



STAFF LIST

COMPONENTS

with eSchoolView

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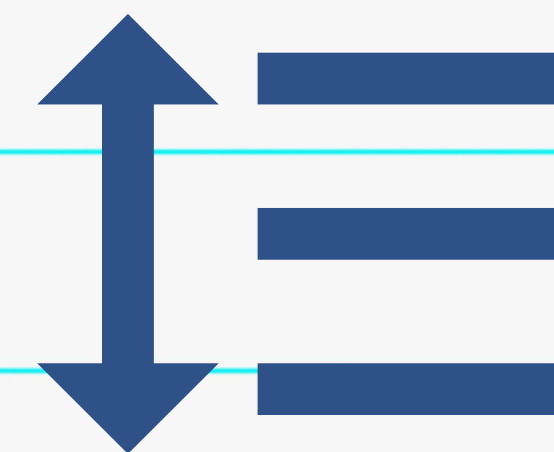
- Why use Staff List Components?
- Preparing your staff list data
- Building your page with Staff List Components
- Updating and editing your Staff List Components

WHY USE
STAFF LIST
COMPONENTS?





LINKS COMPONENT TIPS



Current Staff Page

Staff List Components

Staff photos distorted?

Photos display with consistent dimensions.

Trouble with consistent font style?

Move, add or delete staff without affecting formatting.

Reorganizing every time there's a new hire?

Alphabetize or manually organize your staff lists.

PROS AND CONS



Pros

- Consistent fonts & sizes across entire staff page
- Easy to add, remove and re-order without affecting formatting
- Option to automatically list staff members by last name
- All staff photos display with the same size and dimensions
- Once initial set-up is complete, maintenance is very simple and efficient

Cons

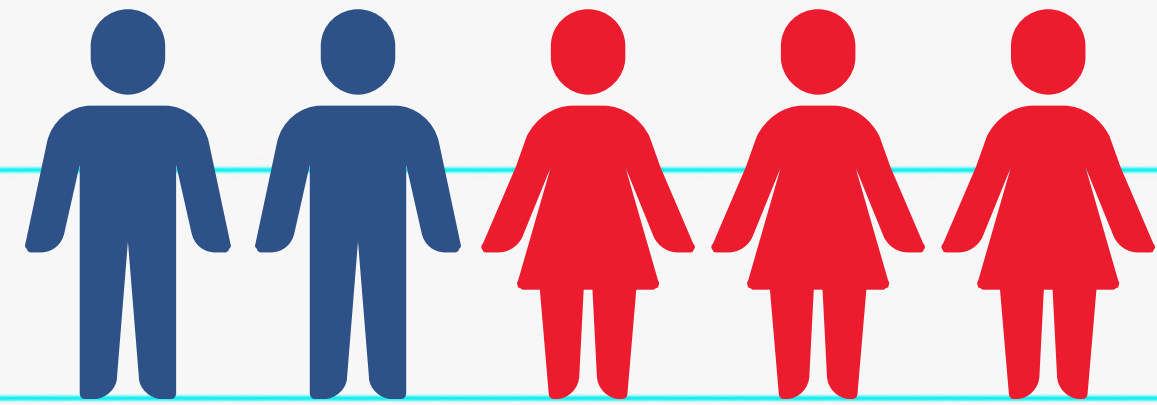


- Initial time investment of 1-3 hours
- A small amount of time compared to the benefits!

PREPARING

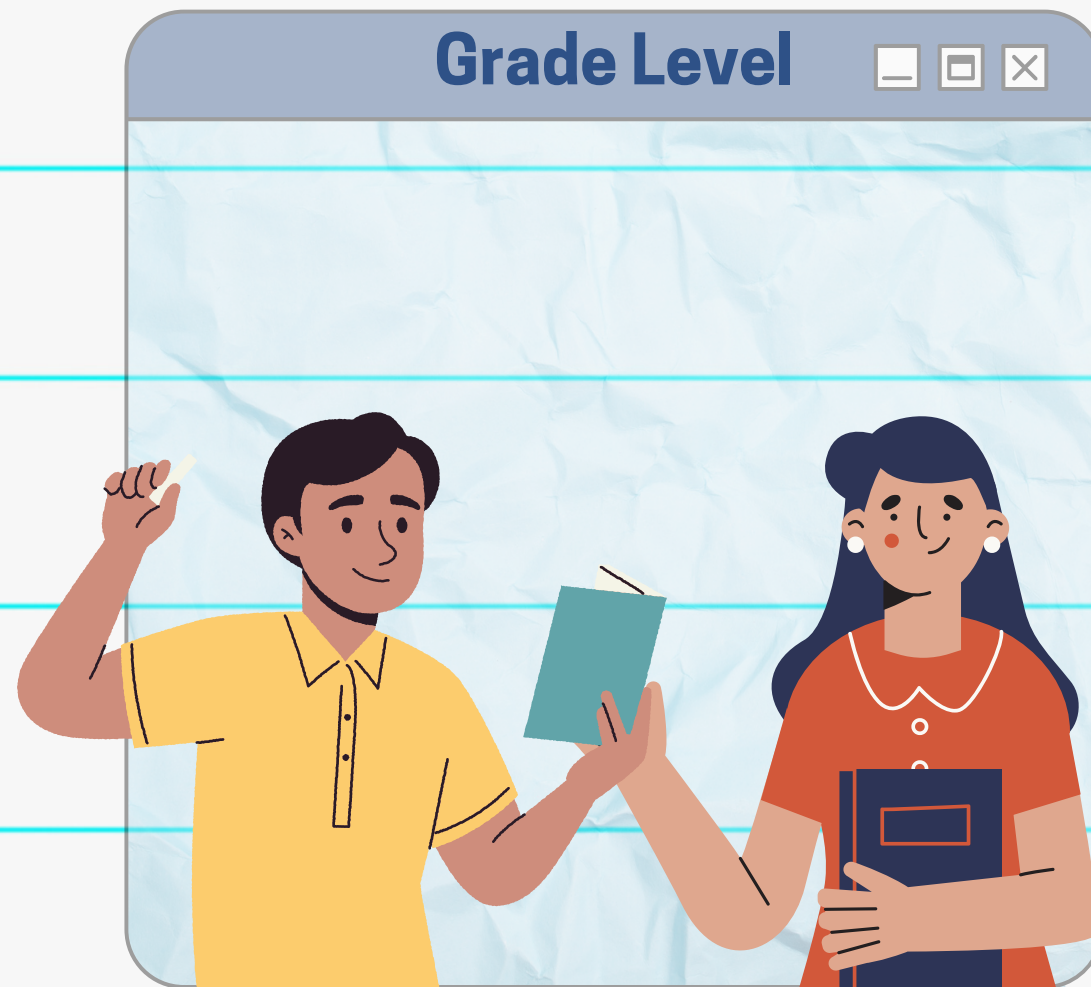
STAFF LIST

DATA

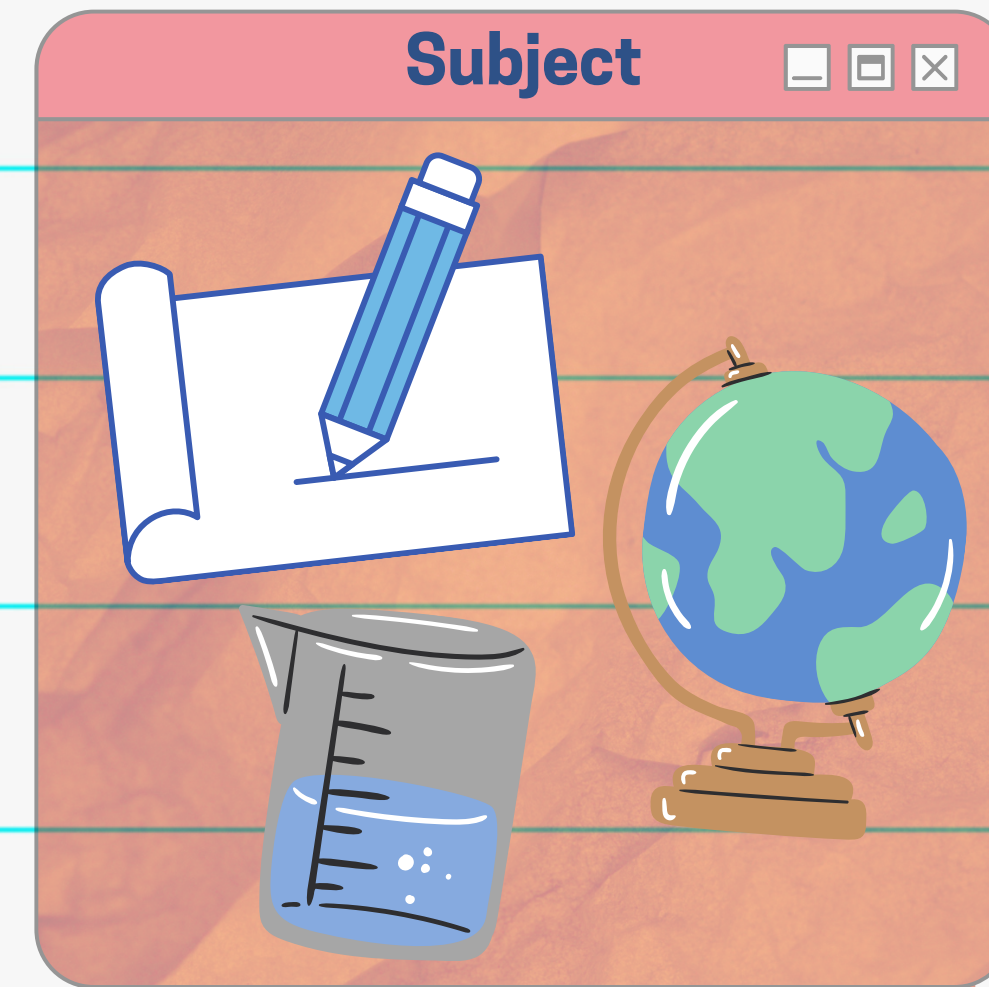


Step 1: Determine staff page structure.

Decide how you want your staff page laid out. You will create Departments based on your chosen layout.

