 10:43A sentence or two describing your role because titles may not be the most indicative of what you actually do
- 10:50And then last year for faculty the note I have under foundational publications. This is not a CV your directory page is not to be all encompassing of everything you've ever done.
- 11:01I find it most helpful if faculty include some other like foundational pieces or maybe their most recent publications is assuming it's aligned with what your area of research is but no need to constantly update this. That's what your separate CV is for
- 11:20Okay, so I've mentioned a couple times. Now, the difference between the two profiles. So if you were on the Teachers College website you can access the faculty directory, which is the myasu.edu or on the ASU at large. You can search through the directory, which leads you to the I search

- 11:38If you are changing any information you change it on the ASU side you change it on the I searched@asu.edu again Rick will go through the actual how
- 11:48But that's where the changes are made, the way the systems have updated over time. Any change you make on the isearch side.
- 11:55Will be pulled through to the teachers college side, but it can take anywhere from 24 to 48 hours to sync. So if you make a change on something and you're wondering why it's not showing up, it will, it just takes time for the cycles to sink there.
- 12:09Rick. Anything else you want to note about that.

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12:12Well, I just, just I think the importance of this is recognizing that there are multiple places that your information is being updated from

- 12:23And that that patience after you've updated something is also important, since it can take a little while for those systems to to sync up in and pull it

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12:37Up. Okay, so I'm going to show you guys a few examples here. I'm gonna skip out because I pulled him up.

- 12:45Let's see here. Whoops.
- 12:48Course

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12:52Alright, so I received permission from a couple of faculty prior to this just share their profiles and I'm going to show one of them to you from each

- 13:01Side of the house. So for example, I have pulled up Carrie Samson, who's an associate faculty. You guys can still see this right, Rick. Yes. Okay. Through the directory. And I know that some of this zoom stuffs in the way. I don't know if I can
- 13:17On the way for a second. So when you log on, is you this my ASU. This is the director. This is where you search for people like a ASU global
- 13:25So I pulled carries up through here again the same information will show through. And the teachers college, but I want to show you a couple features of her profile that I think

- 13:33Are great to model after and then I'll show you. Alternatively, some of the benefits of looking at this information from the Teachers College website. So first Kerry's bio. It's very brief succinct. But really,
- 13:45helps you understand what it is that she's into she includes a link to her CV, which helps kind of offset that what do I include what don't I include so she
- 13:55We presume keeps her CV up to date. You can update this on your own as often as you'd like. And it's still here and accessible.
- 14:04So that's under the bio tab under the research tab you see she's got her link to our Google Scholar profile.
- 14:09She has guiding research questions which again, even if we're not experts in education policy or race and racism in education, some of these questions, I think, are more accessible way to understand what it is that she does so.
- 14:23Consider turning your, your interest both teaching and or research into questions and then she has three examples or, for example, I should say, of current research projects, but they're like one or two sentences.
- 14:34So just very helpful to dive in and understand what it is that Kerry is currently working on
- 14:39And then the teaching tab again, this is all auto populated. So if you notice anything that's inaccurate.
- 14:45You can reach out to get help. But this is all generated. So the difference. I want to show you, between this side and the teachers college side, you'll notice over here. Carrie has her expertise areas.
- 14:54These again. Anybody at ASU could have these not necessarily education faculty only, but if you click on these from this site. It doesn't take you anywhere.
- 15:05Then I'm going to show you. Alternatively, when you're looking at people within the teachers college site. So again, it looks the same, but this is accessed through
- 15:15Moving these fields. This is access through our faculty director in the Mary Lou Fulton Teachers College website. So here's Alex Silva.
- 15:22Estrella Silva, who is one of our clinical assistant professors again. She has her bio on here, her education. She does not have her CV on here but she could add that if she wanted
- 15:33Research Alex is clinical but she is also engaged in research, but what I really liked about her profile is that she adds
- 15:43This kind of couple of sentences to describe her research interests as an instructor in teacher preparation. So again, I think that this is an accessible way for clinical faculty to describe what they're interested in. Even if you don't
- 15:57You know, participate and research to the level that tenure track faculty do you still have interests and passions and that's why you're here and I think it helps communicate to either
- 16:06Other faculty or your students what it is that you're interested in. So again, she's got some guiding research questions and current projects that she's working on as well as a few of her foundational publications
- 16:18So the nice feature of these expertise areas when you're within the teachers college is you can click on these and it will link up with anybody else who identified social justice and education within the teachers college. So if I click on that.

