

## How to use the CU People plugin

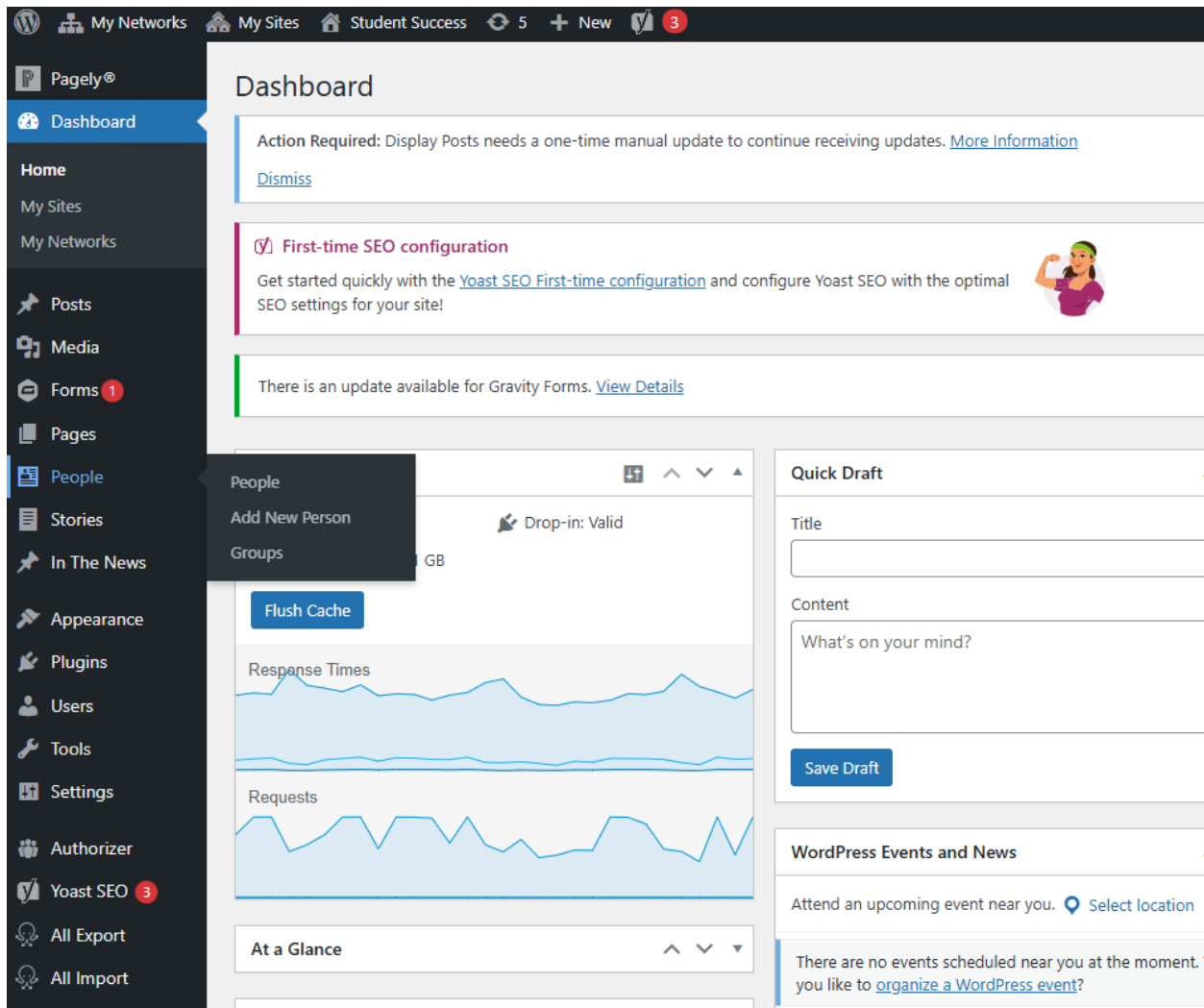
First sign into the Wordpress system for your site: <https://www.clarku.edu/yoursitename/wp-admin>. Put your Clark account and password in. Once you sign in go to the dashboard.

