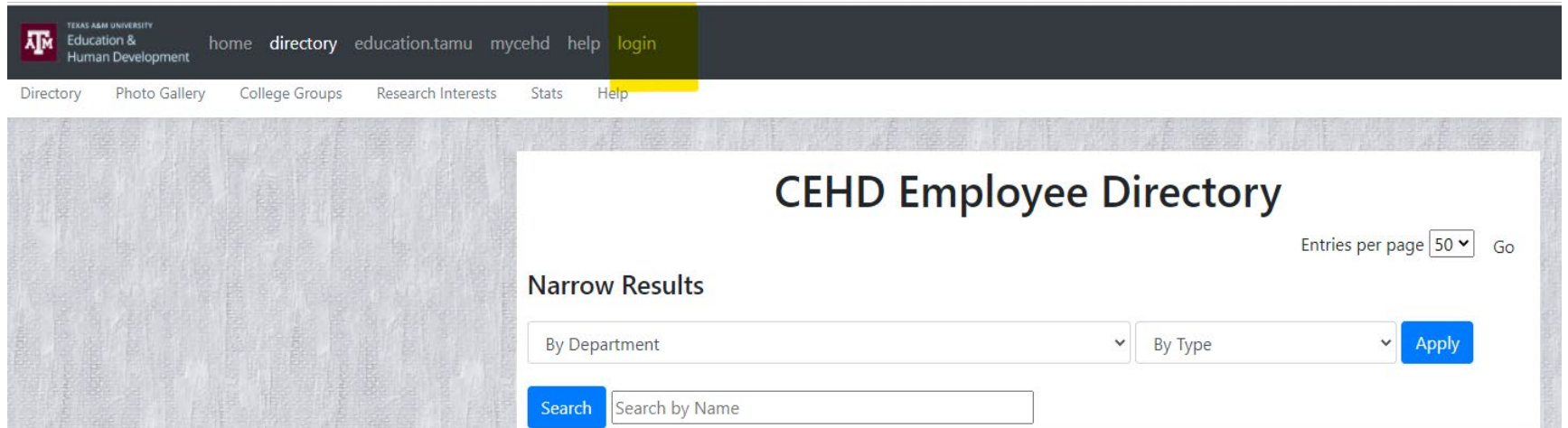


## How to edit your directory page

1. Go to <https://directory.education.tamu.edu> page
2. Login to the site by clicking the "login" link in the header.



The screenshot shows the top navigation bar of the CEHD Employee Directory website. The header includes the Texas A&M University logo and the text "Education & Human Development". Navigation links include "home", "directory", "education.tamu", "mycehd", "help", and "login". Below the header, a secondary navigation bar lists "Directory", "Photo Gallery", "College Groups", "Research Interests", "Stats", and "Help". The main content area features the title "CEHD Employee Directory" and a search interface. The search interface includes a "Narrow Results" section with two dropdown menus: "By Department" and "By Type". An "Apply" button is located to the right of these dropdowns. Below the dropdowns is a "Search" button and a text input field labeled "Search by Name". In the top right corner of the search area, there is a "Entries per page" dropdown menu set to "50" and a "Go" button.

3. Click the "Edit Profile" button at the bottom of the page.

The screenshot shows a web page for a university directory. At the top, there is a dark navigation bar with the Texas A&M University logo and text: "TEXAS A&M UNIVERSITY Education & Human Development". To the right of the logo are links for "home", "directory", "education.tamu", "mycehd", and "help". Further right, it says "Logged in user: Rachna Gaur (logout)". Below this bar is a secondary navigation menu with links for "Directory", "Photo Gallery", "College Groups", "Research Interests", "Stats", and "Help". The main content area features a profile card for "RACHNA GAUR". The card includes the "ATM" logo, the text "STAFF PHOTO UNAVAILABLE", the name "RACHNA GAUR", the title "Manager | Data Analysis and Reports", and the department "OFFICE OF THE DEAN". An email address "rachnagaur21@exchange.tamu.edu" is listed. There are two "Edit Profile" buttons: one in a blue box at the top right of the profile card and another in a green box at the bottom left of the profile card. The background of the page is a light gray textured pattern.