- 16:34It will take me to a list of the three other people, Gustavo's one of them. So then you could click and get to his profile, but I'm going to take you back for a second and show you if if we were just at the ASU like the isearch side.
- 16:50It doesn't take you to that list of who else is in those areas. So for me, especially my role at the college. I find that very informative.
- 16:59And a nice feature that our web team has helped enable for us to use that
- 17:07And then the last thing I'll show. So as I am, my staff person. I'm just showing a couple examples here again.
- 17:16So my name my title is director of scholarly initiatives and then you get into that complicated title which. What does that mean, who knows.
- 17:19So what I did is I added a short bio which talks a little bit more to the actual work that I do. So a staff. Again, I just find this really helpful because our titles can be kind of misleading.
- 17:30And then again, I just have a brief bio here. I do still conduct some research, but just very generically. I just put a couple of brief statements to articulate what I am interested in. So I just wanted to share those few examples to show the differences between
- 17:50Accessing bios or directory information from the ASU side versus the teachers college and we do have a few more tools or benefits from a teacher's college side.

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18:00Hey Clarin. Before you go on, just for kicks. Can you go back to Alexandria. So, this

- 18:05Yeah profile.
- 18:07I want to know if you look up scroll up a little bit.
- 18:11She has two affiliations that are showing their one MLS Teachers College and the other one is division of teacher prep.
- 18:20Forward slash poly that particular one is a beret affiliation. So it's very, it's honors college that puts those up there. So if you ever see that you have to you only are in the teachers college
- 18:36That's not a separate affiliation within the teachers college out when it's actually various Honors College, that is, that has added you to that.
- 18:46Thing. So if you don't want that on there. If you're no longer associated with the Honors College then contacting them and asking them to remove that would be the best place or best thing to do and i can i can assist you with that, if necessary.
- 19:07Great.

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19:09So,

- 19:11So there are some video instructions. I think our marketing team went through and Clarin, thank you very much for
- 19:20For going through those
- 19:23That information that was perfect.

- 19:27But our marketing team a couple years back went through and created some video instructions for updating your isearch profile. I'm going to play just a little bit of that for you. We're gonna see how it goes.
- 19:50Thanks for updating your search profile. This video contains instructions on how to make your profile useful for others to learn about you and better understand the work you do.
- 20:00You're also helping to showcase our colleges, a powerhouse of scholarly work knowledge research and 21st century skills. So let's get started. First, go to my search ASU edu slash ASU dash people
- 20:18Or you can just visit the ASU homepage and click the directory at the top right when the search page appears look in the top right corner and click edit my profile.
- 20:29You'll need to sign in your A as you write it. If you haven't already, once you're signed in look to the left for the navigation bar. This is where your information will be categorized.
- 20:41Before you start adding your information into I search, you may find it helpful to create a document with all your responses. So you can take some time to think about your work and research.
- 20:51Then when you log into I search, you can simply copy and paste from your working, Doc. First, click the basic tab. This is where you update your picture.
- 21:00You can use your son card photo or upload a new image, the maximum size for a picture that upload is 800 by 800. You can also update your name, email address fax number and location before you leave the basic tab. Make sure your information is accurate and up to date.
- 21:21Go back to the left column and click the links tab. If you're active on social media or have a personal website you can add the links here. Just remember, this is a place for professional social media links.
- 21:35Not personal go back to the left column and click the affiliations tab, you won't need to do anything in the affiliations tab. This information will be auto populated by ASU.
- 21:47Go back to the left column and click the expertise tab. This is where you list your areas of expertise, adding these to your profile makes it easier for others to identify faculty expertise with our college
- 22:00Start typing your specialty in the field to see if it's available in the drop down and choose the one that best applies to you.
- 22:08These options were influenced by categories for meeting professional education research organizations when another field of expertise clip the maroon add another item.
- 22:22Remember this page is for areas of expertise, not knowledge. Go back to the left column and with the biography
- 22:28On this page, hey Rick
- 22:30Will you pause it a second. Sure

