

# Setting Up Staff Page Access and Template Guide

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## Setting Up Staff Page Access and Templates

If you are the individual responsible for adding your staff as users, setting up the SOCS Staff Site sections, and acting as a resource for your staff, this guide is for you!

Staff Pages function differently than other articles. The staff member will not need to select publishing dates or assign their staff pages to specific sections.

Your SOCS site is designed to do nearly all of the work for you and your staff. You will merely have to set up a few sections and give your staff user access privileges. Your staff will then log in to get started.

### A Few Things to Remember

- Users with Staff Pages can use the Easy Edit options to add, edit and delete their articles. All articles will be Approved with the Publish begin date of today.
- Users may use the Edit Page in Central Services to change published date in the future. They can also add related Sites, Feedback and remove the approval if needed.
  - The radio buttons guide the publication information: i.e., whether the article is always live (Main Staff Page), is an expired article (Staff Page), or a blog or regular article and the section it is assigned to.

### Sections

Select **Sections** from the SOCS Toolbar.

Determine where you want the Staff Pages to appear and select **Add Section**. Below are a few examples of structures:

- Under each school/department as a subsection.
  - Example: Elementary|**Staff Pages**
- Under the Staff Sites section by grade/department.
  - Example: Staff Sites|**1<sup>st</sup> Grade**
- Under the Staff sites section by name.
  - Example: **Staff Sites**

## User Access

These instructions are for setting up staff members who only have a Staff Page and are not authors for other sections. You can give staff additional rights if you desire.

The Main Staff Page will be automatically generated and use all information added to the **Personal Information** area.

**Personal Information**

First Name:

Last Name:

Title:

Organization:

Address:

City:

State:

Postal Code:

Country:

Phone:

Group: Staff

Bio Description:

*Only inline HTML tags like <strong>, <em>, <span> and <a> may be used.  
Line breaks are inserted automatically.*

Upload Image:  No file selected.

Current Image: [NONE] — Click the "Browse" button above to attach an image.

Assign the following access privileges when granting Staff Page access to staff members:

1. Select the **Section Access** of **None**.

**Section Access**

- None** — *The user doesn't have access to any section within the site.*  
**Note:** Use this option for those who have Staff Page access only, who may not post (approved) articles, who will not edit articles but have other access options (e.g. video, slideshow).
- Full Site** — *The user has access to all sections within the site.*
- Limited** — *The user has access to the following selected sections within the site.*

**Note:** The Staff Page section will be automatically generated and use all information added to the Personal Information area. After the user has been added, the users Section Access will change from None to Limited and their Staff/Blog section will be listed.

2. In the **Articles** section

- Select **Ability to create articles**.
- Select **Staff Pages** and choose the appropriate section and sub-section.
- **Section Name:** The user's name will pre-fill this text box with the format of Last Name, First Name. However, you can edit the section name. Example: the name pre-fills to "Smith, John" but it can be edited to say "John Smith's Technology Department". This field will determine the user's Staff Page section name that is displayed on your website.
- Select the checkbox for **Staff Blog** if using the Blog feature.

**Articles**























- Ability to create articles
  - Can edit **any article** in assigned sections
  - Staff Pages — *can create staff pages **under** this section:*
    - Select Parent Section —
    - Section Name:
  - Staff Blog
  - News Update Access
  - Limit article approval [?](#)

## Staff Page Templates

SOCS has provided pre-loaded staff article templates for you to modify. You may also create your own Staff Page article template. These templates are available for users to import into staff page articles.

We suggest you take a look at them and modify or create new templates before your staff starts to use Staff Pages. You may also delete templates you do not want your staff to use. Examples of the Staff Page Templates are at the end of this document.

*Note: This user access does NOT provide the ability to add Staff Pages as an author.*

Staff Page Templates		
Edit	Delete	Headline
		1 - Main Teacher Page
		2 - Main Teacher Page
		3 - Main Teacher Page
		Calendar
		Calendar - Create your own Assignment Calendar
		Calendar - Google
		Class List - Elementary
		Class Schedule (Block)
		Class Schedule Daily - 1
		Class Schedule Daily - 2
		Classroom Guidelines

## Linking Multiple Staff Pages

**Scenario:** Sue Johnson teaches Science at the Elementary and the Middle School. The Staff Page she created is under the Elementary School and it shows up on the Faculty list. Sue Johnson also wants to be represented on the Middle School Faculty section.

