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# How To

## Make Edits to Sections

1. Click 'Login' in the upper right corner of the screen and login with your wiki credentials.

SEHD Wiki  
A source for policies, procedures, handbooks and other resources from the School of Education and Human Development

You are here: Welcome to the SEHD Wiki! » Handbooks » Faculty Handbook

Log In

Username

Password

Remember me

Forgotten your password? Get a new one: [Set new password](#)

handbooks/faculty\_handbook.txt · Last modified: 2020/06/10 18:37 by Matt Mitchell

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2. Navigate to the section of the website you would like to edit. In this case we are going to make some edits to the Faculty Handbook.

SEHD Wiki  
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You are here: Welcome to the SEHD Wiki! » Handbooks » Faculty Handbook

Faculty Handbook

School's Mission and Vision

Mission

Leadership For Educational Equity

Prepare and inspire education and mental health leaders to have a profound impact in fostering student opportunity, achievement and success in urban and diverse communities.

Vision

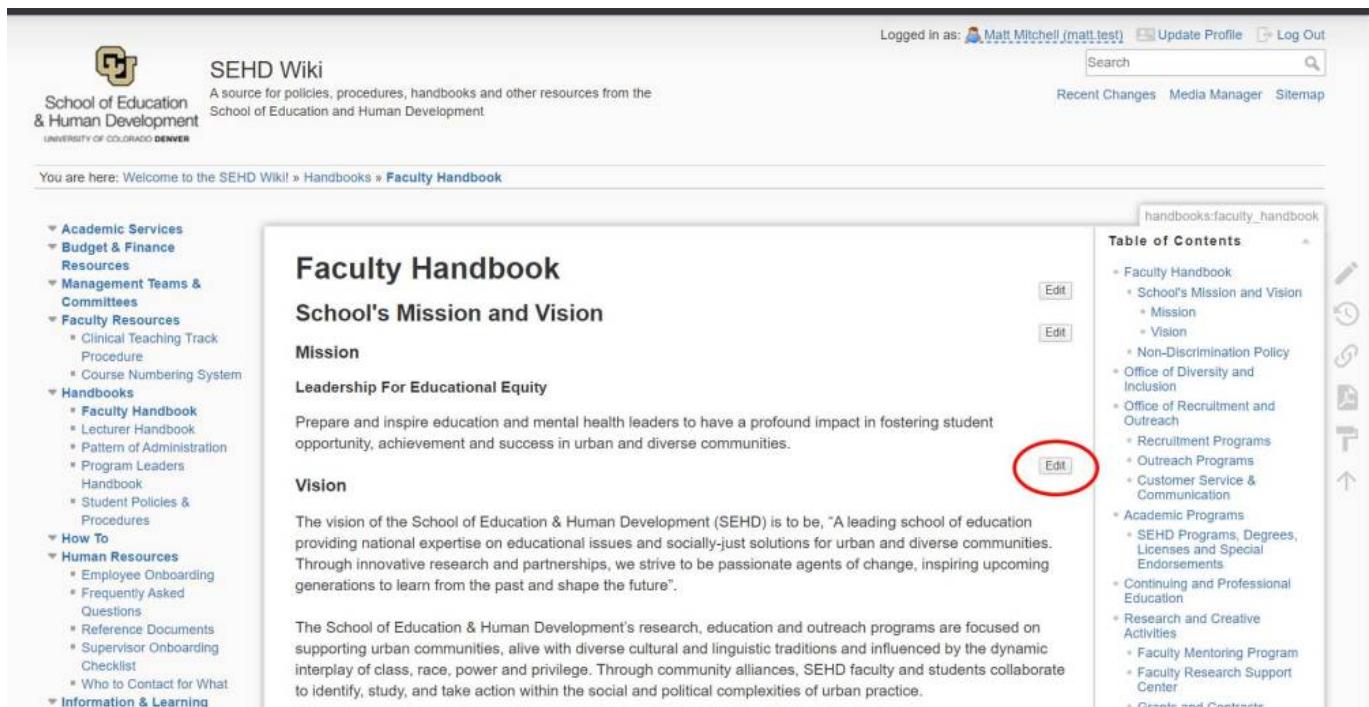
The vision of the School of Education & Human Development (SEHD) is to be, "A leading school of education providing national expertise on educational issues and socially-just solutions for urban and diverse communities. Through innovative research and partnerships, we strive to be passionate agents of change, inspiring upcoming generations to learn from the past and shape the future".

The School of Education & Human Development's research, education and outreach programs are focused on supporting urban communities, alive with diverse cultural and linguistic traditions and influenced by the dynamic interplay of class, race, power and privilege. Through community alliances, SEHD faculty and students collaborate to identify, study, and take action within the social and political complexities of urban practice.