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22:38Okay, I was just going to share with people. And I don't know if we have to watch this whole thing this whole

- 22:40But right where we are right now. So the bio that they're talking through. That's the main one, but that short bio right there is the couple of sentences. When you search somebody, it shows up right there.
- 22:53So that one can be really helpful to which should again be even shorter than that, and the other profile statement and again for staff. I think that one is really helpful so people know what it is that you do.
- 23:04So, but whatever you do here go straight to the college. Yes. Eventually, not immediately. Yep. Yep.
- 23:10On the college
- 23:16Here you actually can't change anything on the FTC side if you make any changes. It's all through it. This was the other
- 23:25This information.
- 23:27Has been shared with the students.

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23:30That I'm not positive. That's a very good note because that's, yeah, I'm here because I

- 23:34Was

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23:43super confusing. I do have one, we have to go. Got it. So, and I'm actually not positive.

- 23:52If students have access to all the same domains, Rick, do you know that off the top of your head.
- 24:05I'm

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24:08Sure that they do and

- 24:10But it's going to be fairly similar.

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24:12Right, well look into it, but that's a really good

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24:15Point.

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24:17It will be super good. Yes.

- 24:20Please, all of our students at the signature should say yes yeah yeah yeah because they have some
- 24:36Degree of
- 24:39Valuations yeah well and then it starts them off in a professional yes what and that way when their job searching people to yeah that's a good note I make that

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24:52Thank you Gustavo. So, yeah.

- 24:55Alright, so I'm going to go ahead and stop that video you guys can go back and watch that later.
- 25:00And and see what kinds of things you can update why there's some really good tips in there. So it's worth watching. And with that link out to you.
- 25:12But isearch.asu.edu that is the place where you would go to update your profile. The other thing you can do is go in and click on directory. So if we're looking at this at the top of just about every ASU website. You see this same header.
- 25:33Says issue home my asu colleges, schools maps locations directory and sign in these two little pieces are really important when you're dealing with your isearch directory and updating your directory information. So if you click on directory
- 25:50It will take you to a page where you can search for yourself is the I search page you're going to click on faculty and staff and then put in your search term would be your name. In this case it's Rick Baker.
- 26:06And then there there's a set of names that will that may come up, depending upon how many people have a similar name to yours. In my case, Rick Baker and Patrick Baker came up and so I don't know Patrick.
- 26:21Look for him. At some point, but I'm interested in updating my profile. So I click on that, once I get out to my profile.
- 26:29There's a little button up here at the top that says edit my profile which I can click on and go out to edit my profile to see that, though, I need to be logged in. So if you're not logged in, it'll say sign in.
- 26:47If you're signed in forget what it says. But it may be log out
- 26:54And so those are the, those are a couple of suggestions for you just need to make sure that you're logged in, and then if you're not seeing this maroon button because you're not signed yet.
- 27:04So once we get in here. After listening to Clarin I recognize that I need to update my short bio to say something other than what's exactly right here anyway.
- 27:18And update that a little bit. So I'll try to tell a little story of what I do, if I can figure that out.

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27:28Once I clicked on edit my profile. You saw the little video these vertical tabs come up and you can click through each one of these as I click on that a new page comes up and I'll be able to edit those attributes within that page of my of my profile. So that's all on the isearch side.

