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# How To

## Make Edits

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

Log In

Search

Recent Changes Media Manager Sitemap

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

handbooks:faculty\_handbook

### Login

You are currently not logged in! Enter your authentication credentials below to log in. You need to have cookies enabled to log in.

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

Logged in as: [Matt Mitchell \(matt.test\)](#) [Update Profile](#) [Log Out](#)

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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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  - Mission
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- Non-Discrimination Policy
- Office of Diversity and Inclusion
- Office of Recruitment and Outreach
  - Recruitment Programs
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- 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".



Hovering over the edit button for a second before clicking it can prevent it from opening the wrong section.

Sometimes when you click the "edit" button it will load extra sections or the wrong section entirely, if this happens it is best to just hit cancel and go back to the previous page and then hit the edit button again.

The screenshot shows the SEHD Wiki interface. The top navigation bar includes the CU Denver logo, the text 'SEHD Wiki', a description 'A source for policies, procedures, handbooks and other resources from the School of Education and Human Development', and user information 'Logged in as: Matt Mitchell (matt.lett)'. There are links for 'Update Profile' and 'Log Out', a search bar, and links for 'Recent Changes', 'Media Manager', and 'Sitemap'.

The breadcrumb trail reads: 'You are here: Welcome to the SEHD Wiki! » Handbooks » Faculty Handbook'.

On the left is a sidebar with a tree view of categories: Academic Services, Budget & Finance Resources, Management Teams & Committees, Faculty Resources (with sub-items like Clinical Teaching Track Procedure, Course Numbering System), Handbooks (with sub-items like Faculty Handbook, Lecturer Handbook, Pattern of Administration, Program Leaders Handbook, Student Policies & Procedures), How To, Human Resources (with sub-items like Employee Onboarding, Frequently Asked Questions, Reference Documents, Supervisor Onboarding Checklist, Who to Contact for What), and Information & Learning.

The main content area is titled 'Faculty Handbook' and 'School's Mission and Vision'. It contains sections for 'Mission' and 'Leadership For Educational Equity'. The 'Vision' section describes the school's goals and values. An 'Edit' button is circled in red next to the 'Vision' section.

On the right is a 'Table of Contents' sidebar listing various handbook sections, including 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, and Grants and Contracts.

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.

This screenshot shows the same SEHD Wiki page but in edit mode. The top navigation bar and breadcrumb trail are identical to the previous screenshot.

The main content area is now an editor interface. It features a rich text editor toolbar at the top with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment, indentation, bulleted and numbered lists, link insertion, unlink, undo, redo, and other editing functions. Below the toolbar is the text area containing the 'Mission' and 'Leadership For Educational Equity' sections.

At the bottom of the editor, there is a row of buttons: 'Save', 'Delete', 'DW Edit', 'Cancel', 'Back-up', 'Revert', and 'Edit Fonts'. The 'Save' button is circled in red. Below these buttons, there is a field for 'Editor Height' set to '250 px' and a checkbox for 'Turn supplementary image paste support on'. At the very bottom, there is an 'Edit summary' field containing the text '[Mission]' and a checkbox for 'Minor changes'.

5. This how to is meant to give you a quick introduction to making edits on the wiki. If you'd like to read more about what is possible with ckeditor please take a look at their documentation, a few examples are also highlighted below.

- [Inserting images](#)
- [Pasting from Word](#)

- [Basic Text Styles](#)
- Feel free to make edits and experiment in the [Wiki Playground](#).

## Request Access



Email [sehdhelp@ucdenver.edu](mailto:sehdhelp@ucdenver.edu) to request access to the Wiki.

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<https://wiki.cu.studio/> - **SEHD Wiki**

Permanent link:

<https://wiki.cu.studio/help/start?rev=1596047641>

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