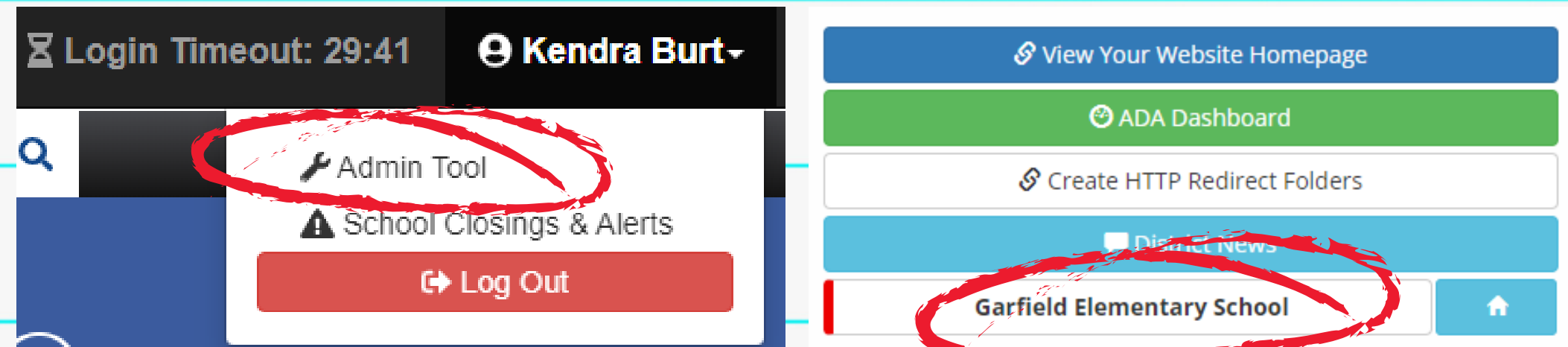


If you want your staff page organized by Grade Level, create a Department for every Grade Level + other categories.



If you want your staff page organized by Subject, create a Department for every Subject + other categories.

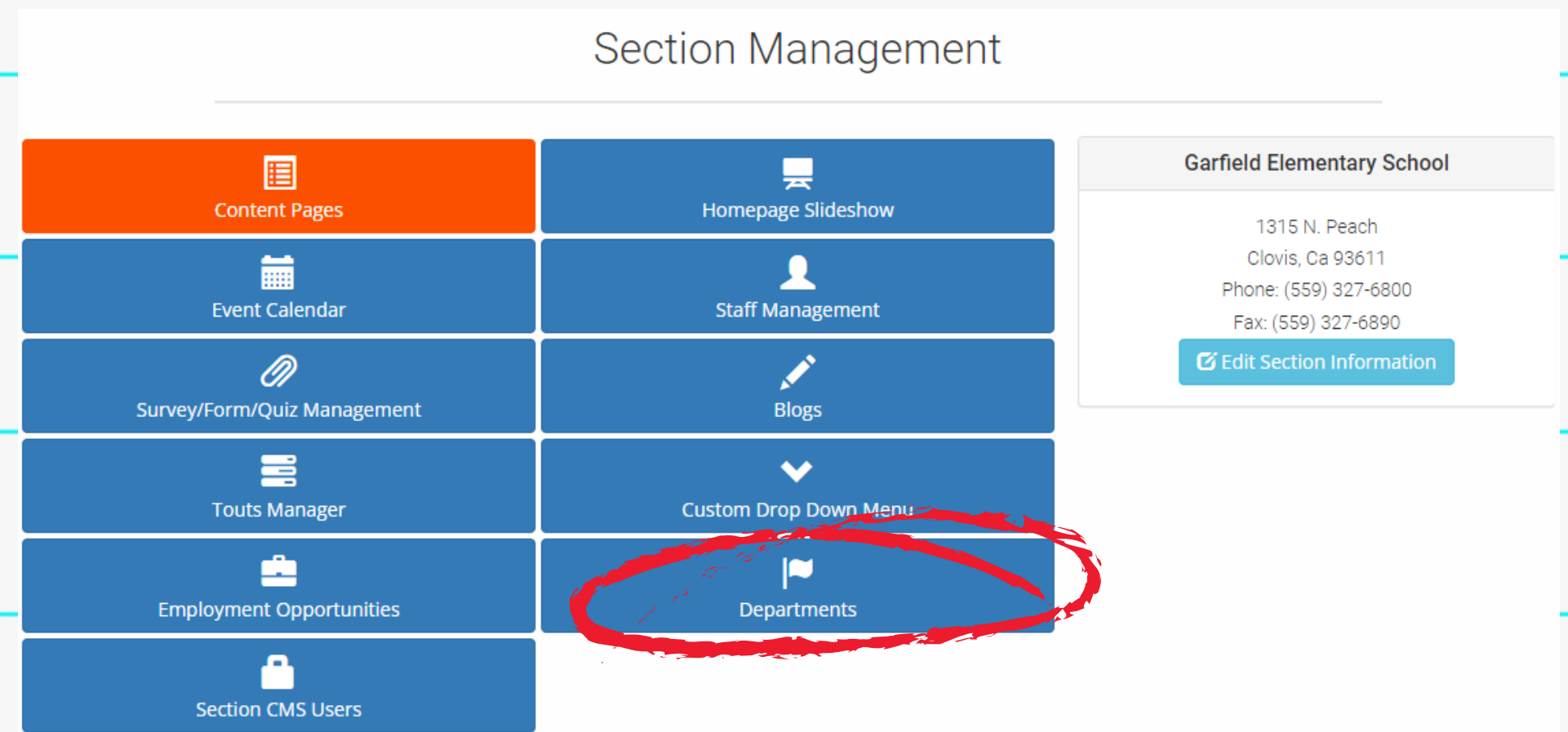
Step 2: Create Departments in the CMS Admin Tool.



1. Click "Admin Tool" in the Login drop-down.

2. Click the School Name button.

3. Click "Departments".



Step 2: Create Departments in the CMS Admin Tool.

4. Click "Add Departments".

5. Enter Department Name.

a. **IMPORTANT:** create a **NEW** department name for each of your departments. DO NOT use pre-existing departments! Use consistent naming conventions.

6. Click "Save & New".

7. Repeat steps 5 & 6 until all departments are added. Click "Save" after your last department.

Admin Home / Garfield Elementary School Home / Manage Departments

Manage Departments

+ Add Department

Add/Edit Department

Department Name:

Department Info:

B *i* U A: [List Bulleted] [List Numbered] [List Disc] [List Square] [Link] [Image] [Table] [More]

[Undo] [Redo] [Fullscreen] [More]

Your Content Goes Here...

Characters : 0

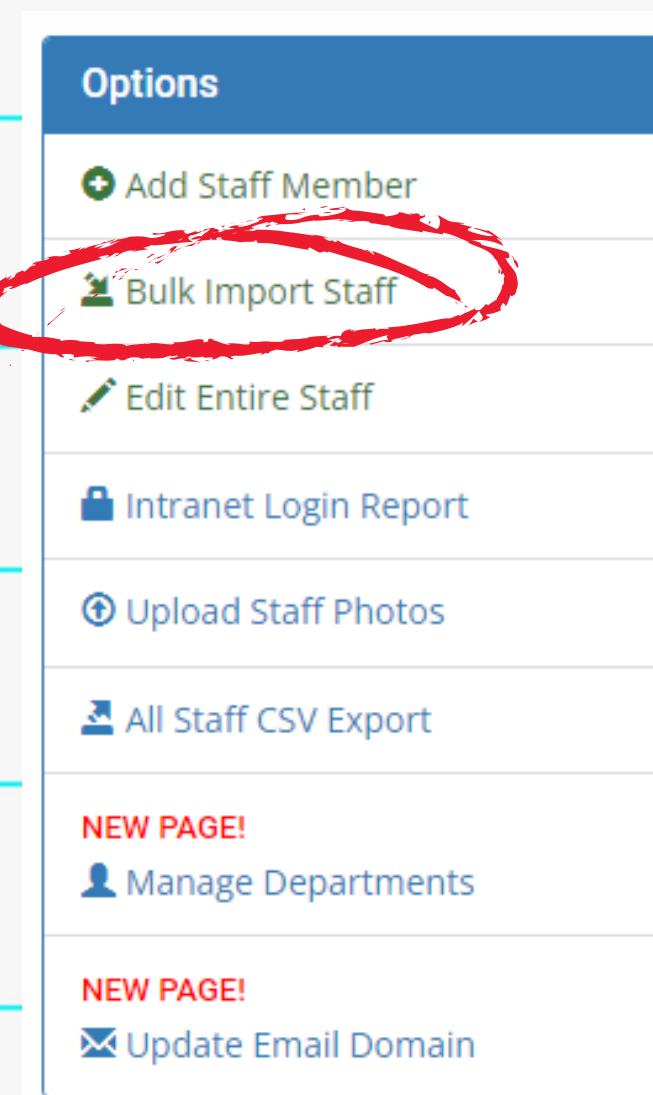
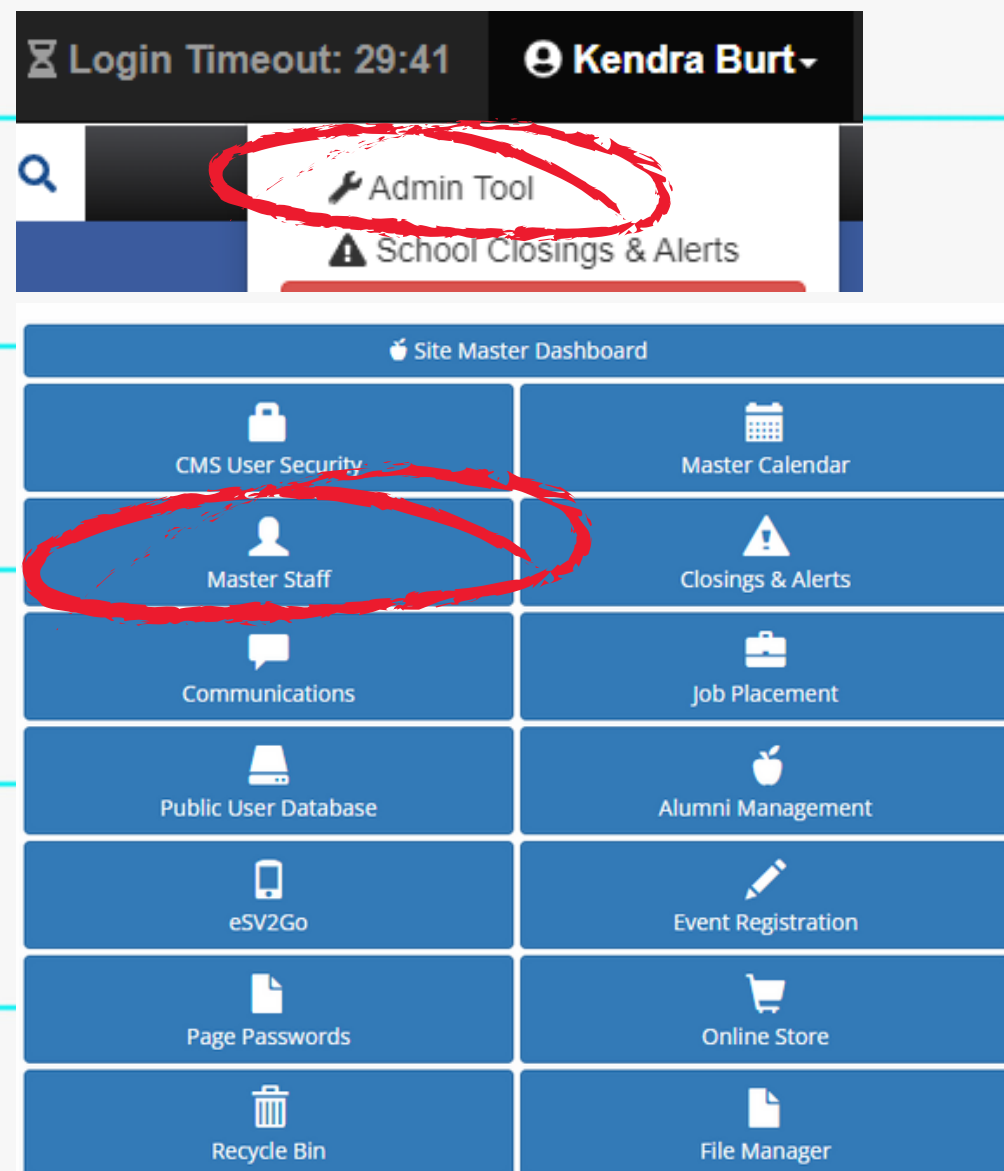
Save

+ Save & New

Cancel

Step 3: Download & Fill-In Staff Template.

