

Persons Guide for WordPress

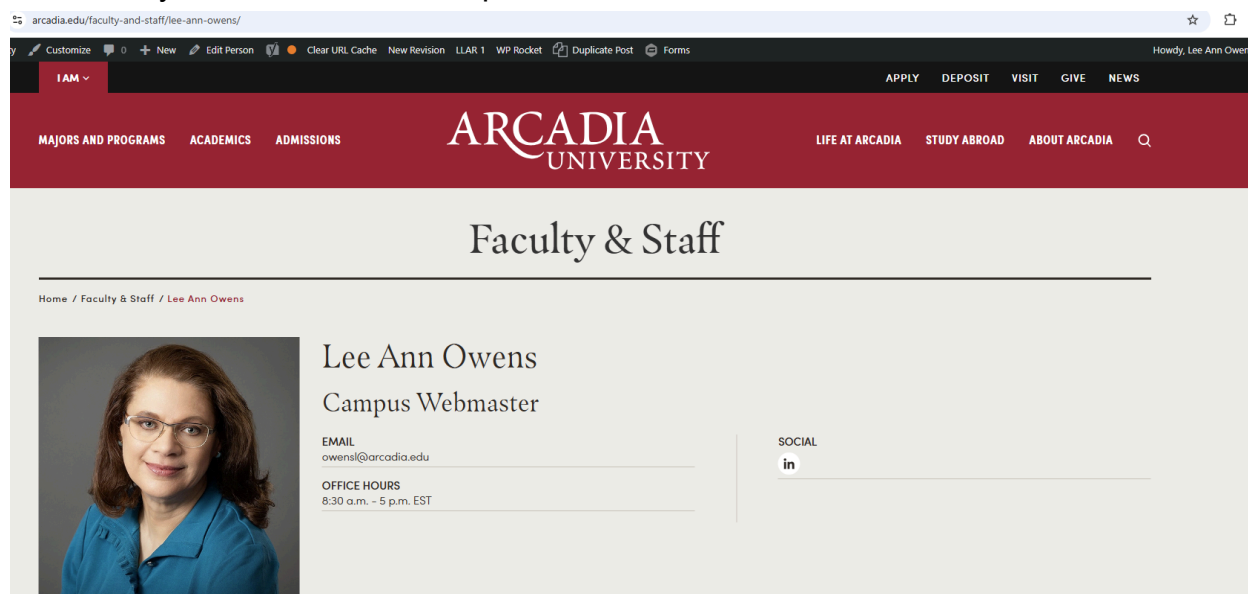
All staff and faculty profiles are contained in a component called the **Persons** component. The Persons component acts as a biography/profile page for staff and faculty while also serving as the basis for the various staff/faculty listings across the Arcadia website. This guide will describe how to edit the Persons component in order to achieve the desired changes for a staff/faculty member's profile, whether that be their full biography page or the information displayed on their staff/faculty list card.

I. Types of Persons Components

There are 3 different components used on the Arcadia website that incorporate the Persons component in it in some way. These components are:

1. Persons

The **Persons** component serves as a profile or biography page for staff and faculty members. One example of this on the live site is [here](#), which looks like this:



The information contained in a staff/faculty member's Persons component is used as the basis for all Person Lists that appear on the site.

2. Person Lists

Person Lists are lists of staff/faculty members that provide quick and basic information about said staff/faculty based on the information in their Persons

component. This information is displayed in “Person Contact Cards”. There are two Person Lists components used on the Arcadia website: **Automated** ones and **Manual** ones.

Both of these lists display the exact same information about staff/faculty members. This is because both of these lists display the information in the same format (the Person Contact Cards). The only difference between them is in how staff/faculty members are selected to be displayed in a list.

2.1. Person List: Automated

This type of list is automatically generated based on a selected Program. All staff/faculty members who are tagged with the selected Program in their own Persons component are added to this Person List automatically. On the live site, these staff/faculty members are displayed in alphabetical order by their last name.