- 27:50Are there any questions about doing that, what that looks like.
- 27:56Actually, I'm going to take you out real quick and show you kind of what
- 28:13Sorry.

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28:20Just for practice.

- 28:25Search for Rick Baker, there I am on click on my name.
- 28:30When I look up
- 28:32It says sign in, but I must be signed in, because I can edit my profile.
- 28:38Let's try and see what happens.

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28:40It may come up and say,

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28:48So this is my cheesy profile photo that I had taken by the

- 28:52By the professional photographer at ASU, you have the option of going to them and having your picture taken. I'll share some information with you later about that.
- 29:04But I can also select using my son card photo or having no photo at all. But as we learned from Clarin
- 29:11The Provost Office does look through these, especially for faculty and they really want everyone to have a photo and they want it to be a professional photo that's taken by the ASU time of
- 29:28The links, you can go to, again, these are professional
- 29:32links that you can use Twitter, Facebook, Google plus is in here, but I think that's no longer around LinkedIn and personal website those in affiliate affiliations.
- 29:47This comes up and I've got a couple of different affiliations. This one is with Barrett and I can make that my primary affiliation or the other one be my primary affiliation or if I want to hide it. I can select this box and it will hide it on my profile.
- 30:08Notice I can't hide this one because this is my primary affiliation.
- 30:15My expertise areas I have no expertise. So I've not added anything actually I'm staff in don't do a lot of research and So I've not gone in and done anything in the expertise area.
- 30:28And so it's something I might consider at some point. Biography research, teaching public work industry experience all of those. I can go in there are multiple

- 30:41Fields for me to enter information in. If I so choose. And again, this is all this information is pertaining to your professional existence within ASU. So keeping that in mind in trying to stay adhere to that as much as possible will be very

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31:00And the only note, I would add is a lot of these are kind of industry specific or field specific. So if you don't know what it means or what should go there, don't put anything there.

- 31:11Mm hmm.

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31:16So moving along. That's what we can do in the Isearch edit my profile area. Now we're going to go into the my asu because there's a lot of information that we can update that is pulled in from the my asu profile area that we can update and so those

- 31:33hat information is your what your name, looks like you can, your name is primarily going to be identified by HR. They're the ones who can assist you in changing that.
- 31:48If it's necessary. There is a link at the end of this session to change your preferred name and you can reach out through that service now ticket to get that taken care of, or start the process, at least so
- 32:04To actually to get into your my asu profile, you go to my asu. Myasu.edu and login once you get there on the far right, the black bar.
- 32:20Across the top, you're going to click on Profile and brings up a page that looks like this. And then you'll go through. You can view your profile or edit your profile. When you click on edit your profile. It gives you options to go in and edit each of these individual items.
- 32:40Sorry.

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32:42Scroll button on the mouse is not my friend.

- 32:48The so for your email, you can add additional email addresses so
- 32:57But your primary email address is typically your first name dot last name@issue.edu that is used in your profile.
- 33:07Then it has an option for you to update your addresses your mail address. I use my home email and my home physical address and put that in here.
- 33:19And that's hidden from view from anybody outside of the university and only is viewable by people who have access to this information in PeopleSoft your work address is something that can be updated here that information is seen
- 33:36That information or sorry, the email address shows up here on your isearch profile your physical work address as you enter it here is going to show up here beneath your email address and the phone number.

- 33:51Comes from the updated my. My.asu.edu and in shows up here in your search profile.
- 34:01The MLFTC Teachers College Associate Director technology operations university staff West Campus Mail code all is updated on the PeopleSoft side in is taken care of. Through HR, so if any of that information is incorrect, we need to
- 34:20Have a conversation with folks in HR get that taken care of.
- 34:25There are other elements that you'll probably want to make sure you've updated in your my asu profile your
- 34:34Your preferences for ASU alerts who your emergency contacts are your password and security. Your if you need to see what your ideas are your nine nine number or your 1000 number or whatever those are. This is a place where you can find that
- 34:53You can verify your social security number, which is why I just took screenshots of this and put it up here. I didn't want my social security numbers showing up for everybody.
- 35:04And then

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35:08If you have granted this is actually for students. This my issued guest access permissions. As for students so that they can grant access to their parents so they can see information.