## How to remove a person from a page

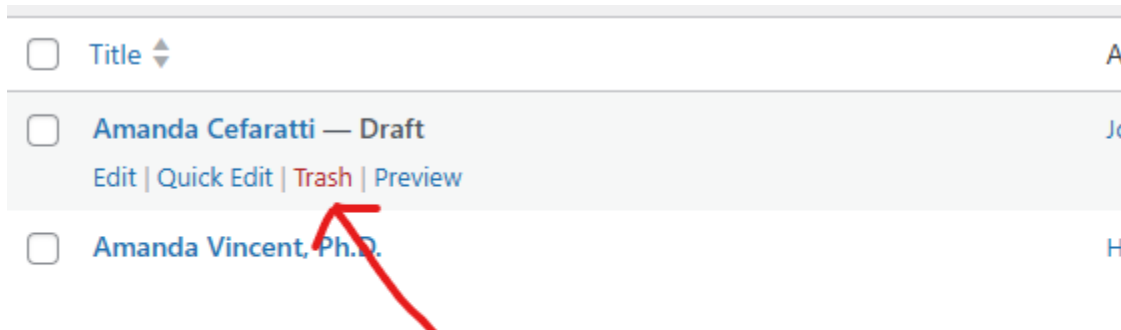
You have two options. You can either delete or just put the person in “draft” mode.



Once in the dashboard go to the option “People” in the far left black admin bar:



Hover over the person's name and you'll see the option to "Trash" (delete) the person. Just click on "Trash".



If you would rather just remove them from the page, but not delete them, then hit "Quick Edit" and put them in "Draft" mode.

Bulk actions  All dates

Title  Author  Groups

QUICK EDIT

Title

Slug

Date    at  :

Author

Password   -OR-  Private

Groups

- Academic Advising Center
- Academic Success
- Academic Support
- Career Connections Center
- Career Readiness
- Center for Counseling & Personal Growth
- Community Engagement & Volunteering

Status

Amanda Vincent, Ph.D. Helen Demers Health and Well-being

Then hit “update”.

## How to add a new People

If you need to Add a person, hit the “Add New Person”:

Pagely®

Dashboard

Posts

Media

Forms 1

Pages

**People**

People

Add New Person

Groups

Stories

In The News

Appearance

Plugins

Users

Tools

Settings

Authorizer

People

Action Required: Display Posts needs a one-time manual update to continue receiving updates. [More Information](#)  
[Dismiss](#)

All (85) | Mine (4) | Published (52) | Drafts (33) | Cornerstone content (0) | Orphaned content (49) | Stale cornerstone co

Bulk actions  All dates

Title  Author

Amanda Cefaratti — Draft John Pennypacker

Amanda Vincent, Ph.D. Helen Demers

Amy Bevan Helen Demers

Andrea Tymeson John Pennypacker

Angela Harris — Draft John Pennypacker

Anushka Mohapatra Jordan Aubin

In the “title” field add the person’s name.

The screenshot displays the WordPress editor interface. At the top, a toolbar includes a plus sign, a pencil, and navigation arrows. The main content area is a light orange color with the text "Add title" and "Type / to choose a block". A red arrow points to the "Add title" text. The right sidebar is open to the "Person" tab, showing fields for "No title", "Set featured image", "Status" (Draft), "Publish" (Immediately), "Link" (/1858), "Author" (Carol D'Onofrio), and "Template" (Default template). Below these are "People Fields" including "SORT ORDER", "TITLE", "EMAIL", and "PHONE". At the bottom of the page, the Yoast SEO Premium interface is visible, showing an error message: "An error occurred: the Premium SEO analysis isn't working as expected. Please activate your subscription in MyYoast and then reload this page to make it work properly." Below the error is a "Focus keyphrase" field.