4. On this edit page, the top section are items you can make whatever changes you like and click the "Update Profile" page just under the education section or at the bottom of the page.

TEXAS A&M UNIVERSITY  
Education & Human Development

home directory education.tamu mycehd help Logged in user: Rachna Gaur (logout)

<b>First name:</b>	<input type="text" value="Rachna"/>
<b>Middle name:</b>	<input type="text"/>
<b>Last name:</b>	<input type="text" value="Gaur"/>
<b>Use middle name:</b>	<input type="checkbox"/>
<b>Netid:</b>	<input type="text" value="rachnagaur21"/>
<b>Primary email:</b>	<input type="text" value="rachnagaur21@exchange.tamu.edu"/>
<b>Secondary email:</b>	<input type="text"/>

---

<b>Official Title</b>	<b>Manager</b> Contact the Rachna Guar ( <a href="mailto:rachnagaur21@exchange.tamu.edu">rachnagaur21@exchange.tamu.edu</a> for corrections.
<b>Directory title:</b>	<input type="text" value="Manager  Data Analysis &amp; Reporting"/> <i>Title to be displayed in directory, e.g., Director of XYZ</i>
<b>Mailstop:</b>	<input type="text"/> <i>Primary mail stop</i>
<b>Google Scholar:</b>	<input type="text"/>
<b>Scholar@TAMU:</b>	<input type="text"/>
<b>CV:</b>	<input type="button" value="Choose File"/> No file chosen
<b>Shortbio:</b>	<div style="border: 1px solid #ccc; height: 150px;"></div>
<b>Office(s)</b>	<i>no office provided</i> <input type="button" value="Edit Offices »"/>
<b>Photo</b>	To add or replace the photo, please contact Heather Moses in the Communications Office

5. After the "Education" section, there are several sections of additional data you may include on your page.

**Education**

Degree	Major/Description	Institution	Year	Order	Delete
----- v					<a href="#">remove</a>
----- v					<a href="#">remove</a>

[add education row](#)

[Update Employee](#)

---

**SECTION CONFIGURATION** [Edit Section Configuration >](#)

Section	Display	Order
Courses Taught	True	1
Former Students	True	2
Publications	True	3
Research Projects	True	4
Awards, Editorialships, Leadership	True	5

---

**RESOURCES: Files and Web Sites** [Edit Resources >](#)

*No resources provided. Use the Edit button above to add.*

---

**ORGANIZATION AFFILIATIONS (College Groups)** [Edit Organization Affiliations >](#)

6. For each one, click the associated "Edit" button next to the section header to add, edit, or remove items to be included on your page. All of these sections are optional. For most areas, you may specify the order in which items will appear. Any section with no items will be skipped on your page.

*No research interests provided. Use the Edit button above to add.*

*Select the "Edit Research Interests" button above to edit, add, or remove research interests from your profile.*

### **COURSES TAUGHT**

DISPLAY ENABLED (order = 1)

[Edit Courses Taught >](#)

**Show Courses Taught**

### **FORMER STUDENTS**

DISPLAY ENABLED (order = 2)

[Edit Former Students >](#)

**Show Former Students**

*Select the "Edit Students" button above to edit, add, rearrange, or remove former students.*

### **SELECTED PUBLICATIONS**

DISPLAY ENABLED (order = 3)

[Edit Publications >](#)

**Show Publications**

*Select the "Edit Publications" button above to edit, add, rearrange, or remove publications from your profile.*

### **RESEARCH PROJECTS**

DISPLAY ENABLED (order = 4)

[Edit Research >](#)

**Show Research Projects**

*Select the "Edit Research" button above to edit, add, rearrange, or remove research projects from your profile.*

6.1 Awards, Editorial ships, and Leadership. Include any awards, editorial positions, or other leadership positions you wish to highlight. Add, edit or delete any awards you want here:

Education & Human Development [home](#) [directory](#) [education.tamu](#) [mycehd](#) [help](#) Logged in user: Rachna Gaur (logout)

[Directory](#) [Photo Gallery](#) [College Groups](#) [Research Interests](#) [Stats](#) [Help](#)