1. Click "Admin Tool" in the Login drop-down.
2. Click "Master Staff".
3. Click "Bulk Import Staff".
4. Click "Download the Staff Template". A .aspx file will appear at the bottom of the screen.



Click Here to Download the Staff Template

ImportStaff.aspx

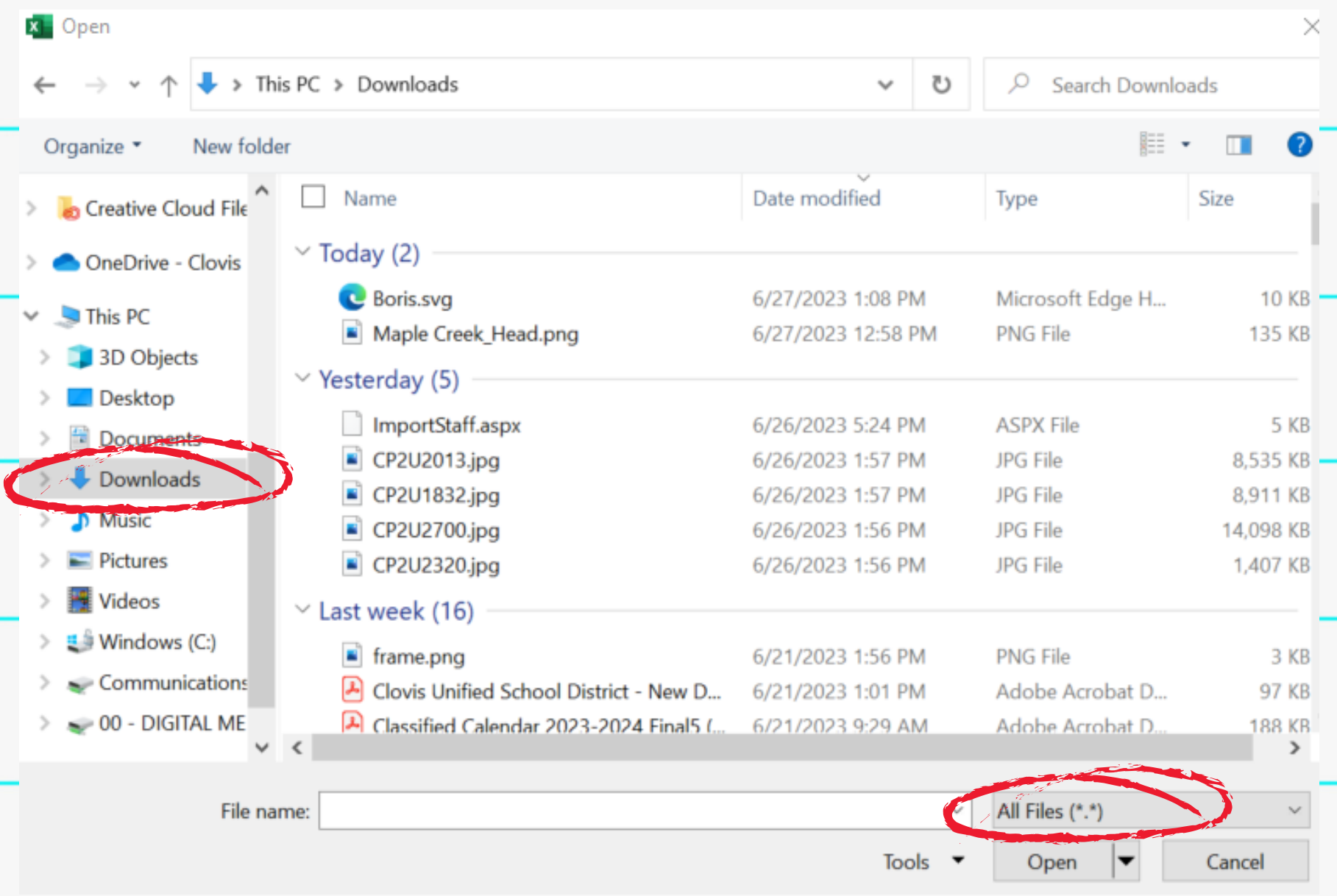
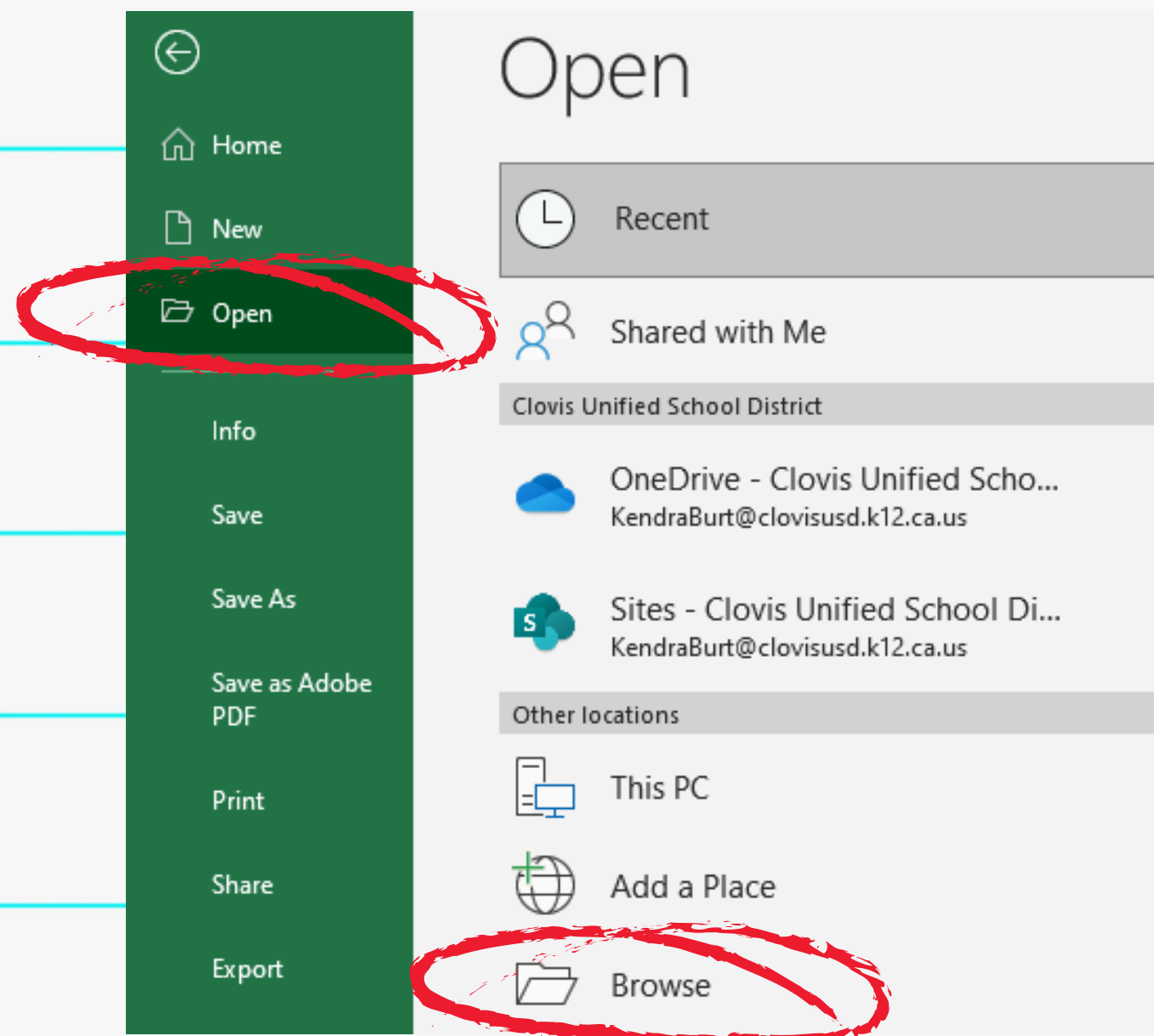
Step 3: Download & Fill-In Staff Template.

5. Open Excel. Click File → Open → Browse.

a. Be sure "All Files" is selected in the drop-down by the File Name field.

b. Click "Downloads" in the Navigation. Find the .aspx file "ImportStaff". Click "Open".

6. A warning window asks for confirmation to open. Say "Yes".



Step 3: Download & Fill-In Staff Template.

9. Fill in the Staff Template with your school's staff members.

FOLLOW THE DIRECTIONS CAREFULLY!



10. When done, click "Save".




Enter the following as you want them to appear on the Staff Page:

- **Title** (if desired)
- **Prefix/Suffix** (if any)
- **First Name**
- **Last Name**
- **Email Address:** you MUST use the @cusd.com email, NOT the long address! Capitalize the first letter of the first and last name.
- **Bio Info/Details:** if the teacher has a website, type "Website" (you will add the links later)
 - one line per website the teacher has
- **Department:** use Keys from the top of the document

Instructions	Import Keys		
PLEASE DO NOT MODIFY THIS SPREADSHEET IN ANY WAY Please use the template below to fill out as much information as you can about your staff directory to import. The import system works based upon import keys (see the list to the right of these instructions). These import keys will allow the system to figure out which buildings and departments you wish to have your staff members assigned to. You do not have to assign import keys to import your staff members. You may import and then assign through the web-based interface if necessary. Make a note of the Worksheet Name (look at the tab on the bottom) as this will be required to complete the import. This, by default, is 'ImportStaff'.	School	Department	USE THIS KEY
	Garfield Elementary School	Garfield Elementary Administration	244
	Garfield Elementary School	Garfield Elementary Teachers	246

NOTE: Fields in **bold** below are required.