Then on the right in the “Person” tab.

Add their title, email, phone and featured image:

Save draft



Publish



Person

Block



No title



Set featured image

Last edited a second ago.

Status

Draft

Publish

Immediately

Link

/1858

Author

Carol D'Onofrio

Template

Default template

People Fields



SORT ORDER

Tip: user "aa" to pin people to top of lists.

TITLE

EMAIL

PHONE

Visibility for title and image

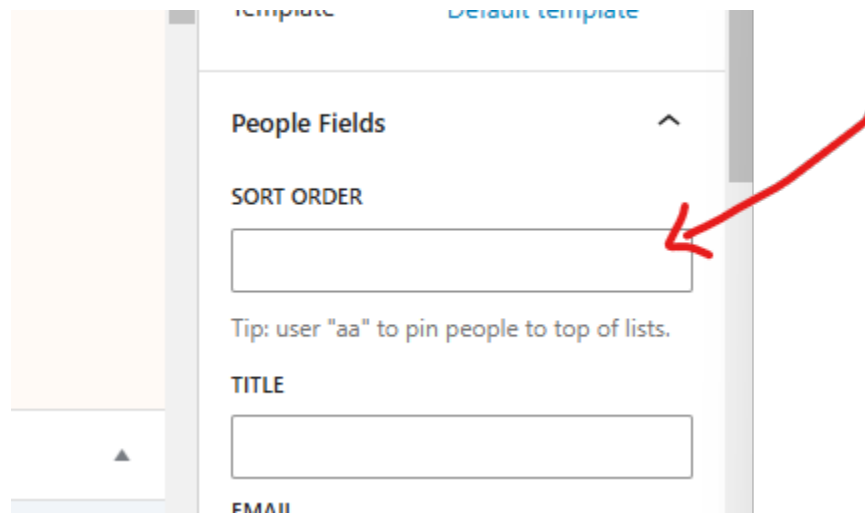


Toggle visibility on the cu\_people.  
Doesn't affect lists or previews.

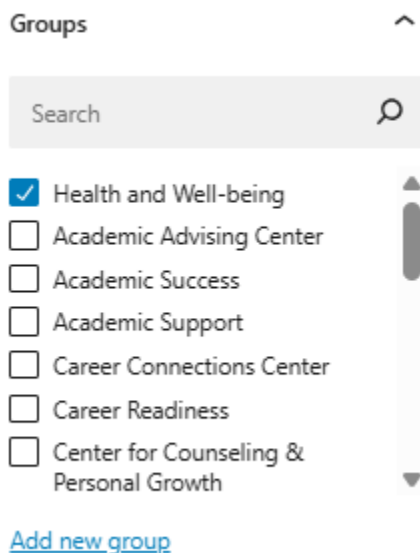


If you don't have an image, then just leave it blank and the system will add a circle with their initials on it as a default image.

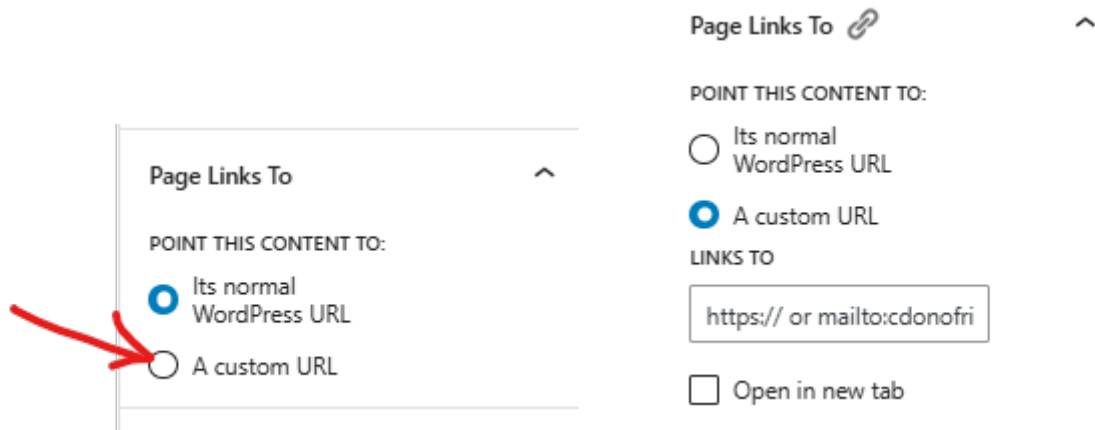
If you want to sort the order of how the people show up then put in the "Sort Order" field their initials if you want it to go in alphabetical order. If you want to set the order by title, then just put "aa" as the top person and the next person "ab".