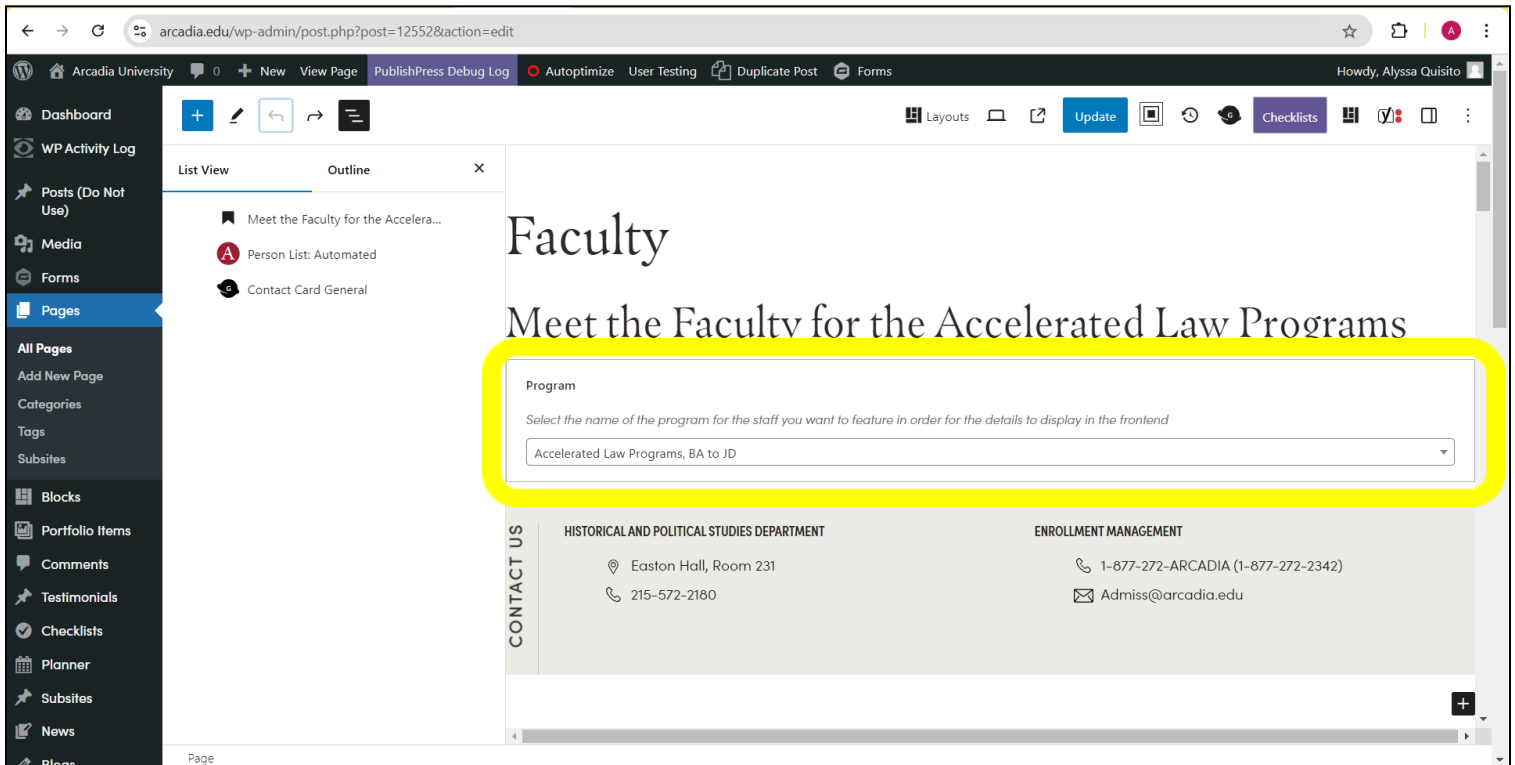
For example, [this page](#) uses an Automated Person List for its faculty page:

The screenshot shows a web browser displaying the Arcadia University website. The URL in the address bar is arcadia.edu/majors-and-programs/accelerated-assured-admission-law-programs-drexel-university-law-school/faculty/. The website has a red header with the Arcadia University logo and navigation links: MAJORS AND PROGRAMS, ACADEMICS, ADMISSIONS, LIFE AT ARCADIA, STUDY ABROAD, and ABOUT ARCADIA. On the left side, there is a sidebar with links: ACCELERATED LAW PROGRAMS, BA TO JD, Six Year (3+3) Program, Seven Year (4+3) Program, Admissions Requirements, and Faculty. The main content area is titled "Meet the Faculty for the Accelerated Law Programs" and features three faculty members in a grid:

- Christopher J. Cerski**: Pre-Legal Studies Advisor & Adjunct Professor of Law & Government. Below his name is a link: [FULL BIO FOR CHRISTOPHER J. CERSKI](#) with a plus icon.
- Angela Kachuyevski**: Associate Professor of Political Science. Below her name is a link: [FULL BIO FOR ANGELA KACHUYEVSKI](#) with a plus icon.
- Dr. Imogen M. Sullivan**: Assistant Professor of Philosophy. Below her name is a link: [FULL BIO FOR DR. IMOGEN M. SULLIVAN](#) with a plus icon.