Title	Prefix (if any)	First Name	Middle	Last Name	Suffix (if any)	Email Address	Bio Info/Details	Website URL	HOME Addr Line 1	HOME Addr Line 2
										

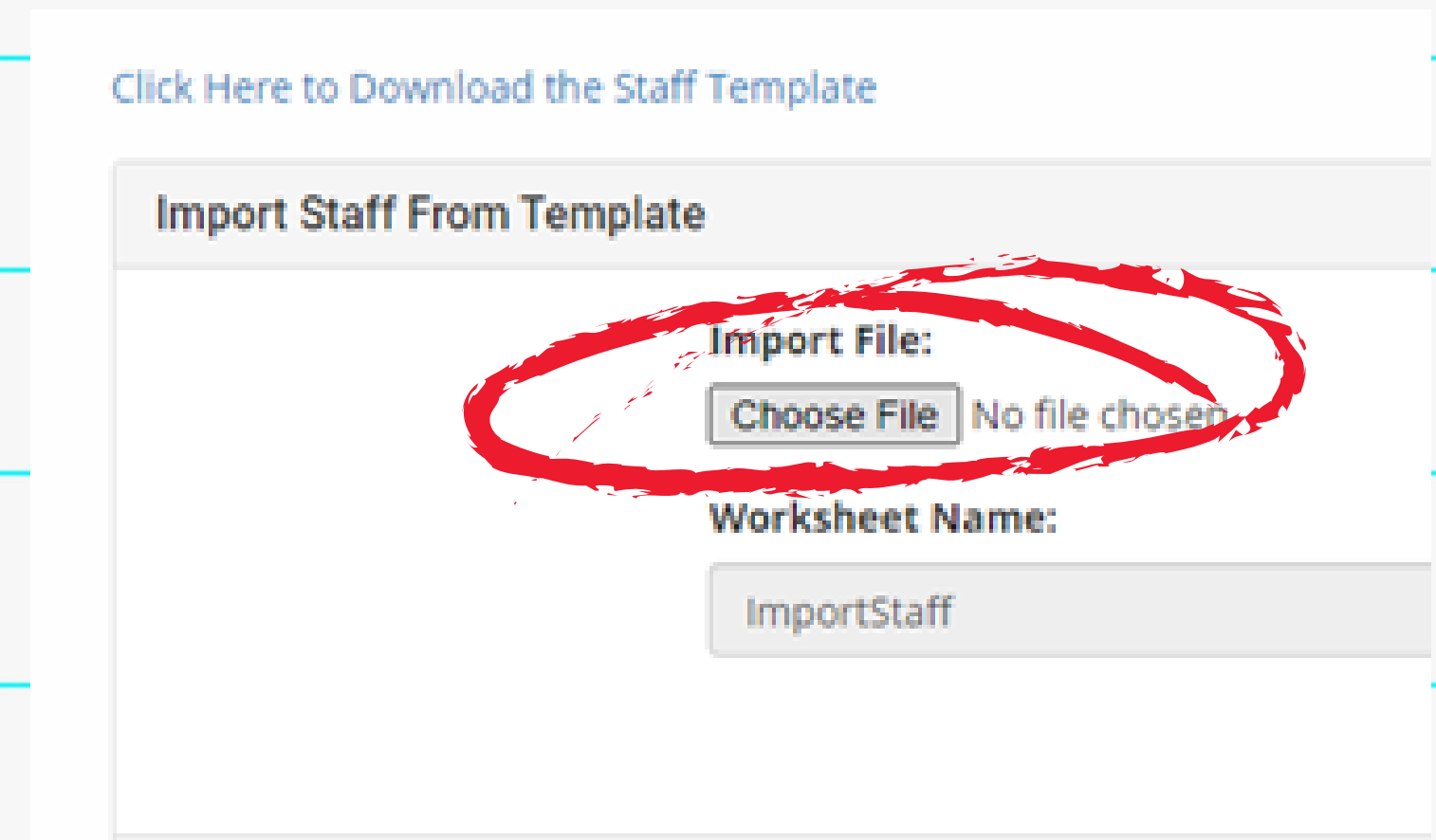
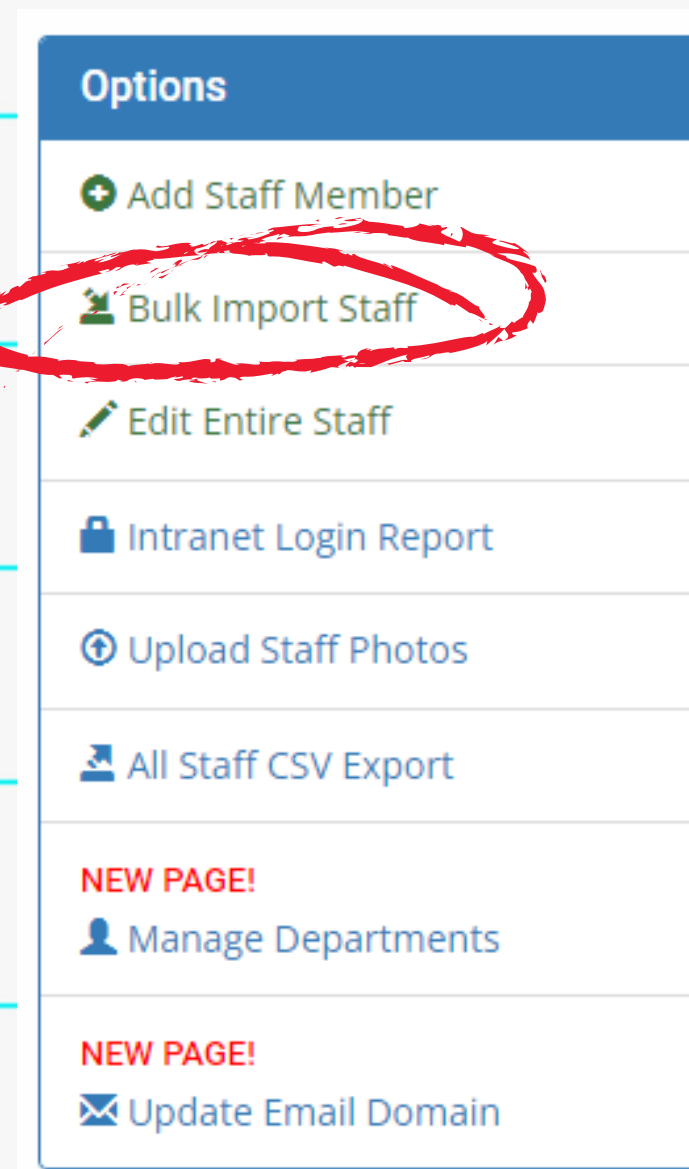
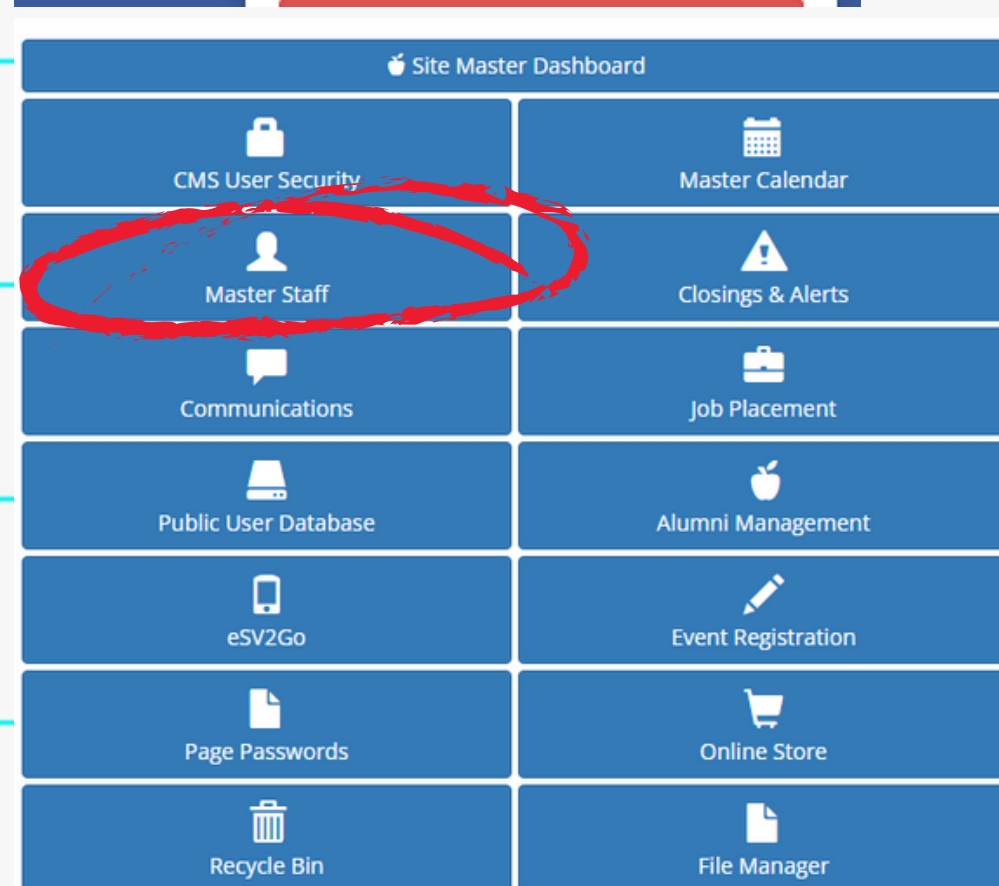
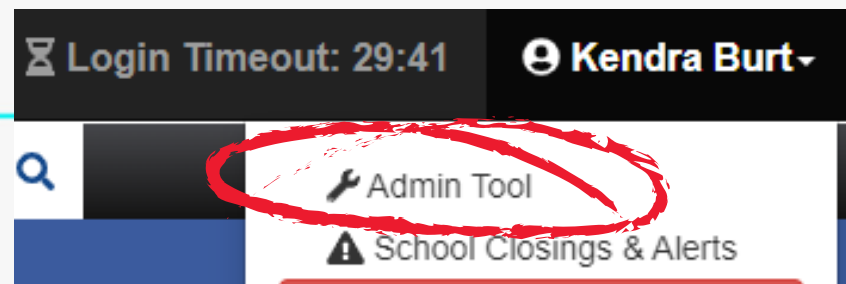
HOME Addr Line 2	HOME Addr City	HOME Addr State	HOME Addr Zipcode	HOME Phone (xxx-xxx-xxxx)	OFFICE Phone (xxx-xxx-xxxx)	OFFICE EXT (# only)	CELL Phone (xxx-xxx-xxxx)	[Department Keys - See Above - Comma + space separated OK]
								

DO NOT use these columns:

- **Middle name**
- **Any HOME columns**
- **CELL Phone columns**

Step 4: Upload Staff Template.

1. Click "Admin Tool" in the Login drop-down.
2. Click "Master Staff".
3. Click "Bulk Import Staff".
4. Click "Choose File". Select the "ImportStaff" Excel file you just finished. Click "Open".



Step 4: Upload Staff Template.

5. Click "Import". Once complete, an "Import Complete!" notification will appear.

[Click Here to Download the Staff Template](#)

Import Staff From Template

Import File:
 No file chosen

Worksheet Name:

Import Complete! [View Import Results Report](#)

Step 5a: Make Manual Updates - Website Links.