The answer is to create a section with an article redirected to the Elementary School Faculty page that puts her name on the Middle School Faculty list.

1. Select Admin, Users. Search for the user you will be adding the section for. The Username: johnsons is the information you will want to write down. This information will be entered into the notes of the section you will be adding
2. Select Admin, Sections
  - a. Navigate to the Middle School Faculty section and add a section for Sue Johnson

**Example:** Middle School|Faculty>>Johnson, Ms.

- b. In the Notes for the sections add: staffuser:johnsons

Adding this entry will add the picture to the Staff Section Page.

- 3. Navigate to Sue Johnson’s Staff Page in the Elementary Faculty section and select it.

- Once in the article, copy the URL from the address bar (starting from /vnews to the right).

- **Example:**

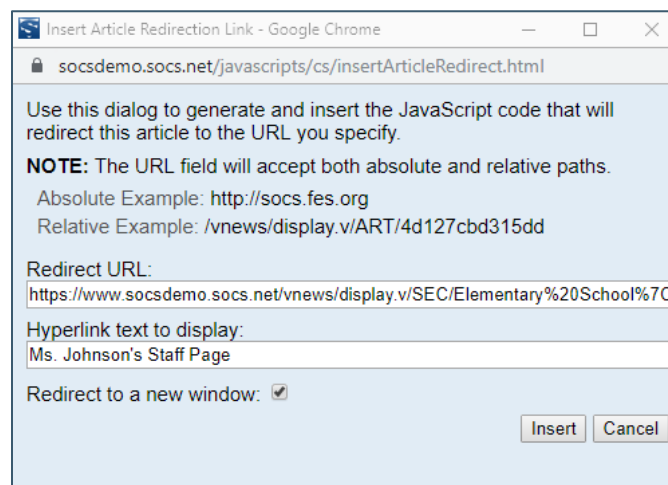
`/vnews/display.v/SEC/Elementary%20School%7CFaculty%3E%3EMs.%20Johnson`

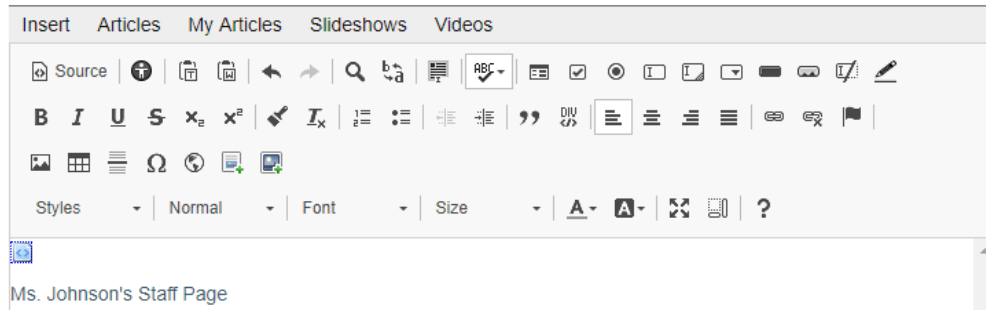
or

`/vnews/display.v/ART/4295ef58845f1`

- 4. Select **Create Article** from the **Editor Menu**.

- Type the **Headline** for the article: **Example:** Johnson, Sue
- Select **Article Editor** to continue.
- Select **Insert, Article Redirect**.
  - Paste the URL you copied in Step 3 in the Redirect URL field.
  - Add a **Hyperlink text to display** and select **Insert**.





Preview the article to ensure it does what you want it to.

- Select the **Publish Begin (today) and Does Not End, Approval** and select the **Section**.
  - **Example:** Middle School|Faculty>>Johnson, Ms.
- **Submit Article**

## Result

You now have the staff represented in both sections. You can use the same process to create a presence for staff in other schools/sections. For example, your school counselor can have a presence in all the schools he or she serves in your school district.