## Edit Awards, Editorialships, and Leadership of [Redacted]

[View Employee](#) | [Edit Employee](#)

### Awards, Editorialships, and Leadership

Category	Description	Order	Delete
<input type="text" value="Awards"/>	Distinguished Faculty Achievement Award. American Education Research Association, Learning and Teaching in Educational Leadership, 2018. (2018)	<input type="text" value="1.0"/>	<a href="#">remove</a>
<input type="text" value="Awards"/>	Diversity and Climate Award. November. (2014)	<input type="text" value="1.0"/>	<a href="#">remove</a>

6.2 Courses Taught. These the courses you have taught that you wish to highlight. In the previous directory, these values were loaded from Compass, but here you will need to add the ones you want to include. This allows you to include courses from other institutions or leave out ones you haven't taught in many years. You can also include a syllabus with each course if you choose to do so. (Click "Show Course" on the edit page to see the courses currently included.)

1000 2000 3000 4000  
Education & Human Development

home directory education.tamu mycehd help Logged in user: Rachna Gaur (logout)

Directory Photo Gallery College Groups Research Interests Stats Help

## Edit Courses Taught of [Redacted]

[View Employee](#) | [Edit Employee](#)

**Number**

**Course Title**

**Description**

**Semesters**

**Web site URL**

**Syllabus**  No file chosen

**Order**

*You may add simple styling to the description using basic HTML. For example, you may place `<i>` at the beginning and `</i>` at the end of text you want italicized. Substitute "b" for the "i" for bold or "u" for underline.*

**Courses Taught**

CEHD300. CEHD STUDY ABROAD  
2019C

6.3 Former Students. Former doctoral students you wish to list.

The screenshot shows a web interface for editing former students. At the top, there is a navigation bar with the Texas A&M University logo and text: "TEXAS A&M UNIVERSITY Education & Human Development". To the right of the logo are links for "home", "directory", "education.tamu", "mycehd", and "help". Further right, it says "Logged in user: Rachna Gaur (logout)". Below this is a secondary navigation bar with links for "Directory", "Photo Gallery", "College Groups", "Research Interests", "Stats", and "Help". The main content area has a title "Edit Former Students of" followed by a blue rectangular box. Below the title are two links: "View Employee" and "Edit Employee". The form contains the following fields: "Name" with a text input containing "Student Name"; "Graduation year" with a text input containing "0"; "Graduation semester" with a dropdown menu showing "-----"; and "Degree" with a dropdown menu showing "Ph.D.". A green "Add Student" button is highlighted with a yellow box. Below the form is a section titled "Former Students" which is currently empty.

6.4 Organization Affiliations. These are groups within the college with which you are associated. These can be research groups, academic programs, or other similar groups. The available groups is defined. But if you want a group added, contact Arlen Strader (strader@tam.u.edu) with the group name, department, description (optional), and web site (optional).



6.5 Publications. Add whichever publications and presentations you want to include on your page.

TEXAS A&M UNIVERSITY  
Education & Human Development

home directory education.tamu mycehd help Logged in user: Rachna Gaur (logout)

Directory Photo Gallery College Groups Research Interests Stats Help

## Edit Publications of [redacted]

[View Employee](#) | [Edit Employee](#)

**Category** Books and Monographs

**Year** 0

**Pubwithstudents**

**Highlight**

**Citation**

You may add simple styling to your citation using basic HTML. For example, you may place `<i>` at the beginning and `</i>` at the end of text you want italicized. Substitute "b" for the "i" for bold or "u" for underline.

