FAE Website – Instructor Guide

The FAE Program website is built with Wordpress and the user plugin is called Ultimate Member (it's a bit like facebook).

On the "FAE Instructors" page https://fae.bilkent.edu.tr/about-us/fae-instructors/ you have a card like this:

Visitors to the website can click on the down-arrow at the bottom of the card to see your profile information, including your biography/teaching philosophy, FAE teaching experience, course topics, and more. This information is useful for students when they are browsing for instructors and topics at the start of the semester.

Logging in to the FAE website as an instructor

- You can log in to the FAE website by clicking "login" on the home page: http://fae.bilkent.edu.tr

The Faculty Academic English (FAE) Program provides English support courses to Bilkent students in their faculties and schools, ranging from content-based, academic skills courses in the freshman year to graduate writing courses for MA and PhD students.

- Enter your username and password
  - username = your full name, all lower case letters, e.g., yanoverfieldshaw. You can also use your bilkent email, e.g., yan.overfield@bilkent.edu.tr
  - password = whatever you have set this as. If you have forgotten, click the "Forgot your password?" link to receive a reset email to your Bilkent email address
- Click the "login" button

Editing your profile

Once you are logged in, your profile page will load.

On the "Edit Profile" page you can set your contact and personal details and add FAE teaching experience, course topics and descriptions, and other professional information.

- Click on the cog wheel icon in the top right of your profile page to edit it
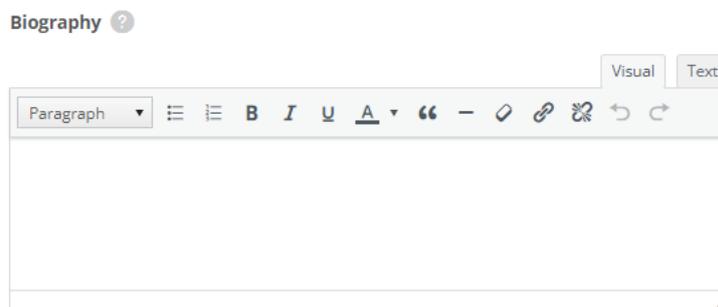- From the submenu, choose "Edit Profile".

- **professional/contact details**
    - Photo – Choose "Update Photo". Please choose a professional photo ☺
    - FAE Unit – please choose your current FAE Unit
    - Website/social media – here you can share any personal;/Bilkent website and social media accounts that you maintain (if you don't paste a link, it will not appear on your profile):
        - Website – if you have one, paste a link to it here. You can get a Bilkent staff Wordpress website here: https://staff.bilkent.edu.tr/
        - Linkedin – if you have an account, paste a link to your personal page here
        - ORCID – All university instructors in Turkey should have an ORCID (see https://orcid.org/). If you have filled out your profile with past publications and presentations, you can paste a link to it here.

FAE Instructor • SAL / FEASS Unit • ▮▮▮▮▮@bilkent.edu.tr • ⚲ Office & Contact (Directory) • ⚙ This Semester (Catalog)

Upload a photo - no cartoons or baby photos please :)

FAE Unit ❓

SAL / FEASS Unit   ✕ ⌄

Choose your FAE Unit - this is a required field

🖱 **Website URL**

in **LinkedIn**

🎓 **ORCİD** ❓

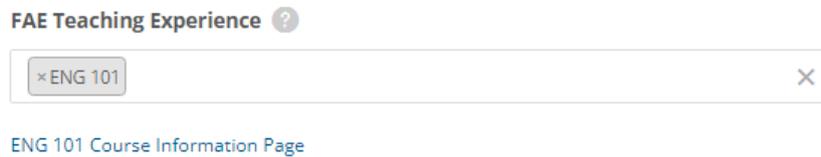You can now upload a link to your ORCID profile

- **other personal and professional information**
    - Scroll down further, and you can, if you wish, add details of your:
        - Biography
        - Teaching philosophy
        - Extra-curricular activities
    - These are HTML fields so you can add links and formatted text. The word limit is around 150 words for each field.