- 35:22Any questions on that before we move on.
- 35:28There are none, we shall go
- 35:29So if you need help on doing this you get it outside of this session and you decide, man. They covered a lot of things really quickly and not fully and I want to see that better.
- 35:43You can go out to brand guide. ASU edu forward slash web standards, forward slash iSearch dash profiles.
- 35:53To that URL and you can find an introduction to the iSearch profiles and how to tab that how to tab.
- 36:03Goes through every one of those elements of your profile and gives a brief description or some things to think about. So it's a nice guide to go through. I mentioned earlier that the ASU brand guide strongly suggests that all headshots be taken by the university photographer.
- 36:20You can request.
- 36:24Those faculty and staff headshots.
- 36:27From the
- 36:30From the photography office. You can see their hours by clicking on that link and it's a mile long. So I just put it there because I knew, nobody would be able to write it out. But if you go out to that brand guide.
- 36:44Link, you can see that information. It's linked out there for you.

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36:49But it's in computing comments. Typically it's Mondays and Fridays all day long. You can stop in there. It takes about five minutes. It's in computing commons room 125 takes about five to 10 minutes to get it done. They just need to grab a camera and

- 37:05Take a photo of you and then you get that sent to you via email, and you can
- 37:13You can
- 37:16Then go in and post that in your in your profile.
- 37:21Computer Commons is on Tempe campus is
- 3&:27Right.

Tempe conference room

37:27Next to core Hall.

West conference room

37:30No side.

- 37:30It's okay. I just, I didn't know which campus. It was, I'm sorry, it's
- 37:38Yeah, it's on the Tempe campus. And if you're here at West, we may be able to ask marketing if they can take a photo of us. So that's an option as well.
- 37:53Any questions about this or points I missed Clarin?

Tempe conference room

37:57No know and I'm thinking of the headshot room that was right over with the design school. Maybe that's not computing common is over by the bookstore is and

West conference room

38:06It's over by the bookstore, so it is it's going to be on the first floor 125 they're changing all of that. So you might

- 38:17Check the link and maybe check in with those folks before heading over there and see if that's still there. I know that they're doing a lot of work in computing commona so
- 38:29So,

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38:35Sorry, recommending I say those are free to so we should figure out for sure the information for professional headshots. Because if anybody needs one like faculty for publication.

- 38:42Or presentation that's available and I'll add that to my notes to for doc students, they should know they can get professional headshots as well.

West conference room

38:50 So kind of moving away from profiles to an equally important tool that is available to us is our email signature.

- 39:00 It is a bigger deal than you think and clear. And were you going to do this or what was I supposed to just

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39:09 Keep on going. I was going to tell our funny story. When you get to it.

West conference room

39:08 Okay, so

- 39:10 So the email signature really visually shows your affiliation with issue, it goes to the bottom of most of your emails that you send
- 39:20 I don't add it to every one of my emails, because I think it is noise on people that already know me and already know how to contact me.
- 39:32 And because I have my profile information updated, they can find my contact information easily in other places than the bottom of my email.
- 39:42 But if I'm emailing somebody outside of the university, I almost always include that if I'm emailing somebody new within the university.
- 39:51 Or within the teachers college I add it so they know a little bit about me and don't have to research me. But if it's somebody that knows me and knows how to contact me. I'm not adding it typically
- 40:03 To an email that I would send
- 40:07 It also helps to set colleges and offices apart.
- 40:14 So in mine. I have
- 40:17 Information that says who I'm worth what it is that I do in that type of a thing. So
- 40:25 The it's hyperlink so you can get to an email address, you can click on it will go to my email address. It can also send you to a website that
- 40:37 That I'm affiliated with. So in the past. I was affiliated with the PLL that was on all of my email. But now that's gone. So I've removed that and now I include education asu.edu
- 40:52 On