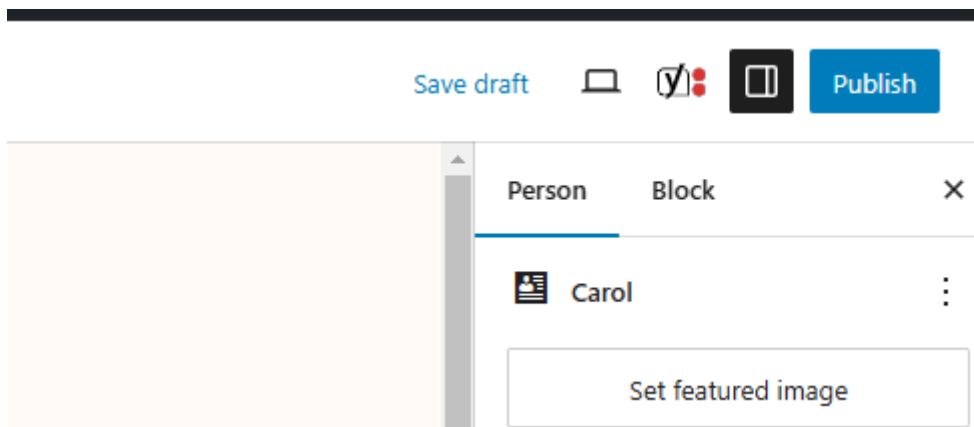
If you want to setup "Groups" for your staff, click on the "Add new group" button and name them. This helps when you are laying out a webpage and you want to display only a certain group of people.



If you would like to setup your "People" so that they have a link to either a webpage, faculty profile page, or even an email address. Click on the "A custom URL" under the Page Links to options.

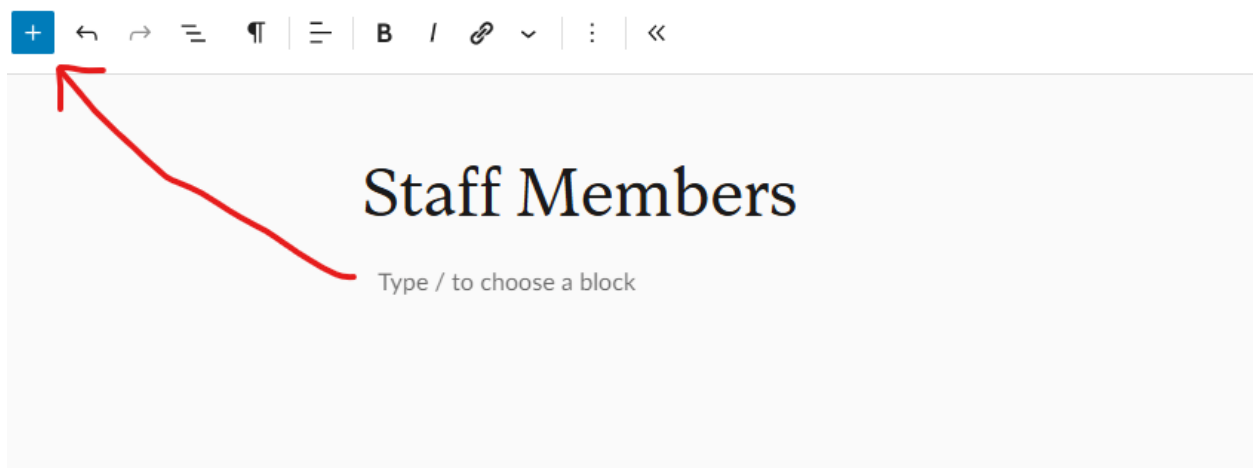


Then hit “publish” at the top when you are finished.