**Add Publication**

**Selected Publications**

**Books and Monographs**

Dirani, K., Nafukho, F. M., & Irby, B. (2019). Talent development in international contexts. In K. Dirani, F. M. Nafukho, & B. Irby (eds.). Global issues and talent development: Perspectives from countries around the world. [Edit](#)

6.6 Research Interests. These are a series of topics you consider to be the focuses of your research.

The screenshot shows a web interface for editing research interests. At the top, there is a dark navigation bar with the Texas A&M University logo and text 'Education & Human Development'. Navigation links include 'home', 'directory', 'education.tamu', 'mycehd', 'help', and 'Logged in user: Rachna Gaur (logout)'. Below this is a secondary navigation bar with links for 'Directory', 'Photo Gallery', 'College Groups', 'Research Interests', 'Stats', and 'Help'. The main content area has a light gray background. On the right, a white panel contains the title 'Edit Research Interests of [redacted]' and links for 'View Employee' and 'Edit Employee'. Below this is a table with two columns: 'Research Interests' and 'Display Order'. The table has two rows, each with an empty input field in the 'Research Interests' column and an empty input field in the 'Display Order' column, followed by a 'remove' link. Below the table is a link 'add resint row' and a blue button labeled 'Update Research Interests'.

Research Interests	Display Order	
<input type="text"/>	<input type="text"/>	<a href="#">remove</a>
<input type="text"/>	<input type="text"/>	<a href="#">remove</a>

[add resint row](#)

[Update Research Interests](#)

6.7 Research Projects. List the research projects in which you have participated that you choose to include.

The screenshot shows a web application interface for editing research projects. At the top, there is a navigation bar with the TAMU logo and text 'Education & Human Development'. The navigation menu includes 'home', 'directory', 'education.tamu', 'mycehd', 'help', and 'Logged in user: Rachna Gaur (logout)'. Below this, a secondary menu has 'Directory', 'Photo Gallery', 'College Groups', 'Research Interests', 'Stats', and 'Help'. The main content area is titled 'Edit Research Projects of [redacted]'. It features two links: 'View Employee' and 'Edit Employee'. The form includes several input fields: 'Project Title' (containing 'No Title'), 'Description' (a large text area), 'Web site URL', 'Website title', and 'Order' (containing '0.0'). A blue button labeled 'Add Research Project' is positioned below the form. At the bottom, there is a section header 'Research Projects'.

Education & Human Development

home directory education.tamu mycehd help Logged in user: Rachna Gaur (logout)

Directory Photo Gallery College Groups Research Interests Stats Help

## Edit Research Projects of [redacted]

[View Employee](#) | [Edit Employee](#)

**Project Title**

**Description**

**Web site URL**

**Website title**

**Order**

*You may add simple styling to the description using basic HTML. For example, you may place `<i>` at the beginning and `</i>` at the end of text you want italicized. Substitute "b" for the "i" for bold or "u" for underline.*

[Add Research Project](#)

**Research Projects**

6.8 Resources. This is a place to upload documents and add web link you would like to be on your page.

The screenshot shows a web interface for editing resources. At the top, there is a dark navigation bar with the TAMU logo and text 'Education & Human Development'. To the right of the logo are links for 'home', 'directory', 'education.tamu', 'mycehd', and 'help'. Further right, it says 'Logged in user: Rachna Gaur (logout)'. Below this is a secondary navigation bar with links for 'Directory', 'Photo Gallery', 'College Groups', 'Research Interests', 'Stats', and 'Help'. The main content area has a light gray background. On the left, there is a large, textured gray rectangle. On the right, the title 'Edit Resources of [redacted]' is displayed in a large, bold font. Below the title are two links: 'View Employee' and 'Edit Employee'. A paragraph of text explains that users can add documents and web sites to their directory page, providing instructions on how to use the 'file' and 'website' fields. Below this text are four input fields: 'Title' with the placeholder 'File Title', 'File' with a 'Choose File' button and the text 'No file chosen', 'Website' (empty), and 'Order' with the value '0.0'. At the bottom of the form is a blue button labeled 'Add Resource'.

TEKAS A&M UNIVERSITY  
Education & Human Development

home directory education.tamu mycehd help Logged in user: Rachna Gaur (logout)

Directory Photo Gallery College Groups Research Interests Stats Help

## Edit Resources of [redacted]

[View Employee](#) | [Edit Employee](#)

Add documents and web sites you wish to include on your directory page. These could include conference presentations, link to your project web site, or other similar resources. Either upload a document in the "file" field or add a URL in the website field. (If you add both, only the uploaded document will be included on your page.) Place the text to be displayed for the link in the title field. to

**Title**

**File**  No file chosen

**Website**

**Order**