

Personal Web Pages

Faculty of Humanities ICT Office Guidelines

1. School policy as to staff and students utilising this services?

School	Staff	PGR	PGT	UG
Arts, Histories and Cultures	Yes	Yes	Yes	Yes
Education	Yes	Yes	Yes	Yes
Environment and Development	No - Professional Profile on School website	No - Professional Profile on School website	Yes	Yes
Informatics	Yes	Yes	Yes	Yes
Languages, Linguistics and Cultures	No - Professional Profile on School website	Yes	Yes	Yes
Law	Yes	Yes	Yes	Yes
Manchester Business School	No - Alternative system	No - Alternative system	No	No
Social Sciences	Yes	Yes	Yes	Yes
Combined Studies	Yes	n/a	n/a	Yes
CCE	Yes	No	No	No

2. University Guidelines

By using the Personal web pages service you are agreeing to abide by the guidelines produced by IT Services see <http://www.itservices.manchester.ac.uk/personalwebpages/> You are also agreeing to abide by these guidelines (i.e. the Faculty of Humanities ICT Office guidelines).

3. Definition of support

If your School supports this service:
Your School has elected to support the use of personal web pages for specific groups i.e. staff, PGR, PGT and UG. We can provide the following support

- ensuring your pages can be viewed
- troubleshooting the use of the following applications software which is available on the CLIP image
 - for image editing
 - Corel Paint Shop Pro
 - GIMP
 - for web page authoring
 - Nvu
 - Macromedia Dreamweaver

If you are experiencing problems using the service you can contact our Service Desk, see <http://www.manchester.ac.uk/humanities/ict/ithelp/servicedesk/>.

- General guidelines and FAQs are available from the IT Services website at <http://www.itservices.manchester.ac.uk/personalwebpages/>.
- Additional resources to help you publish your pages may be produced by the ICT Office. As and when these are available see <http://www.manchester.ac.uk/humanities/ict/> for further details.
- The ICT Office runs information and brief training sessions on the use of Personal Web Pages. Generally these take place at the beginning of the academic year, see <http://www.manchester.ac.uk/humanities/ict/> for further details.

If your School does not support this service:
Your School has not elected to support the use of personal web pages for specific groups. This means that the Service Desk cannot support you using this service.

4. Appropriate use for staff

Personal web pages are an ideal place for you to practice and develop your web design skills. You can use them for example to test out and develop pages you plan to put in WebCT (the University's Virtual Learning Environment).

A staff professional research profile and details of research publications should be hosted on your School's website. For further information about updating your School's website please contact your Schools' web officer. If you are unsure who this is please contact your School Administrator.

If you want to use the web to host information and activities related to teaching and learning we would recommend you discuss your requirements with the Assistant IS Manager for Teaching and Learning, Ivy Brember, ivy.brember@manchester.ac.uk.

We would recommend your pages demonstrate good practice in relation to accessibility, see <http://www.staffnet.manchester.ac.uk/webhandbook/accessibility/>.

If you would like to report the inappropriate use of the personal web page service please contact IT Services by going to <http://www.itservices.manchester.ac.uk/contacts/> and clicking on the link 'Incident Submission form here'.

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