Adding a Staff Member

Staff members are displayed on the About Us page and SPED Teachers and Parent Liaisons are displayed on the Parents page. This is handled by assigning user groups to a staff member. Folders for staff members are in the *content/authors* folder and are titled by the staff member's HSD username.

- 1. There is a hugo command to create a new staff member, but that command creates an _index.md file that is very different from the one for staff members. Instead run the following, replacing username1 with a current staff member's username and username2 with the new staff member's username.
- \$ cp -R content/authors/username1 content/authors/username2
- 2. Replace the avatar.png or avatar.jpg with a picture of the new staff member. The picture needs to be called avatar.jpg or avatar.png and needs to go in the folder.
- 3. Edit the _index.md with the new staff member's information. Below is a breakdown of that file.

```
# Display name
title: Tashekia Atkins
       authors:
        tatkins
 9 # Is this the primary user of the site?
10 superuser: false
 12 # Role/position
 13 role: Special Education Teacher
 14
 15 # Short bio (displayed in user profile at end of posts)
16 bio: I enjoy the excitement of working with an array of students while gaining new experiences in the
        process.
 18 interests:
 19
            Organizational Leadership
 20
            Journalism
        - Poetry
21 - Poetry
22
23 education:
24 courses:
25 - course
26 instit:
27 - course
28 instit:
29 - course
30 instit:
                course: AA in Psychology
                course: AA in respondings institution: Hinds Community College course: BS in Childcare and Family Education institution: Jackson State University course: MSEd in Early Childhood Education institution: Jackson State University course: EdS in Psychometry (currently) institution: Jackson State University
 31
32
33
34
       years: 1
 37 # Enter email to display Gravatar (if Gravatar enabled in Config) 38 email: ""
 39
                rganizational groups that you belong to (for People widget)
Set this to `[]` or comment out if you are not using People widget.
 40 # Or
 42 user_groups:
 43
       - Teachers
- Case Managers
 44
 45
 46
       I am a hardworking individual who pushes my students to work just as hard. I remind them that the sky is not the limit, but only the surface. I am dedicated and devoted to ensuring my students become all that they set their minds too and more. I am teacher, mentor, provider, protector and rewarder. My students are highly motivated and willing to work. I am them and they are me, and together I will assist them into achieving
```

The file, like a blog post, is broken into two sections: the Frontmatter (lines 2-44) and the Content (lines 46-47). Below are the lines you should change. Note that the line numbers for different staff members' files may change slightly.

- Title (line 3) is the name of teacher or staff member.
- The **username** (7) needs to be changed but should stay in the format of that list. Spacing is very important in the Frontmatter, so keep it the same.
- The **superuser (10)** can be true or false. It should be false for everyone but the school's principal. If a blog post is not given any authors, it will default to the superuser as the author.
- Role (13) is what is displayed on the About Us page under the teacher's name (picture below).
- **Bio (16)** is a short bio that is displayed on blog posts when you indicate the teacher as an author. Notice how in the file the bio looks like it extends onto another line, but there is no line number for *process*. This is very important. It needs to stay as one line.
- Interests (19-21) can be changed. This is a list in Markdown and the spacing needs to be the same as it is here.
- Courses (25-32) are written in list pairs or triplets. There's a two space tab to the dash from the left side of the file. The first line is *course* and the second is *institution*. You can also include a third line below *institution* (same spacing, but no dash) for year, as in year: 2018.
- Years (35) can be an integer or 0.5. If you put 0.5 it will say that this is the teacher's first year in the district.
- · Leave email (38) as an empty string.
- **User groups (43-44)** dictate whether a staff member is displayed on the *Parents* page (asterisked only) and in what section they are displayed on the *About Us* page. Possible user groups are listed below. It is possible to give someone multiple user groups.
 - Teachers
 - Teacher Assistants
 - Support Staff
 - Administration
 - o Parent Liaison*
 - Case Managers*