At the bottom center of the grid, there is a red circular button with a white upward-pointing arrow.

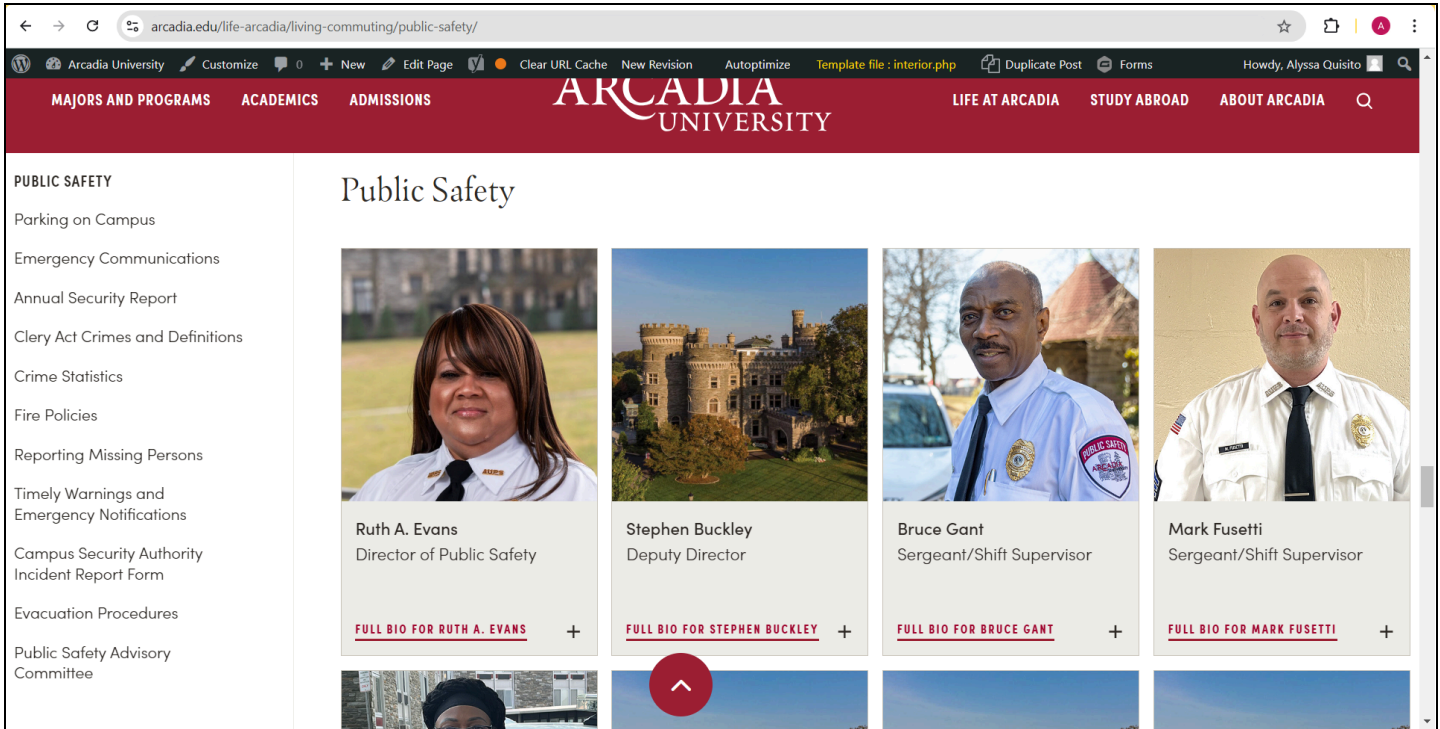
This is what the Automated Person List looks like in WordPress:



You can see that the component automatically generates a list of Persons whose profiles contain the “Accelerated Law Programs, BA to JD” Program tag (circled in yellow).