1. Click "Admin Tool" in the Login drop-down.
2. Click "Master Staff".
3. Search for the Staff Member you want to add a website link to. Click the green "Edit" button next to the staff member. **IF THERE ARE MULTIPLE LISTINGS, CHOOSE THE ONE WITH THE SHORT, @CUSD.COM EMAIL ADDRESS.**

The screenshot shows the Site Master Dashboard on the left and the Search for Staff Members interface on the right. The dashboard includes a navigation menu with buttons for CMS User Security, Master Calendar, Master Staff, Closings & Alerts, Communications, Job Placement, Public User Database, Alumni Management, eSV2Go, Event Registration, Page Passwords, Online Store, Recycle Bin, and File Manager. The Search for Staff Members interface includes search criteria for Last Name, First Name, Email Address, Building/Section, and Department. A search button is located below the criteria. The search results show 1 matching staff member(s) found, with a table listing the member's details and an Edit button.

Search for Staff Members

Last Name: First Name: Email Address:

Building/Section: Department:

1 matching staff member(s) found.

Toggle All

Last Name	First Name	Title	Email	Depts	CMS User	
<input type="checkbox"/> VanVolkinburg	Jaime		jaimeVanVolkinburg@cusd.com	Clovis West High School Teachers - Science	NO	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Step 5a: Make Manual Updates - Website Links.

5. In the Bio/Info section, find where you typed "Website" when preparing the Excel sheet.

a. If you entered multiple websites, make sure they are on separate lines.

6. Highlight "Website". Click the hyperlink icon. Paste the website URL. Check "Open in New Tab". Click "Insert".

7. Click "Save" at the top of the page.

Biography/Info:

B *i* U A: [align icons] [link icon] [image icon] [document icon] [+]

Website

Q

URI

https://www.cusd.com/2023-24School

Text

Website

Open in new tab

Insert

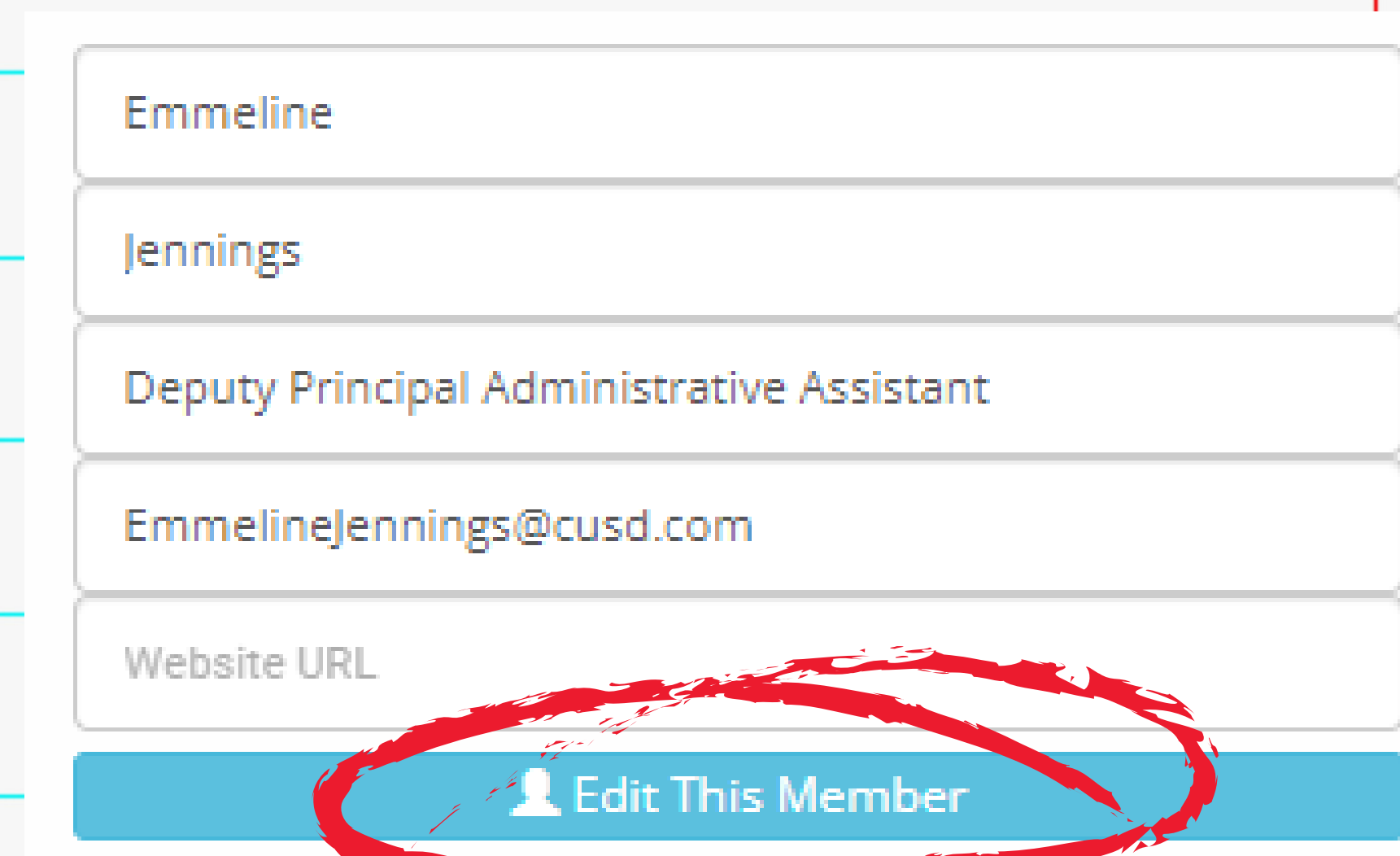
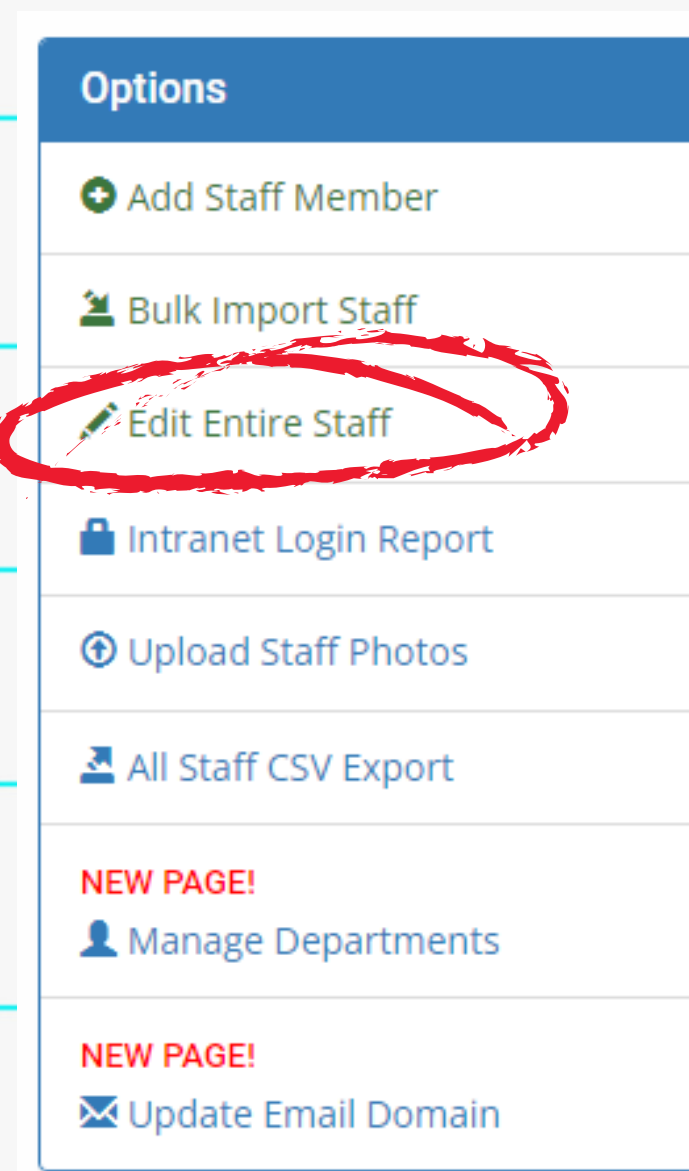
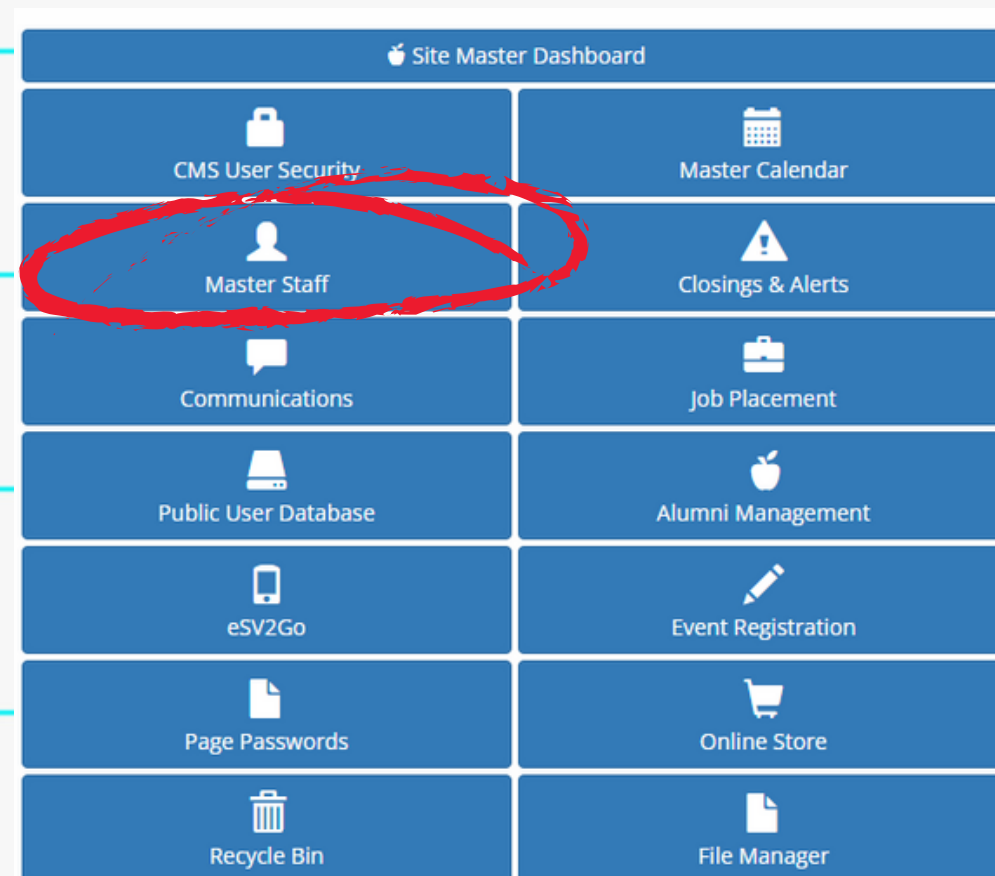
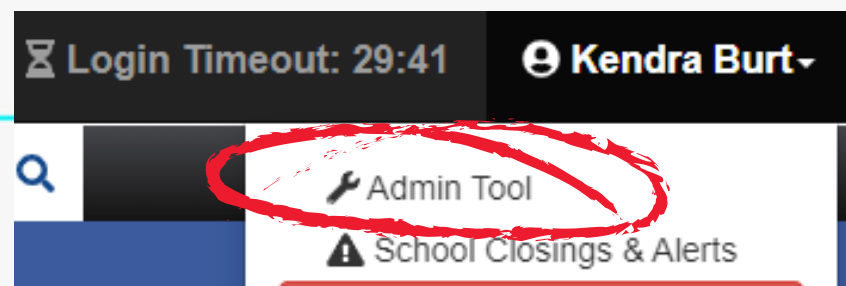
Staff Member Information

