

Last Revised 8/2/19

# Staff Page Tutorial



# Step 1

- Go to this hidden page on our cusd website:  
<https://www.cusd.com/ourstaffexamplepage.aspx>
- From here, please log in using these credentials:
  - Username: StaffPage
  - Password: StaffPageTemplate
- THEN, in another window, log into your school's staff page.

## Step 2

- Read the directions posted on the landing page.
- Select which school type you are to access a staff page that is more geared toward yours.

# Step 3 – SUPER IMPORTANT

- Look at the component structure on the staff page by going to Edit Page to see the list, or observing the number of black bars to indicate the number of components present.
- You will need to create each of these same types of components in your school's Staff Page.

- Click into each component on the example page and copy the content from there. **THIS IS THE ONLY WAY that font and table structure will copy over correctly.**
- DO NOT copy the content from the webpage, make sure you are INSIDE the component to copy the tables.

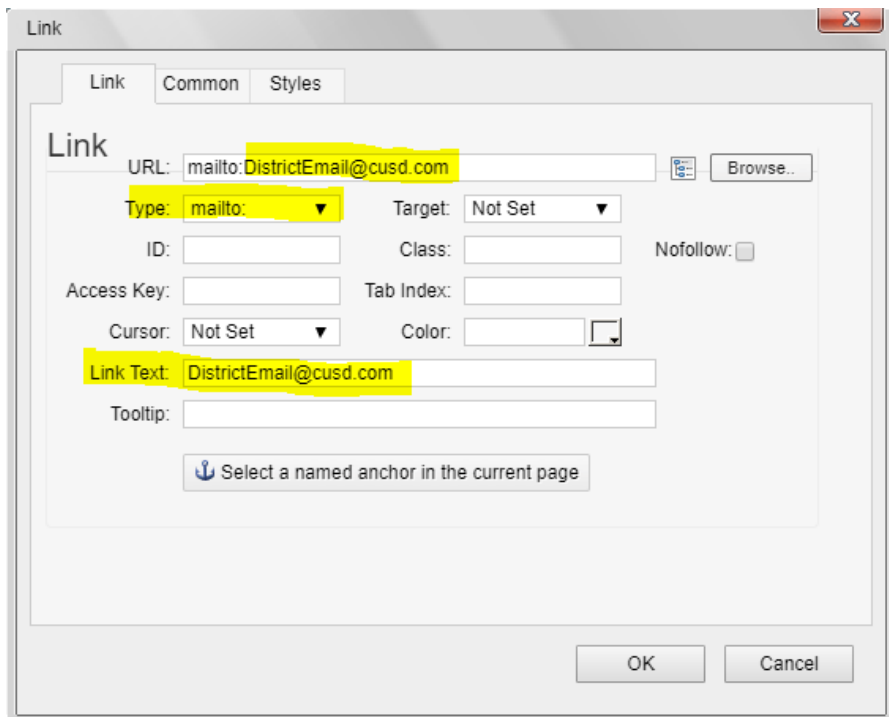
PLEASE make sure you do not  
adjust anything at all on the  
example page!!

## Step 4

- Once all example content is copied over to your own staff page, you can edit the information and photos.

# Guidelines

---



- **Include:**
  - First & Last Name of staff
  - Position or Grade (delete if irrelevant)
  - Display District Email & Hyperlink the email
- **Email Hyperlinking:**
  - Double click on the existing example email hyperlink
  - Click CHANGE
  - Change the highlighted areas
  - \*\*Easiest way to do this is to have a list of your staff to copy and paste names and emails.



# Adding and Deleting Rows/Tables in your staff page:

- **To Copy over a single table (set of 6), click into the table.**
  - Click on the Table tab at the top to select the whole table and hold ctrl + C
- **To delete a row of a table:**
  - Click into the row
  - Right click > Table > Delete Row
- **To add another row to that table:**
  - Click into the row
  - Right click > Table > Insert top row or bottom row

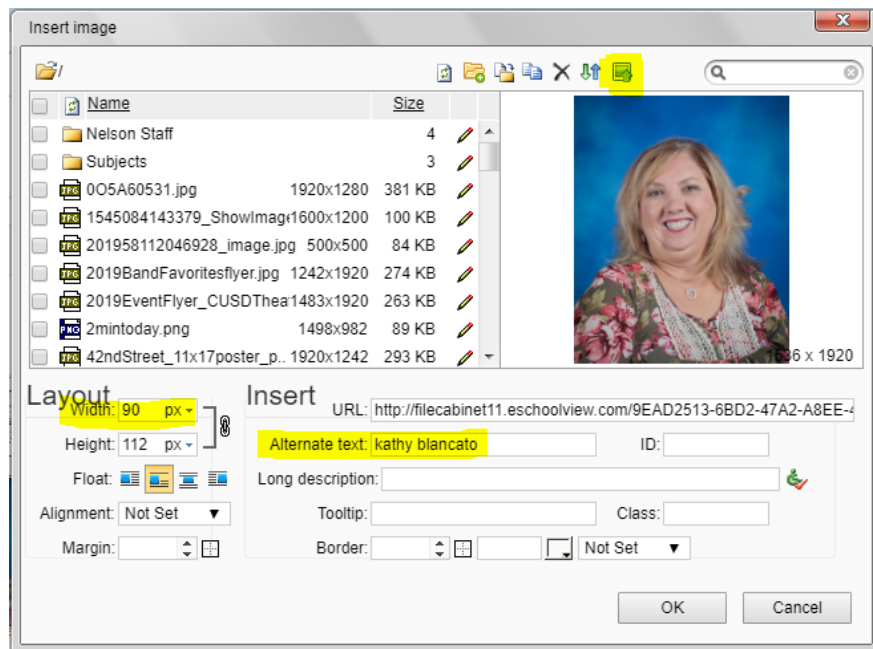
\*\*Maintain the same structure by adding a blank row between rows for spacing purposes.

The screenshot displays a staff profile card with a photo of a woman, the text "First Last", "Position or Grade", and a blue hyperlink "DistrictEmail@cusd.com". A right-click context menu is overlaid on the page, showing options for table manipulation. The "Table" option is highlighted in yellow, and a sub-menu is open showing "Delete row" and "Delete column" also highlighted in yellow. Other options include "Merge cells", "Split cells", "Insert top row (ALT+↑)", and "Insert bottom row (ALT+↓)". The background shows a grid of table cells with dotted lines.

# Changing the Photo

---

- Double click the photo in the table.
- To upload, click the highlighted icon at the top and select the image from your computer.
- Click the image in the Name list.
- Adjust the Width only: 90 (the Height will auto adjust)
- The name **NEEDS** to be in the Alternate Text line for ADA compliance.
- You can upload each photo individually OR you can upload all photos to the insert image area at once.
  - **BUT** you will still need to select that photo from the list on the left by clicking each individual placeholder photo.



# To change the bar color

- Click the line with the colored bar.
- **Grade/Subject font size is 20px** (if you don't have access, you should still be able to use the copied over presets)
- Click the `<tr>` button at the bottom and click Properties.
- In the pop up, change the background color to the hex code of your color choice.
  - Grey is: e0e0e0

