







ENG Website – Instructor Guide

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

On the “ENG Instructors” page <https://fae.bilkent.edu.tr/about-us/fae-instructors/> you have a card like this:

FAE Instructors

To view Instructors' **course topics** for ENG 101, ENG 102, or ENG 401, etc., click on the down arrow below their profile.

| First Name | Last Name | |
|---|--|---|
|  Andrew Hassell FAE Instructor FE / VTS / FMPA Unit andrew.hassell@bilkent.edu.tr Office & Contact (Directory) This Semester (Catalog) ▼ |  Andy Bonar FAE Instructor FE / VTS / FMPA Unit bonar@bilkent.edu.tr Office & Contact (Directory) This Semester (Catalog) ▼ |  Bengü Yurtseven FAE Instructor SAL / FEASS Unit bengu@bilkent.edu.tr Office & Contact (Directory) This Semester (Catalog) ▼ |
|  |  |  |

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, ENG 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 ENG website as an instructor

- You can log in to the ENG website by clicking “login” on the home page: <http://fae.bilkent.edu.tr>



FAE Program

Bilkent University Faculty Academic English Program



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 ENG teaching experience, course topics and descriptions, and other professional information.

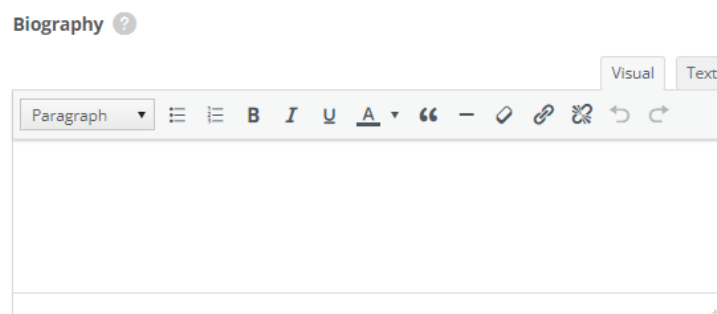
- Click on the cog wheel icon in the top right of your profile page to edit it
- From the submenu, choose “Edit Profile”.

- **professional/contact details**

- Photo – Choose “Update Photo”. Please choose a professional photo 😊
- 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.

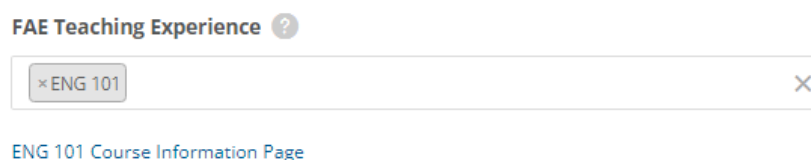
- **other personal and professional information**

- 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.



- **Profile page – ENG Teaching Experience**

- To add ENG 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 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.

English & Composition I (ENG 101) - Course Topic ?

Should You Be Angry?

Course Description ?

Visual Text

Paragraph B I U A " - [link] [unlink] [undo] [redo]

This course will encourage you to think critically about what anger is, what makes you angry personally, and what the effects of anger are. We will also consider how and why groups and institutions attempt to represent, repress, [unclear] channel and control this disruptive emotion. In the weekly readings

Paste your course blurb here ... (max 300 words)

[ENG 101 Course Information Page](#)

Use the visual editor to use the word-processor like text features

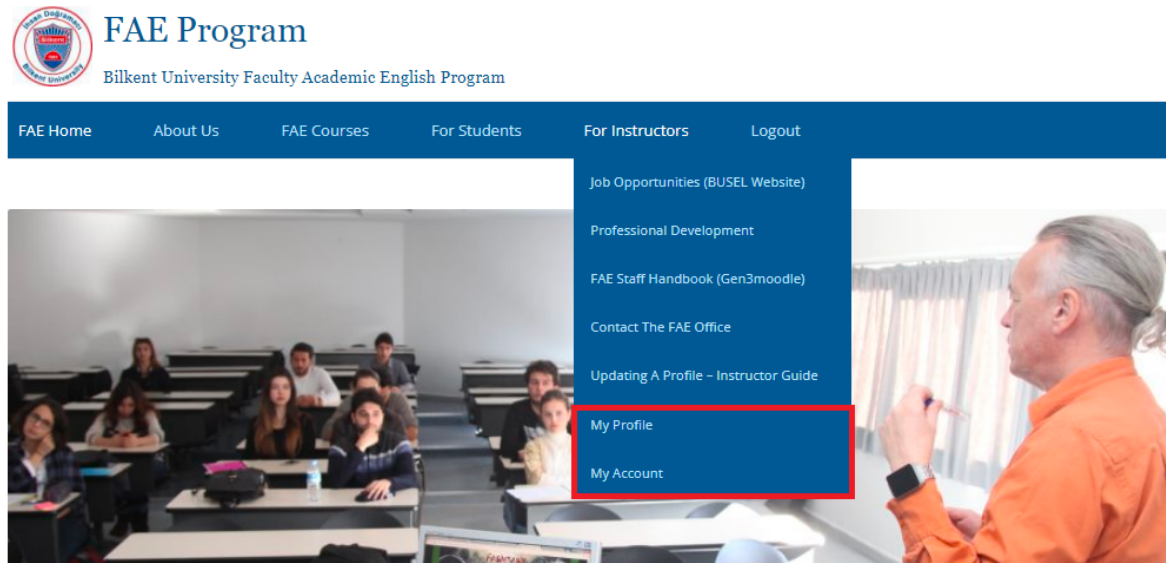
Use this triangle to make the window bigger