Save

Save & New

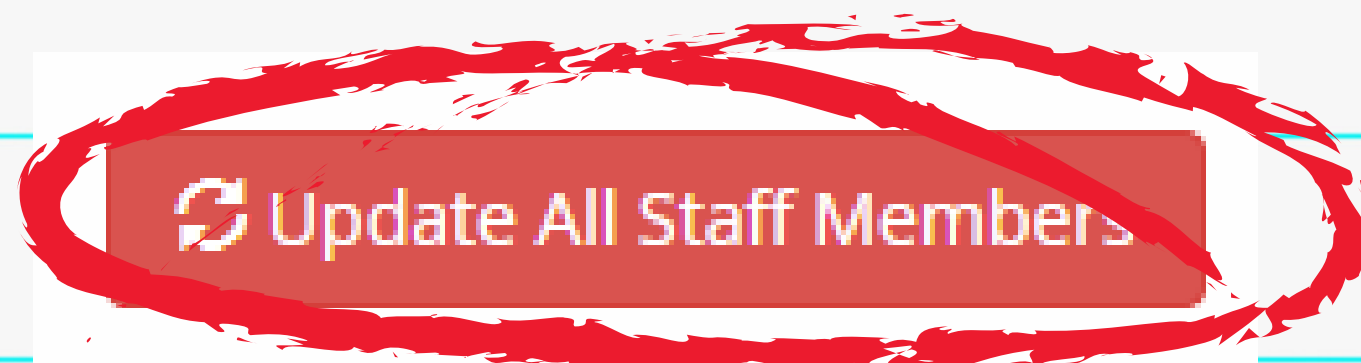
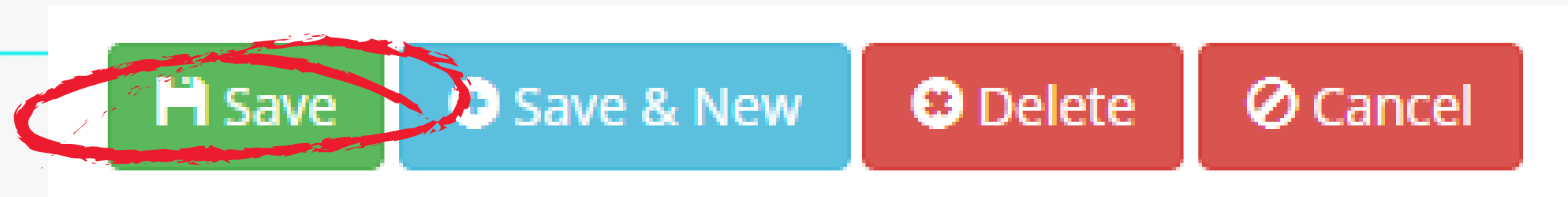
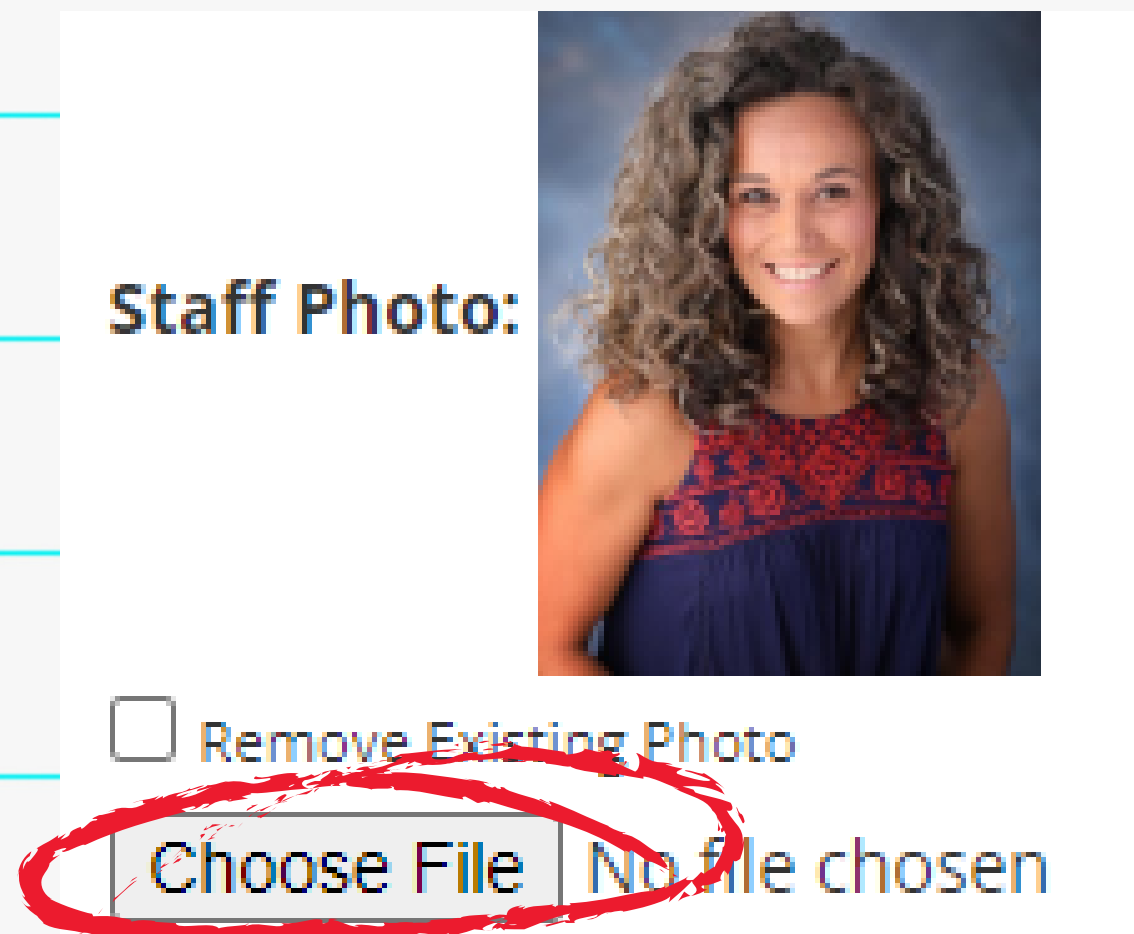
Step 5b: Make Manual Updates - Staff Photos.

1. Click "Admin Tool" in the Login drop-down.
2. Click "Master Staff". Click "Edit Entire Staff".
3. Scroll through staff members until you reach one for whom you want to upload a photo. Click "Edit".
IF THERE ARE MULTIPLE LISTINGS, CHOOSE THE ONE WITH THE SHORT, @CUSD.COM EMAIL ADDRESS.



Step 5b: Make Manual Updates - Staff Photos.

5. Scroll down to Staff Photo section. Click "Choose File". Navigate to where your staff photos are and choose the correct photo.
6. Click "Save".
7. Repeat for each staff member. When finished, click the "Update All Staff Members" button at the bottom of the page.