West conference room

40:54 My information or my email signature. Sorry, I was looking at a chat that came in, so

- 41:02 So one of the things that as you're doing this is thinking about people that are not in front of a computer, but also using their
- 41:12 Their phone if you have your phone number. Put in your email signature. They can scroll down, they can click on that, if they're on their mobile phone and call you directly. They don't have to

- 41:23If it's not
- 41:26It's not on there, then they have to look you up on that number and go, but if you have it in your
- 41:32In your email signature. They can dial that right away website links and those kinds of things, make it easy for people to find out more information out about you and put you in the context of where you work.
- 41:45logos and images. Be wary of adding those in a lot of people like to put those in like to put animated ones in they're very frustrating and troublesome.
- 41:58Especially to people who are on mobile phone because it does not download that it as it as a
- 42:08An attachment. And so they're thinking, Oh, they've sent me an attachment. I need to look at that they open it up. Oh, it's just a logo. So that can be frustrating to the person with whom you're trying to communicate so
- 42:22Trying to eliminate all of the logos and those types of things is really important in the brand guide strongly
- 42:31pushes us not to add any logos on our email signatures.

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42:37So my only note to add to this Rick is. So the example here is up to standards and Rick was one of the first people obviously given his role for the university.

- 42:46To update his signature and so rather than figure this all out on my own. I went ahead and copy and pasted Rick's signature and then updated all the fields with my information.
- 42:57But his whole point about the hyperlinks and making it convenient. I did not remove his so even though I had typed in my phone number.
- 43:04When somebody clicked on that they call Rick Baker asking for Clarin. So just a caution to anybody who's going to copy and paste someone's email signature, which looks professional, it might be up to standards and make sure you replace all the hyperlinks with your information.

West conference room

43:17I was getting all kinds of

- 43:20Email. I had no idea.
- 43:23And so is Clarin there? Why are you calling me?
- 43:26That was fine and kind of a, we had to figure out how that happens. So give us a fun afternoon of troubleshooting.
- 43:38But thank you for that point Clarin. Yeah. And so again, brand guide.edu go there to learn about email signatures and get more information.
- 43:52The printing imaging lab really cool people went out and created and
- 43:58An email signature generator for everybody in ASU to use it. Is it will actually configure your information.

- 44:10And make it all standard and put it in the appropriate email signature format it walks you through the process of creating your brand your own brand email signature. In fact it auto populates
- 44:24Most of the fields. The form fields. If you just put your asurite in and it auto populates that and then you can go in and adjust those things if you need it. If you need assistance doing it. There's a phone number there and an email address there. One of the things that
- 44:42That the college
- 44:46A lot of people in the college have been putting as a custom statement.
- 44:50Is creating knowledge mobilizing people and taking action to improve education, you'll see that at the bottom of a lot of email signatures for people within the College. So I'm going to take you out real quick and show you that the signature generator
- 45:12Sharing