Biography ❓

| Visual | Text |

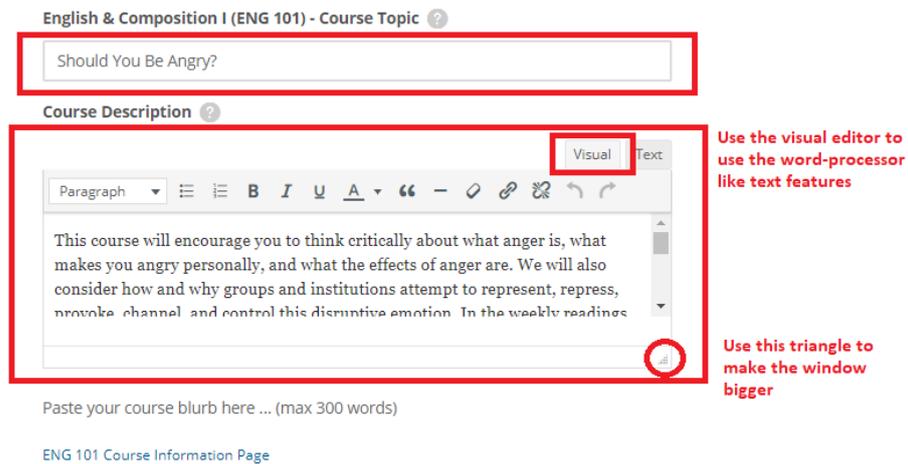Paragraph ▾ | ≔ ≔ **B** *I* U̲ A̲ ▾ ❝ — ✂ 🔗 ✂ ↶ ↷

- **Profile page – FAE Teaching Experience**
    - To add FAE teaching experience, start typing letters or numbers from the course or teaching type. When the desired course appears in the dropdown, press the ENTER key. ENG 101 is the default value.
    - You can check the dropdown for the options, which are: ENG 101, ENG 102, ENG 117, ENG 118, ENG 206, PHIL 243, PHIL 244, ELS 301, ENG 312, ENG 401, GE 400, BilWrite, and CTEAP
    - A link to a relevant page will appear under the selection box. The links will be displayed on your profile page.

- **Profile page - course details**
    - Scroll down to the course details and update your course topic and description.
    - There are spaces for ENG 101, ENG 102, ENG 401 topics and descriptions. If you leave a course topic/description blank, it will not appear on your profile page.
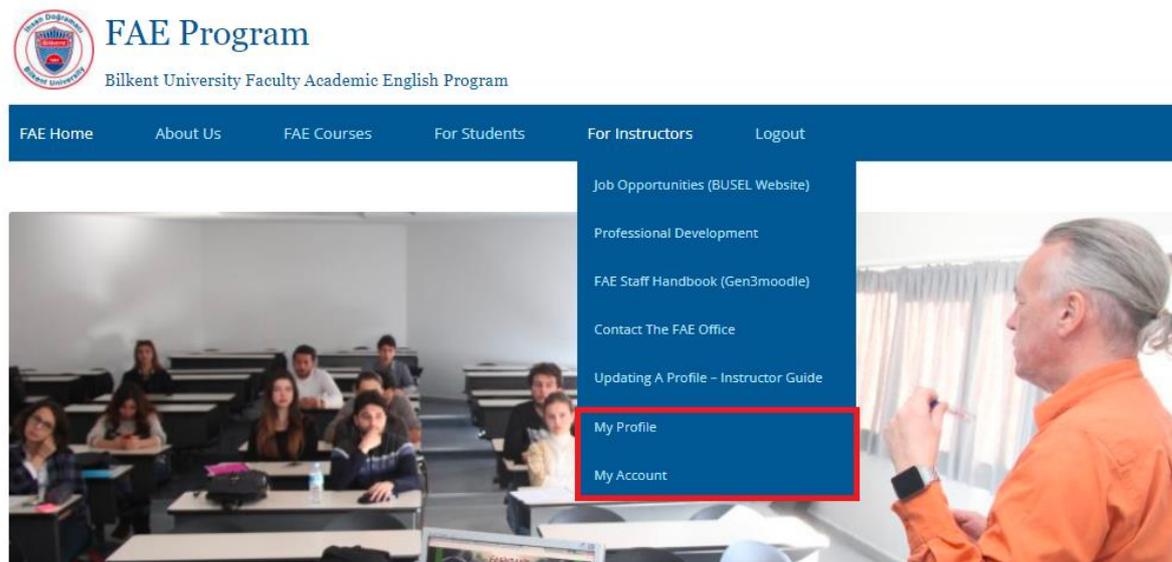

- IMPORTANT! You must submit the form to save your changes. After you have finished editing, scroll down and click the "Update Profile" button ☺

Accessing your profile/account pages

- You can always access/return to your profile or account functions from the "For Instructors" tab on the website's top menu.

- In the "My Account" page, you can change your name, email address, and password.
- Click "Update Account" button to save your changes.