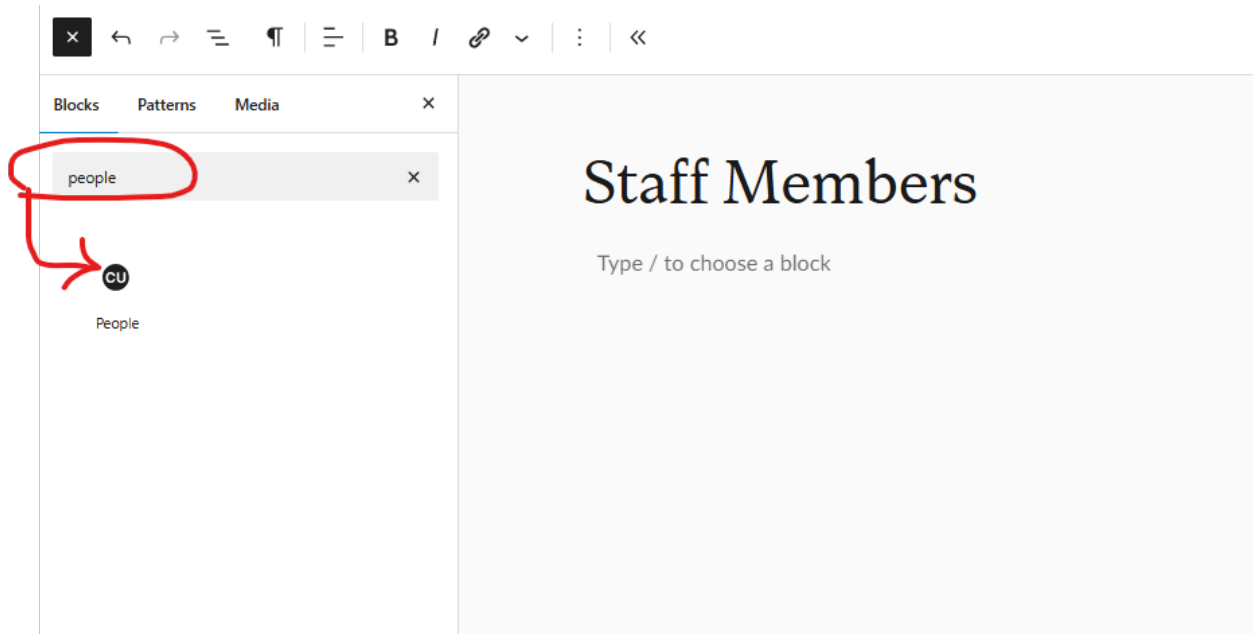


Once you’ve added or edited the staff member using the CU People plugin, you can go to your webpage to add the CU People block to it.

Open up your page then click on the “+” blue button to add the CU People block.