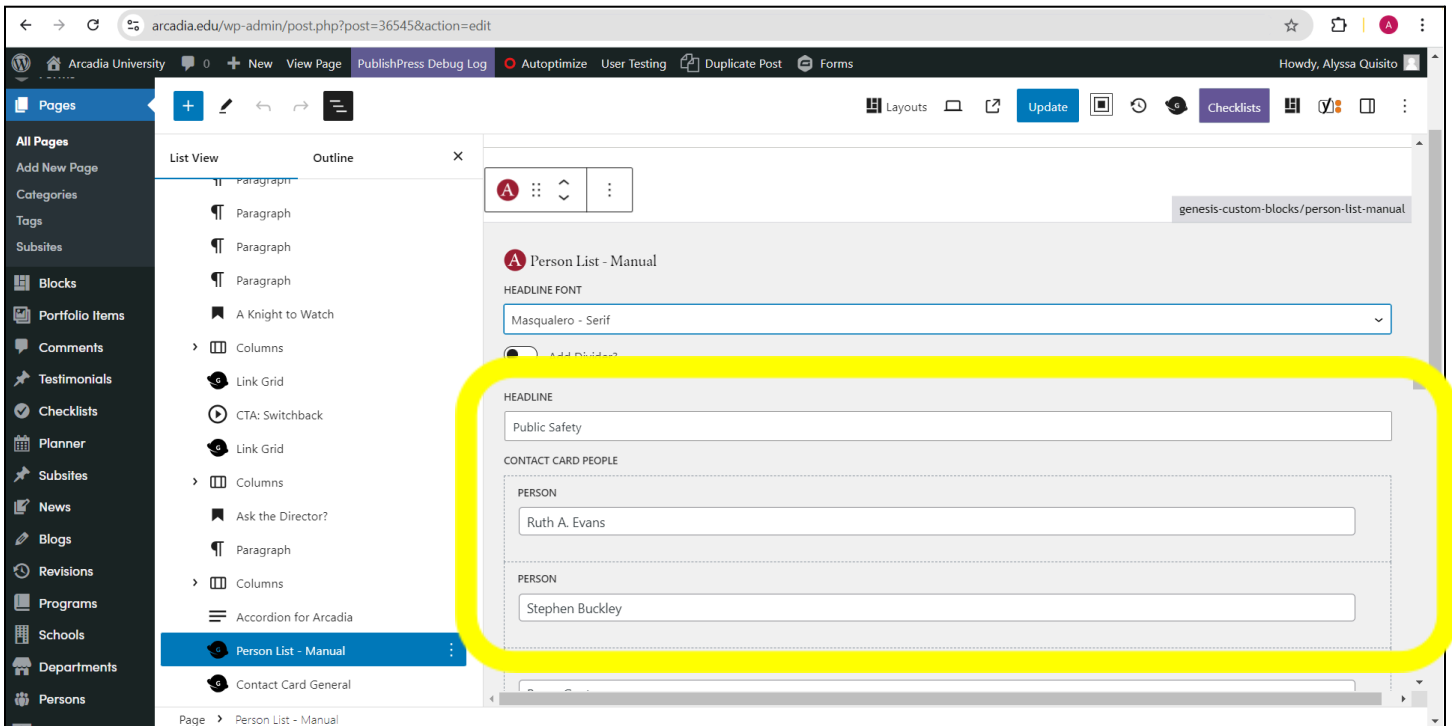
2.2. Person List: Manual

This type of list is manually organized by an editor. Each faculty/staff member is specifically added by the editor, who also manually determines the order of the faculty/staff members on the list. For example, the Public Safety page used to use a Manual Person List to display the Public Safety staff members:



As shown above, the Manual Person List displays the same information about staff/faculty members that Automated Person Lists do.

This is what a Manual Person List looks like in WordPress:



You can see that each staff member in the Manual Person List has to be picked individually (circled in yellow).

Now that you know about all of the types of Persons components, we can now go more in depth about the primary Persons component to show what each part of said component does on the live site.