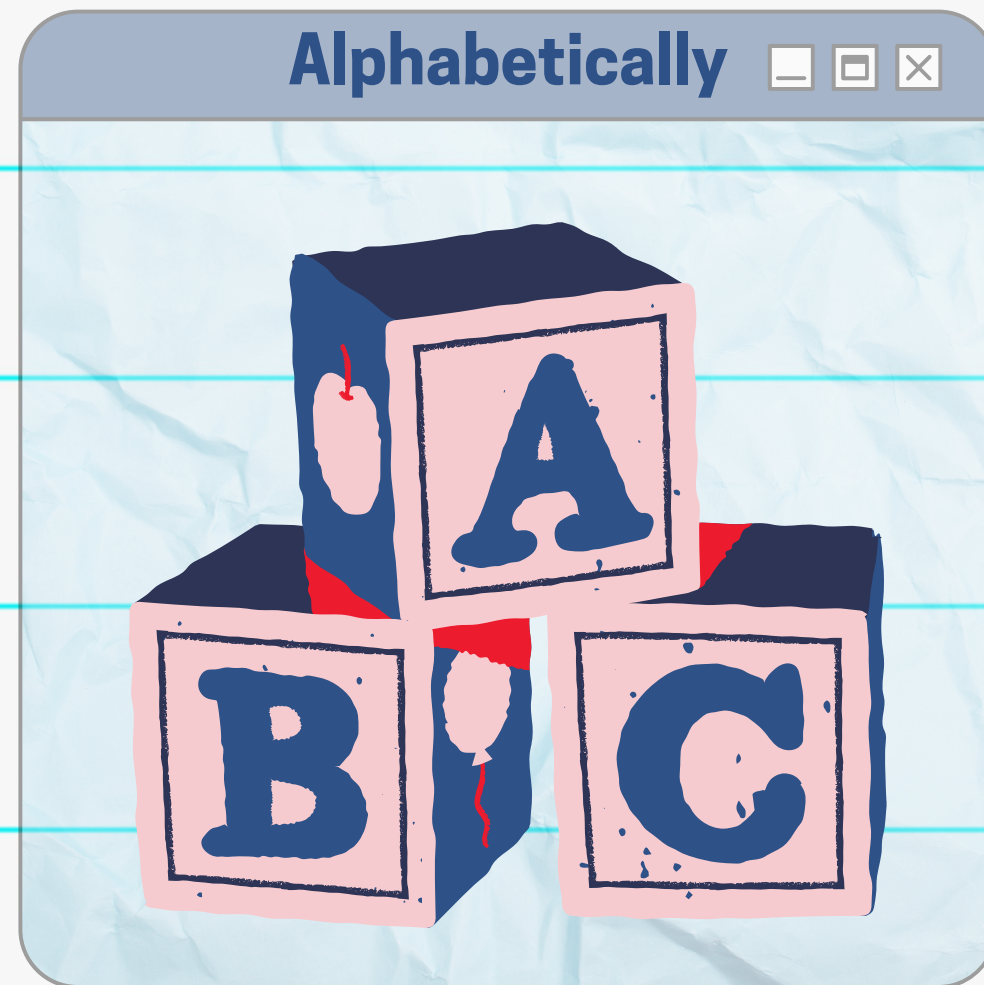


BUILDING YOUR STAFF PAGE

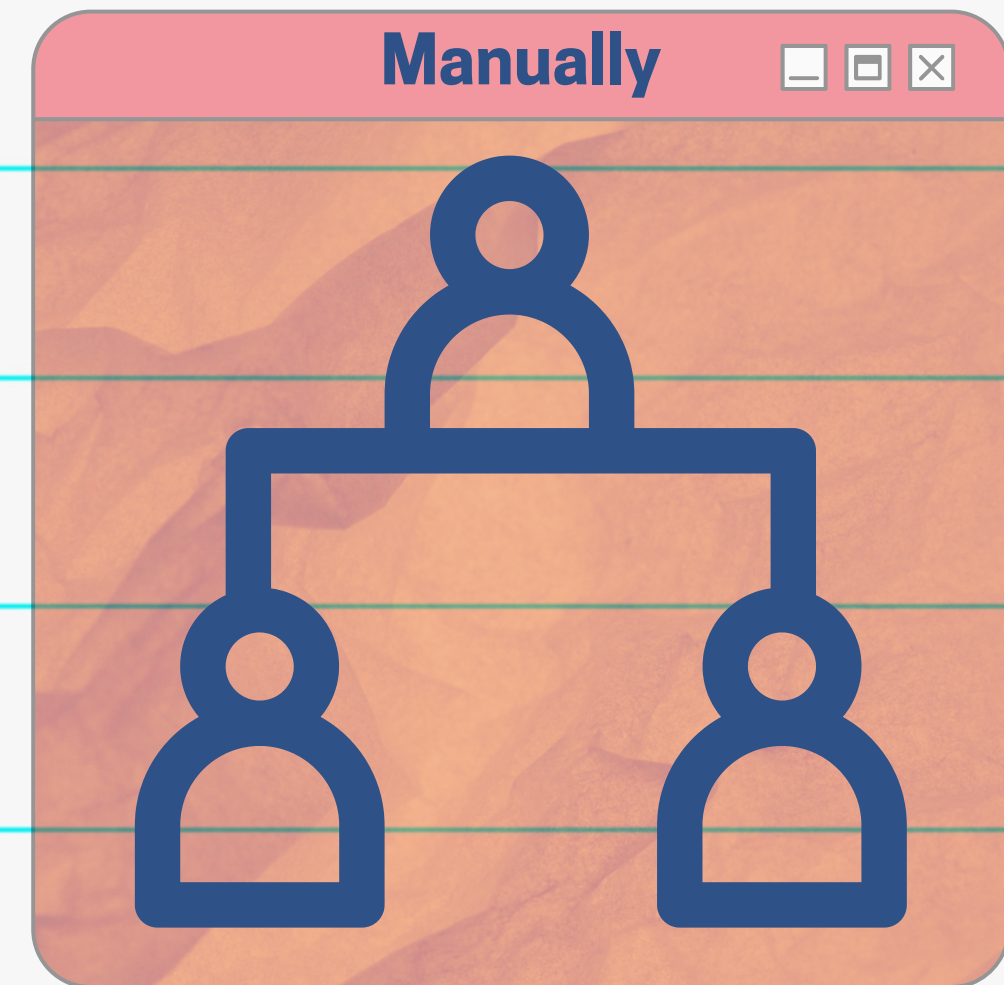


Step 1: Determine staff page structure.

Decide how you want your staff organized in each section: alphabetically or manually?



You can mix and match the two options within your Staff Page!



Organize your staff in each section alphabetically by last name.

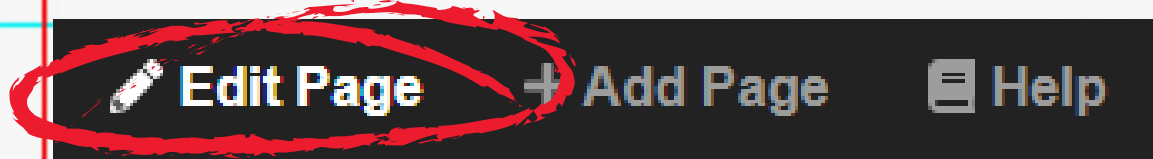
Example: Teachers by grade level, department, etc.

Organize your staff manually to list them in a specific order.

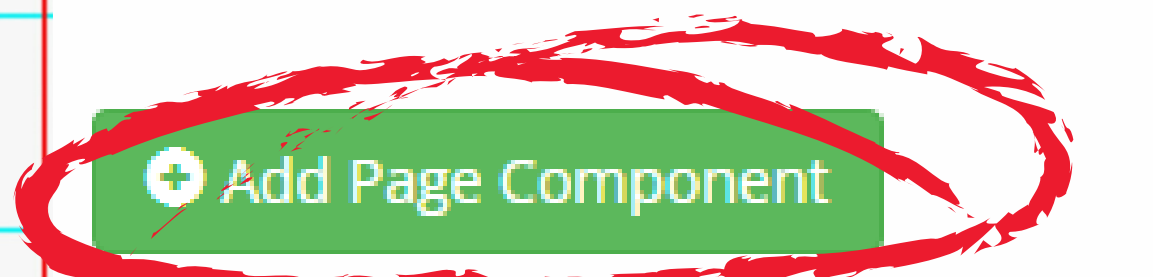
Example: Administration, Office Staff, etc.

Step 2: Create Staff Page List Components.

1. Navigate to your Staff Page. Click "Edit Page" at the top of the page.
2. Add a Page Component. Choose "Staff List".
3. Add Internal Name (will not be seen on the final page).
4. Add Component Title (the header of the section on the page).
5. Click "Add Component".



Window 1 Content

A screenshot of the 'Add Page Component' dialog box. The title bar is green and says 'Add Page Component'. Below the title bar, there are three fields: 'Type:' with a dropdown menu showing 'Staff List', 'Internal Name:' with an empty text box, and 'Component Title:' with an empty text box. At the bottom of the dialog, there are two buttons: a green button with a plus icon and the text 'Add Component', and a red button with a circle and slash icon and the text 'Cancel'. The 'Staff List' dropdown, the 'Internal Name' field, the 'Component Title' field, and the 'Add Component' button are all circled in red.

Step 2: Create Staff Page List Components.

6. Edit your new Component.

7. Under Display Mode, select "Bio List".

8. Under Number of Columns, select "2".

9. Under Show/Hide Options, check ONLY these:

- Member Image
 - Even if you don't have staff images, select this! The formatting will auto-adjust.
- Credentials
- First Name First

+ Add Page Component

Text Window: Office Hours, 100%, Cannot be deleted, Edit, Delete

Staff List: Administration, 100%, Cannot be deleted, Edit, Delete

Edit Staff Listing Window

Display Mode: Bio List

Alternative Color: Select A Color

Number of Columns: 2

Show/Hide Options:

- Member Image
- Website URL
- Office Phone
- Office Phone Ext
- Social Media Icons
- Departments
- View Details link
- Cell Phone
- Credentials
- First Name First
- Use Email Contact Form

DO NOT select any other fields!

DO NOT select Website URL. This will show empty webpages teachers are not using.

Step 2: Create Staff Page List Components.

A: if you're creating an alphabetized list:

10. Under Filtering Criteria, choose "Select Departments".

11. Under Select Departments, checkmark the department(s) you want displayed in this component.

12. Click "Save".

The screenshot shows a web interface with the following elements:

- Filtering Criteria:** A dropdown menu with "Select Departments" selected. This menu is circled in red.
- Select Departments:** A list of departments with checkboxes. The "Clovis West High School Teachers - English Language Arts" checkbox is checked. This list is circled in red.
- Buttons:** "Save" and "Cancel" buttons at the bottom. Both are circled in red.

Department	Selected
Clovis West High School - Administration	<input type="checkbox"/>
Clovis West High School - Counseling	<input type="checkbox"/>
Clovis West High School - Health Services	<input type="checkbox"/>
Clovis West High School - Plant & Grounds	<input type="checkbox"/>
Clovis West High School - Support Staff	<input type="checkbox"/>
Clovis West High School - Transitions	<input type="checkbox"/>
Clovis West High School Teachers - AVID	<input type="checkbox"/>
Clovis West High School Teachers - Career Technical Education	<input type="checkbox"/>
Clovis West High School Teachers - English Language Arts	<input checked="" type="checkbox"/>
Clovis West High School Teachers - Foreign Language	<input type="checkbox"/>
Clovis West High School Teachers - Math	<input type="checkbox"/>
Clovis West High School Teachers - Physical Education	<input type="checkbox"/>
Clovis West High School Teachers - Science	<input type="checkbox"/>
Clovis West High School Teachers - Social Sciences	<input type="checkbox"/>
Clovis West High School Teachers - Special Education	<input type="checkbox"/>
Clovis West High School Teachers - Visual & Performing Arts	<input type="checkbox"/>

A close-up of the "Save" and "Cancel" buttons. The "Save" button is green and the "Cancel" button is red. Both are circled in red.

Step 2: Create Staff Page List Components.

B: if you're creating a manually-organized list:

10. Under Filtering Criteria, choose "Select Members".

11. Under Select Members, find the staff member you want to add to the list and click "Add". Repeat for each staff member you're adding.

12. Use the arrows to put the names in your preferred order.

13. Click "Save".

The screenshot shows a web interface for selecting staff members. At the top, under "Filtering Criteria:", the "Select Members" option is circled in red. Below this, the "Select Members:" section features a dropdown menu with "Please Select..." (circled in red) and a green "Add" button. A list of staff members is displayed below, each with up and down arrows for reordering. At the bottom, a green "Save" button and a red "Cancel" button are circled in red.

Filtering Criteria:	
Select Members	
Select Members:	Please Select... + Add
Select one or more member below, and click 'Add' to add them to list. Click Save after you have added your selections.	
Swain, Eric	Principal
↑ ↓ James, Jason	Deputy Principal
↑ ↓ Becker, Hailey	Learning Director
↑ ↓ Harris Trotter, Shannon	Learning Director
↑ ↓ Mayberry, Anisha	Learning Director
↑ ↓ Loggins, Matt	Athletic Director
↑ Rodriguez, Lorenzo	Learning Director, SRC

A close-up of the bottom of the interface showing a green "Save" button and a red "Cancel" button, both circled in red.

Step 3: Continue Until Staff Page is Complete.

- Continue adding Staff List Components until all staff are listed.
- From Edit Page view, components can be dragged into your preferred order.
- If you want to add section headers between components, use a single-cell table in a Text Window and place the component in your desired location.

The screenshot displays a page editor interface with a green 'Add Page Component' button at the top left. Below it is a list of seven components, each with a title, a 'Cannot be deleted' checkbox, a width dropdown set to '100%', a height dropdown set to 'H', and 'Edit' and 'Delete' buttons.