West conference room

45:18So if I go into this area right here and I put

- 45:28My asurite in and submit
- 45:34It goes in and populates all of these fields. Now, most people don't know me as Richard, so I'll go in and I'll update that and say, Rick.
- 45:46Baker, so I can go in and adjust these. Notice also, this says Assoc Director, Technology Operatio, so
- 45:56You need to check for abbreviations, you need to go in and adjust those things. So I would do that. And if I needed to add an additional line. So if I have multiple roles, I can do that. So just click on add additional line or subtitle or sub department. I can put in there as well.
- 46:17The address line mail code 1252 I can put in. I think I put a PO box in here on mine. And then it also has line three Glendale Arizona 85306 or I could put in the physical address of our location.
- 46:37And then I can update the contact info phone number. If you have a fax if youstill use one of those. If you want to put your cell phone number in here if you want to put a website in I suggest the education.asu.edu
- 46:52Putting that in the email address is pre populated for me. And then the custom statements. This is where you might add that little custom statement that I told you about. That is the tagline for the teachers college you click on that and it gives you
- 47:11asks you, Is this a URL. I'll say no and then you can add your copy and paste your custom statement in here and
- 47:21Then you can add social media.
- 47:26As many as you want. So, Instagram, Snapchat. You can see all the different ones that are here slack Google Plus Google Scholar, etc, etc, etc. You could add as many of those as you wish, just
- 47:42Try to make it the ones that you use that are professional don't just try ensure that they are your professional connections for those social media.

- 47:53And then you can choose an additional footer number one in innovation campaign ASU 2020 or you can just select blank my preference was blank. But that doesn't mean you need to do the same. You click on generate
- 48:10It asks you to verify or say hey you know this is going to happen. It gives you a signature.
- 48:17You can actually, if you click on copy your signature, it will select everything you can go in and copy it.
- 48:27And then you can go into your email outlook and and drop that in or if you're using whatever your email client is that you're using. You can go into the tools and set that up if you need help with doing that.
- 48:44We can we can supply some assistance for that as well.
- 48:54Any questions about that before I move on. Moving on then.
- 49:07Thank you. Teresa.

West conference room

49:08Alright, so

- 49:16 So to create your or update your email signature. There's a link. It's the print.asu.edu forward slash EmailSig
- 49:24I don't know if it is case sensitive. But notice that the email the E is capitalized and the S is capitalized in Sig
- 49:37These are some of the examples you can see the one on the left is blank for the footer, the one in the middle, has the asu number one in
- 49:53Innovation and the third one is the campaign issue 2020 so kind of the way those look
- 50:04So if you need help with any of this first place to turn is the asu experience center. They are there 24 hours a day, seven days a week 365 days a year.
- 50:15There's always somebody friendly there to take your call and to assist you with anything. I would love to help everybody
- 50:22But I'm only one person. I'm not available, Unfortunately 24 hours a day, seven days a week, and every day of the year you appreciate sleeping and my wife and my new puppy like to see me once in a while so
- 50:37And I'm sure the same is true for Clarin.
- 50:42We're, we're willing to help, but really would like for you to turn first to the asu experience center, aka help desk, they're great and know a lot about a lot of different things.
- 50:57You can chat, you can create a ticket or you can call them.

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51:02And the only thing I would just add to that is, this is meant to be empowering as well. I know in prior years faculty did not have the ability to change things and that's had to find someone to help them, which

- 51:14As you can imagine, was frustrating on both ends. So it is great that you all you have this all at your fingertips.

West conference room

51:20So. Additionally, I added some some KB articles. So when you go into my asu.

- 51:27There, there's a link up there that says service. If you click on that link, it brings up the service now options. You can search in service now.
- 51:38For different things. So if you're having trouble with your email signature try typing in email signature and see what articles come up or type in profile. See what articles come up. That's what I did to bring some of these up. And so I added these in
- 51:58All of these are service now except for how to update your, your ASU I search profile video that's that YouTube video that
- 52:11That I showed a little clip out earlier on.
- 52:16Also there's another video at the brand guide.
- 52:20How to site for updating your profile so

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52:26So go on to those checkout service now for some additional articles, go to that brand guide for the information that's there. And I encourage you go out

- 52:36take command of your profile and tell people who you are and help help them understand you within the context of ASU. And certainly Mary Lou Fulton Teachers College.
- 52:48We really appreciate you all joining us and Jennifer thank you so Clarin, in case you didn't see it as Jennifer said thank you for all the guidance and resources working current we appreciate you saying that Jennifer. We appreciate all of you joining us. Thank you all. Take care.