II. Structure of the Persons Component

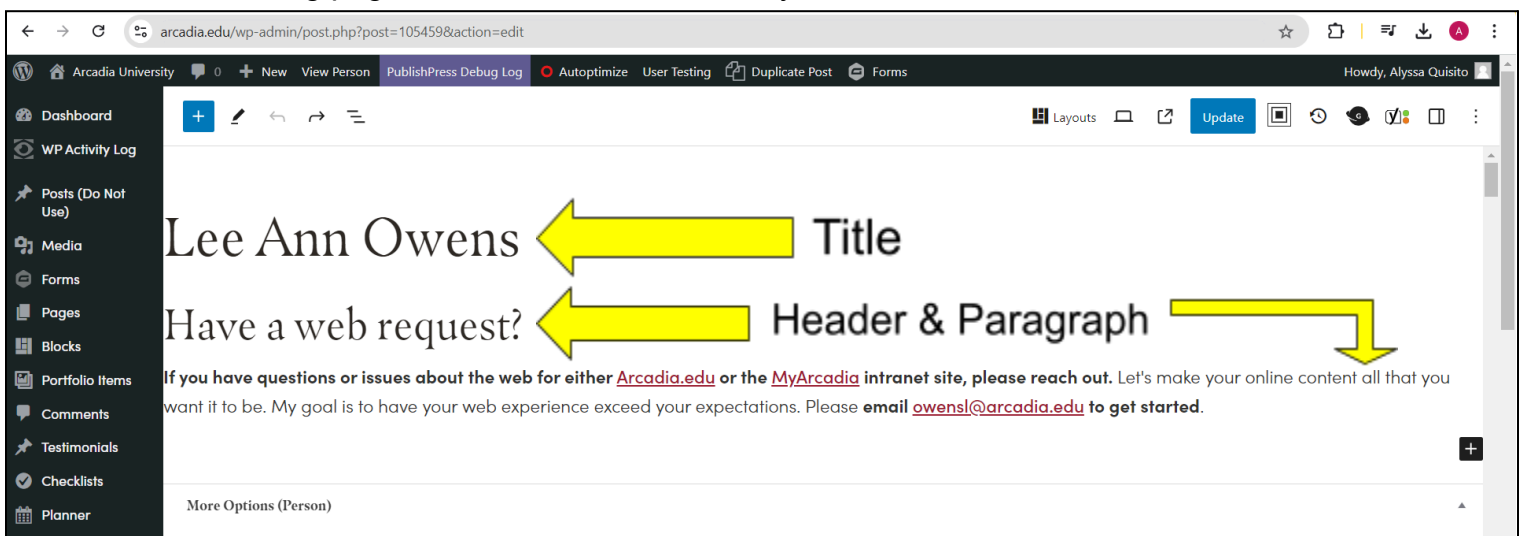
This section will explain the structure of the Persons component, including a list and description of each of its various options as well as how these parts are displayed on the live site.

Persons Options

This section will describe this component's options in the order in which they appear in the WordPress page editor.

Note: Anything labeled with an asterisk (*) is required.

1. **Title*** → The Title is meant for the full name of the person whose profile you're editing. This is located at the top of the editing page. This is required in order to save/publish a Persons page. Keep in mind that this title needs to match the Full Name (which is an option further below).
2. **Paragraph** → This paragraph (and potentially a header, as shown in the below photo) is where a detailed biography would go if one has been written. On the editing page, it would be located directly below the Title.



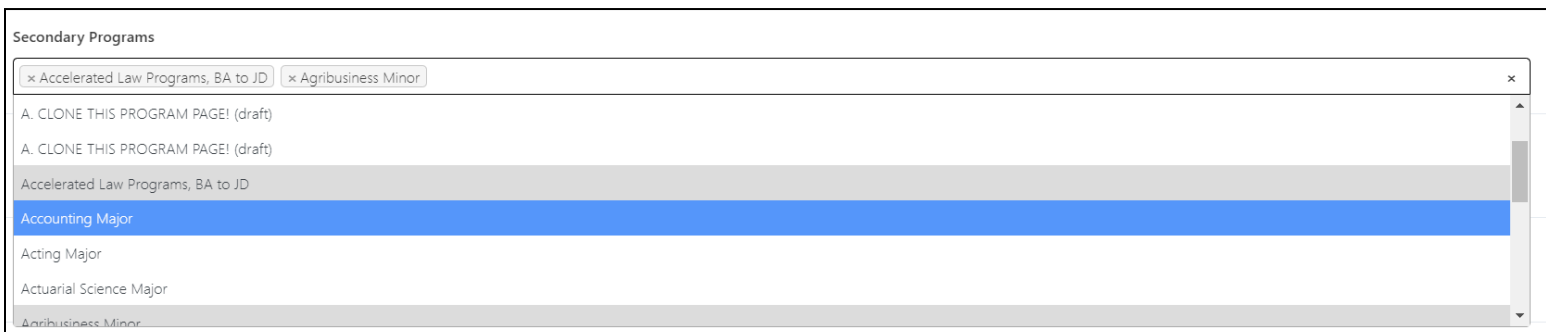
3. **Professional Title** → The title of the person's position. Technically this is not required, but it is very useful for both the profile page and for the contact cards in lists.