Component Type	Title	Cannot be deleted	Width	Height	Actions
Text Window	Office Hours	<input type="checkbox"/>	100%	H	Edit, Delete
Staff List	Administration	<input type="checkbox"/>	100%	H	Edit, Delete
Text Window	spacer	<input type="checkbox"/>	100%	H	Edit, Delete
Staff List	Office Staff	<input type="checkbox"/>	100%	H	Edit, Delete
Staff List	Counseling	<input type="checkbox"/>	100%	H	Edit, Delete
Text Window	Teachers by Subject	<input type="checkbox"/>	100%	H	Edit, Delete
Text Window	Header - English Language Arts	<input type="checkbox"/>	100%	H	Edit, Delete

EDITING YOUR STAFF PAGE



Adding Another Staff Member

1. Click "Admin Tool" in the Login drop-down. Click "Master Staff". Click "Add Staff Member".
2. Enter the required information. Add the staff photo. Assign the staff member to a department.
3. Click "Save". Refresh the page and check that they were added to the right section.
 - a. If not, the section may be "manually organized". Add the staff member manually following those instructions.

Site Master Dashboard

Login Timeout: 29:41 Kendra Burt

Admin Tool (circled in red)

School Closings & Alerts

Master Staff (circled in red)

Dashboard tiles include: CMS User Security, Master Calendar, Closings & Alerts, Job Placement, Communications, Public User Database, Alumni Management, eSV2Go, Event Registration, Page Passwords, Online Store, Recycle Bin, File Manager.

Options

Add Staff Member (circled in red)

Bulk Import Staff

Edit Entire Staff

Intranet Login Report

Upload Staff Photos

All Staff CSV Export

NEW PAGE!
Manage Departments

NEW PAGE!
Update Email Domain

Staff Member Information

Save Save & New Cancel

Prefix:

First Name: (circled in red)
required

Middle Name:

Last Name: (circled in red)
required

Suffix:

Credentials:

Title: (circled in red)

Email Address: (circled in red)
required

Website Address:

Biography/Info: (circled in red)

Rich text editor toolbar: B, i, U, A, list, list, list, list, link, image, document

Staff Photo: (circled in red)
Choose File No file chosen

Department Assignment(s): *required

Clovis Unified School District - Administration

Clovis Unified School District - Clovis Unified School District (circled in red)

CUSD Intranet - CUSD Intranet Staff

Social Media URLs:

Facebook Profile

Twitter Profile

YouTube Channel

Vimeo

Pinterest

Google+ Profile

Instagram

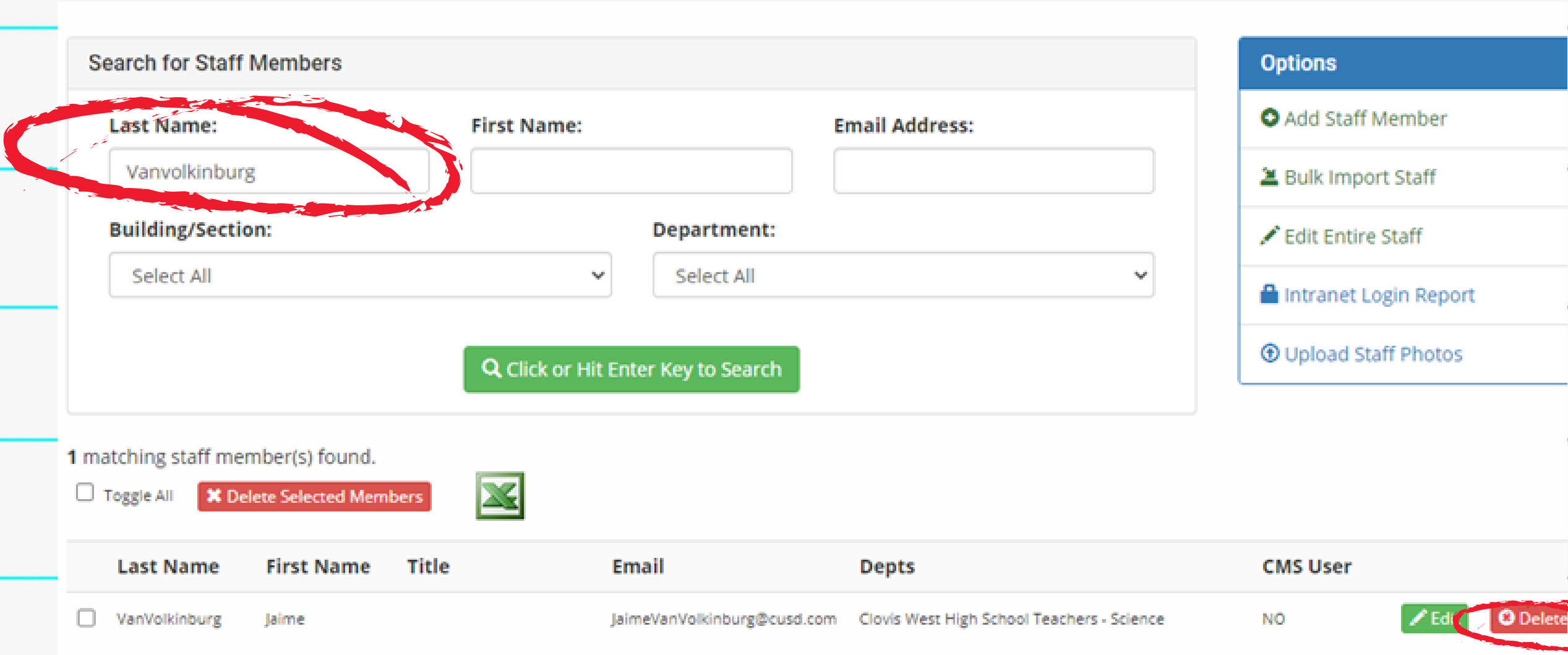
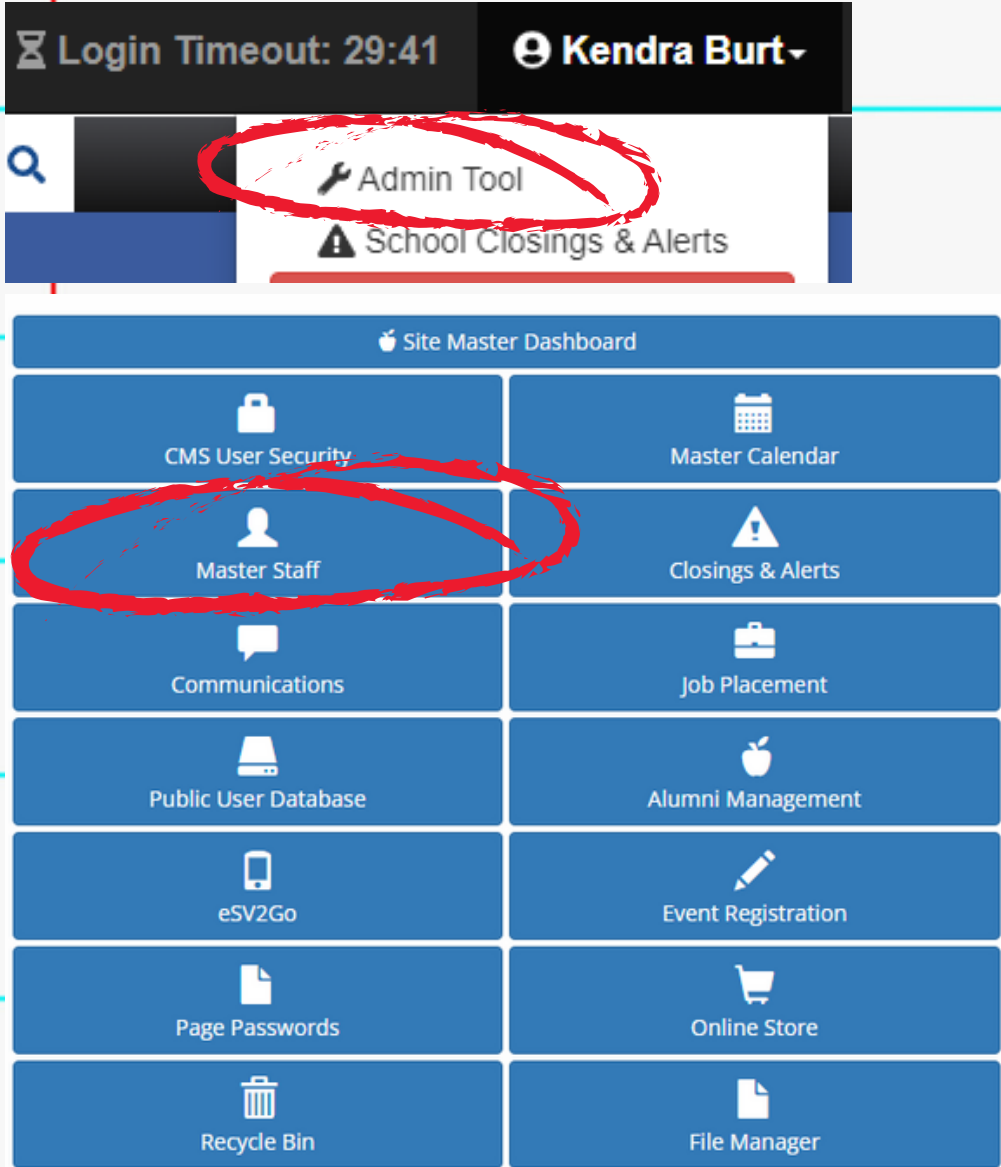
LinkedIn

Personal Blog URL

Save Save & New Cancel (Save button circled in red)

Deleting A Staff Member

- 1. Click "Admin Tool" in the Login drop-down. Click "Master Staff".
- 2. Search for the staff member you want to delete. ****If multiple entries appear, ONLY delete the one with the @cusd.com address.**
- 3. Click the red "Delete" button. Confirm you want to delete that staff member. ****Users with @cusd.com addresses are NOT CMS users, so deleting them will not affect their access.**



Updating A Staff Member's Department Assignment

1. Click "Admin Tool" in the Login drop-down. Click "Master Staff". Click "Edit Entire Staff".
2. Search for the staff member you want to update in the list. **Be sure to update the @cusd.com listing.**
3. Check/uncheck boxes to update the assigned department.
 - a. Short department names will appear beside the box. Long names will appear below the box. Choose the right box!
4. Click "Update All Staff Members" to save your work.

The screenshot displays the Site Master Dashboard interface. At the top, the user is logged in as Kendra Burt with a login timeout of 29:41. The 'Admin Tool' menu item is circled in red. Below the dashboard, the 'Master Staff' tile is also circled in red. To the right, the 'Options' menu is open, with 'Edit Entire Staff' circled in red. Below the dashboard, a staff member profile for Billy Anderson is shown. The email address is BillyAnderson@clovisusd.k12.ca.us. The department selection dropdown is open, showing three options: 'Clovis Unified School District - Administration' (unchecked), 'Clovis Unified School District - Clovis Unified School District' (checked), and 'CUSD Intranet - CUSD Intranet Staff' (unchecked). The 'Edit This Member' button is at the bottom.

HAVE QUESTIONS?
LET ME KNOW!



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x79030