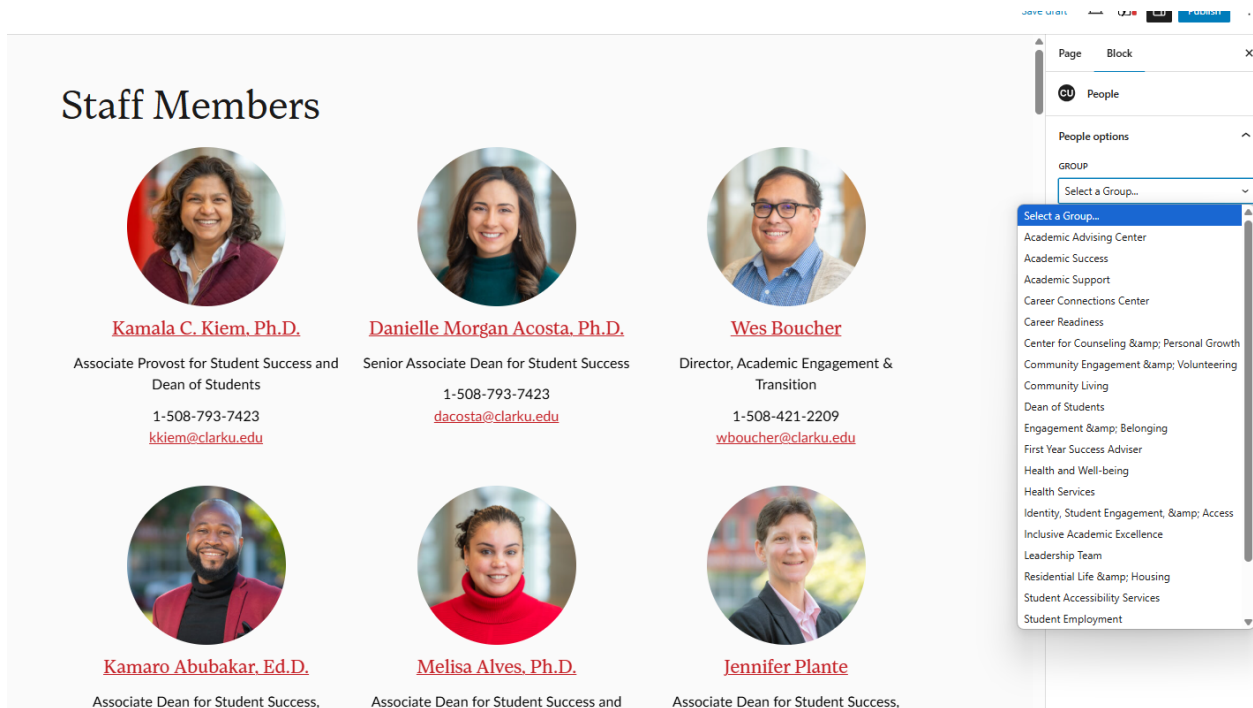


Do a search for “People”

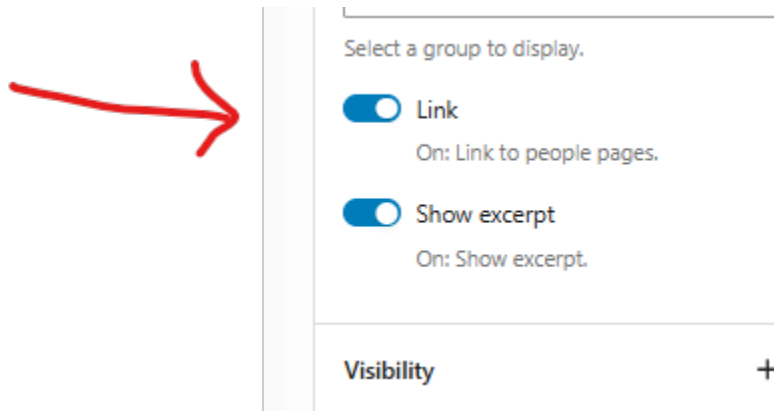


Then choose “CU People” block.

Automatically the CU People block will pull everyone in. However, if you setup groups within the CU Plugin, you can choose what group you want to display, by hitting the drop down on the right side under “Select a group”.



You also have the option to have the “People” have a link, as well as the option to display the excerpt that was setup within the “CU People Plugin”.



When done adding your groups or people, make sure you hit the “Save draft” button or the blue “Publish” button at the top to save your changes.