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

Update Profile Cancel

Accessing your profile/account pages

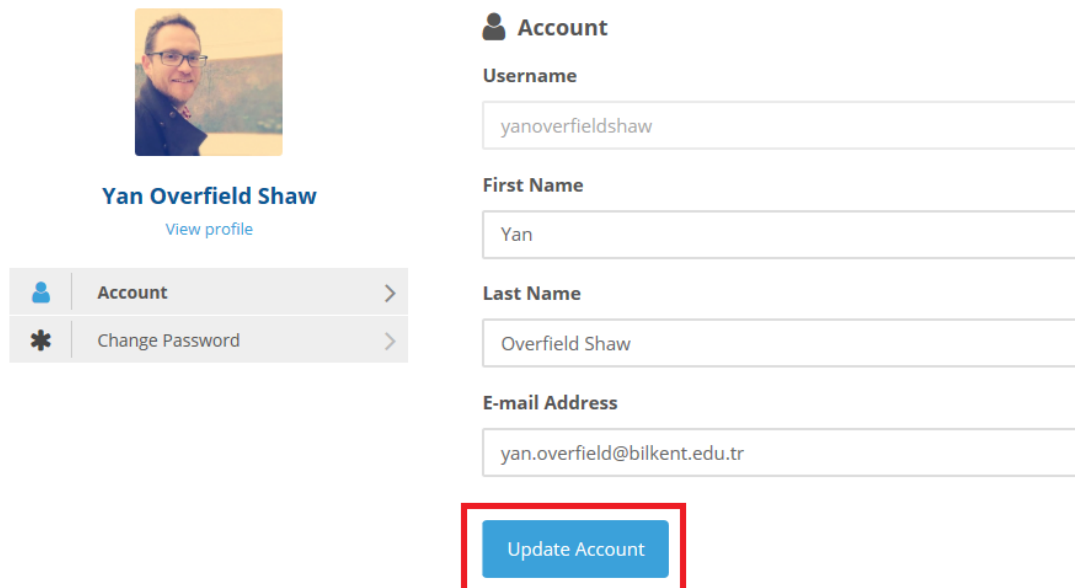
- You can always access/return to your profile or account functions from the “For Instructors” tab on the website’s top menu.



The screenshot shows the Bilkent University Faculty Academic English Program (FAE Program) website. The header includes the FAE Program logo and name, and a navigation menu with options: FAE Home, About Us, FAE Courses, For Students, For Instructors, and Logout. The 'For Instructors' dropdown menu is open, listing several options: Job Opportunities (BUSEL Website), Professional Development, FAE Staff Handbook (Gen3moodle), Contact The FAE Office, Updating A Profile – Instructor Guide, My Profile, and My Account. The 'My Account' option is highlighted with a red box. The background of the page features a photograph of a classroom with students and an instructor.

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

Account



The screenshot displays the 'My Account' page for Yan Overfield Shaw. On the left, there is a profile picture of Yan Overfield Shaw, his name, and a 'View profile' link. Below this are two menu items: 'Account' and 'Change Password', both with right-pointing arrows. On the right, the 'Account' section contains several form fields: 'Username' (yanoverfieldshaw), 'First Name' (Yan), 'Last Name' (Overfield Shaw), and 'E-mail Address' (yan.overfield@bilkent.edu.tr). At the bottom of the page, a blue 'Update Account' button is highlighted with a red box.