

Training – People Profiles and Lists

The templates have two options for listing people like faculty, staff, and students.

1. One page that is a basic list of people with general information about each person.

OR...

2. An individual profile page for each person with detailed information (CV, biography, etc.) with a main listing page that is populated from the content of the profile pages.

PEOPLE LISTS

If you do not wish to have elaborate profiles for each person you can set up a page that is simply a list of people.



ADDING A NEW PEOPLE LIST

Click NEW, then PEOPLE, then PEOPLE LIST.

System Name: Name the FOLDER logically and consistently (probably something like “faculty” or “staff”). Names must contain letters and numbers only, hyphens instead of spaces, and should not have uppercase characters.

Parent Folder: Choose the folder where you want to save the new FOLDER. (Note: it is acceptable to create folders within folders for organizational purposes.)

Display Name: The *Display Name* is the text that will appear in the main navigation.

Title: the *Title* is the text that will appear as the title of the page at the top of a browser tab or browser window. This should be named with the following structure: “Page Title | Department Name | SIU”.

Include in Left Navigation: Include or do not include the FOLDER’s *Display Name* in the left navigation.

Include in Top Navigation: Include or do not include the FOLDER’s *Display Name* in the top navigation.

EDITABLE REGIONS THAT ARE COMMON TO OTHER PAGES WILL NOT BE MENTIONED HERE. SEE “Basic Training – College Templates” FOR MORE INFORMATION ON THOSE AREAS.

Enter biographical information for the person including Name; Department, School or Title; a Photo, and Contact Information. Enter a brief description of

Training – People Profiles and Lists

the person and/or their duties in the MAIN CONTENT area. All of these areas are optional.

To add another person click the  plus sign at the top left of the PERSON editing box.

To remove a person click the  minus sign at the top left of the PERSON editing box.

To reorder the list of people use the   up and down arrows at the top left of the PERSON editing box.

Publish checkbox: Uncheck if you do not wish to publish this asset in the future.

Index checkbox: Leave checked.

Click **SUBMIT**

PEOPLE PROFILES

Setting up a PROFILES section in your websites consists of 3 parts. A folder (part 1) houses the profile pages for each person (part 2) and one index page (part 3). The list of people on the index page is populated by information on each profile page.

ADDING A NEW PEOPLE FOLDER (part 1):

Click NEW, then PEOPLE, then NEW PEOPLE FOLDER WITH PROFILES AND INDEX.

***System Name:** Name the FOLDER logically and consistently (probably something like “faculty” or “staff”). Names must contain letters and numbers only, hyphens instead of spaces, and should not have uppercase characters.*

***Parent Folder:** Choose the folder where you want to save the new FOLDER. (Note: it is acceptable to create folders within folders for organizational purposes.)*

***Display Name:** The *Display Name* is the text that will appear in the main navigation.*

***Title:** the *Title* is NOT relevant for a FOLDER but it is required so make the title the same as the *Display Name*.*

Training – People Profiles and Lists

Include in Left Navigation: Include or do not include the FOLDER's *Display Name* in the left navigation.

Include in Top Navigation: Include or do not include the FOLDER's *Display Name* in the top navigation.

Publish checkbox: Uncheck if you do not wish to publish this asset in the future.

Index checkbox: Leave checked.

Click **SUBMIT**



ADDING A NEW PROFILE PAGE (part 2):

Click **NEW**, then **PEOPLE**, then **NEW PERSON PROFILE**.

Enter **PAGE** information and content:

System Name: Name the PAGE logically and consistently (probably the person's last name, or first and last name). Names must contain letters and numbers only, hyphens instead of spaces, and should not have uppercase characters.

Parent Folder: Choose the folder where you want to save the new PAGE.

Display Name: The *Display Name* is the text that will appear in the main navigation.

Title: the *Title* is the text that will appear as the title of the page at the top of a browser tab or browser window. This should be named with the following structure: "Page Title | Department Name | SIU".

Include in Left Navigation: Include or do not include the PAGE's *Display Name* in the left navigation.

Include in Top Navigation: Include or do not include the PAGE's *Display Name* in the top navigation.

EDITABLE REGIONS THAT ARE COMMON TO OTHER PAGES WILL NOT BE MENTIONED HERE. SEE "Basic Training – College Templates" FOR MORE INFORMATION ON THOSE AREAS.

Enter biographical information for the person including First Name; Last Name; Department, School or Title; a Photo; and Contact Information. Enter biographical information such as CV or a description in the MAIN CONTENT area. All of these areas are optional.

Click **SUBMIT**

Training – People Profiles and Lists



INDEX PAGE (part 3):

The Index page will be automatically populated with the information you enter on the profile pages.

Content on the Index page that can/should be edited:

Display Name: The *Display Name* is the text that will appear in the main navigation.

Title: the *Title* is the text that will appear as the title of the page at the top of a browser tab or browser window. This should be named with the following structure: "Page Title | Department Name | SIU".

Include in Left Navigation: Include or do not include the PAGE's *Display Name* in the left navigation.

Include in Top Navigation: Include or do not include the PAGE's *Display Name* in the top navigation.

Click *SUBMIT*