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.

```
 1 ---
 2 # Display name
 3 title: Tashekia Atkins
 4
 5 # Username (this should match the folder name)
 6 authors:
 7 - tatkins
 8
 9 # Is this the primary user of the site?
10 superuser: false
11
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.
17
18 interests:
19 - Organizational Leadership
20 - Journalism
21 - Poetry
22
23 education:
24   courses:
25   - course: AA in Psychology
26     institution: Hinds Community College
27   - course: BS in Childcare and Family Education
28     institution: Jackson State University
29   - course: MSEd in Early Childhood Education
30     institution: Jackson State University
31   - course: EdS in Psychometry (currently)
32     institution: Jackson State University
33
34
35 years: 1
36
37 # Enter email to display Gravatar (if Gravatar enabled in Config)
38 email: ""
39
40 # Organizational groups that you belong to (for People widget)
41 #   Set this to `[]` or comment out if you are not using People widget.
42 user_groups:
43 - Teachers
44 - Case Managers
45 ---
46
47 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
   greatness.
```

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
  - Parent Liaison*
  - Case Managers*