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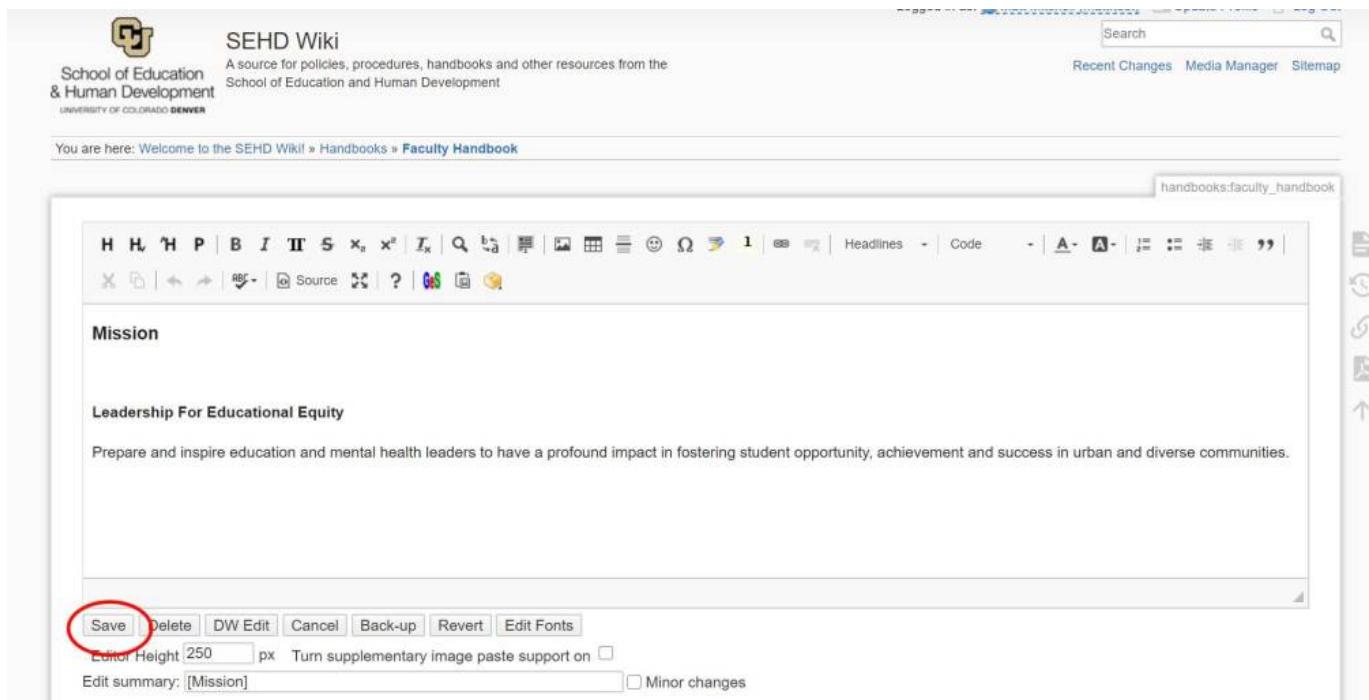
- Faculty Handbook
  - School's Mission and Vision
    - Mission
    - Vision
  - Non-Discrimination Policy
  - Office of Diversity and Inclusion
  - Office of Recruitment and Outreach
    - Recruitment Programs
    - Outreach Programs
    - Customer Service & Communication
- Academic Programs
  - SEHD Programs, Degrees, Licenses and Special Endorsements
- Continuing and Professional Education
- Research and Creative Activities
  - Faculty Mentoring Program
  - Faculty Research Support Center
- Grants and Contracts

3. Click the “Edit” button that is **below and to the right** of the section you would like to edit. In this case we want to edit the “Mission”.



The screenshot shows the SEHD Wiki homepage with a sidebar containing various links like Academic Services, Budget & Finance Resources, Management Teams & Committees, Faculty Resources, Handbooks, How To, Human Resources, and Information & Learning. The main content area displays the 'Faculty Handbook' page, specifically the 'School's Mission and Vision' section. Under 'Mission', there is a sub-section 'Leadership For Educational Equity' with the text: 'Prepare and inspire education and mental health leaders to have a profound impact in fostering student opportunity, achievement and success in urban and diverse communities.' To the right of this text is an 'Edit' button, which is circled in red. The right sidebar shows a 'Table of Contents' for the handbook, listing sections such as Faculty Handbook, School's Mission and Vision, Non-Discrimination Policy, Office of Diversity and Inclusion, Office of Recruitment and Outreach, Academic Programs, and Research and Creative Activities.

4. Make your changes on this page using the editor and click save when you are finished. Every save creates a new version of the document, allowing you to roll back changes to previous revisions if mistakes are made.



The screenshot shows the 'Mission' section of the 'Faculty Handbook' page in edit mode. The page includes the 'Leadership For Educational Equity' text and its 'Edit' button, which is circled in red. Below the text is a rich text editor toolbar with various formatting options. At the bottom of the editor, there is a toolbar with buttons for Save, Delete, DW Edit, Cancel, Back-up, Revert, and Edit Fonts. The 'Save' button is also circled in red. There are also fields for 'Editor Height' (set to 250 px), 'Turn supplementary image paste support on' (unchecked), 'Edit summary' (set to 'Mission'), and 'Minor changes' (unchecked). The right sidebar and the rest of the page content are visible.

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