4. **First Name*, Middle Name, & Last Name*** → The person's name. These are separated into different options in WordPress, but note that the first and last names are required.
5. **Full Name*** → The person's full name. This is required. Keep in mind that this needs to match the Title of the page.
6. **Suffix** → Any suffixes a person may have for their name (such as Junior, Senior, etc).
7. **Phone** → The person's phone number.
8. **Program** → The main program that this person is associated with. Only one program can be selected here. In WordPress, you pick a program via a dropdown menu:



The screenshot shows a WordPress dropdown menu titled "Program". The menu is open, displaying a list of options. The first two options are "A. CLONE THIS PROGRAM PAGE! (draft)". The third option, "Accelerated Law Programs, BA to JD", is highlighted in blue. Other visible options include "Accounting Major", "Acting Major", "Actuarial Science Major", and "Agribusiness Minor".

9. **Secondary Programs** → Any secondary programs that this person is associated with. Unlike with the previous option, multiple programs can be selected here. They are selectable in WordPress via a dropdown menu:



The screenshot shows a WordPress dropdown menu titled "Secondary Programs". The menu is open, displaying a list of options. The first two options are "A. CLONE THIS PROGRAM PAGE! (draft)". The third option, "Accelerated Law Programs, BA to JD", is highlighted in blue. Other visible options include "Accounting Major", "Acting Major", "Actuarial Science Major", and "Agribusiness Minor".

10. **Department** → The Department this person belongs to. Only one can be selected at a time. In WordPress, it is selectable via a dropdown menu:

Department

University Marketing & Communications (draft) x ▲

Biology

Career Education

Chemistry and Physics

Community Standards and Student Conduct (draft)

Computer Science and Mathematics

Counseling Department (draft)

Counseling Services (draft)

11. **Email** → The person's email address. Be careful not to misspell the email address, or else the automatic link to the email won't work.
12. **Office Hours** → The person's office hours.
13. **Office Location** → Where the person is located, whether that be on campus or off campus. The location should contain a room number and a building name if applicable. (Note: Right now, this location does not appear on the profile page.)
14. **Languages** → Any languages that this person speaks. This option has to be checked off in WordPress:

Languages

☐ Arabic

☐ Chinese

☐ Deutsch

☐ Dholuo

☐ Dutch

☒ English

☐ Filipino

☐ French

15. **Website** → A personal website belonging to the person. Only one website is able to be linked to on the site. The website's title and its URL must be entered separately:

Website

Website Text

Website Link

16. **Social** → Any social media sites that the person has. Only 4 social networks can be linked to (Facebook, LinkedIn, Instagram, and Twitter). The URL for their profile must be entered separately:

Social	
Social Network	URL
1 LinkedIn	https://www.linkedin.com/in/owenslee/

[Add Row](#)

17. **Hometown** → The person's hometown.
18. **Home Country** → The person's home country.
19. **Areas of Focus** → This is a text box where a person's area of focus can be listed (if applicable). It's recommended to only use italics, bold, unordered lists, and ordered lists in this text box.
20. **Professional Experience** → A text box to list one's professional experience.
21. **Research Interests** → A small text box to list one's research interests, if applicable.
22. **Research Summary** → A text box to summarize one's already existing research, if applicable.
23. **Education** → A text box to list one's education. It's recommended to only use italics, bold, unordered lists, and ordered lists in this text box.
24. **Media Mentions** → Selected mentions of this individual in any media (such as News posts). Multiple media mentions can be added. These have to be manually entered, including the media's title along with its URL:

Media Mentions	
Media Text	Media Source

[Add Row](#)

25. **Publications** → A text box to list any publications this individual has published.
26. **Courses** → A text box to list any courses that an individual teaches.
27. **Curriculum Vitae** → This is a place for people to display their Curriculum Vitae (a summary of one's education and career) if applicable. This document would have to be uploaded to the Media Library in WordPress. The link for the document would then be added to this component:

Curriculum Vitae	
No file selected Add File	

28. **School / College** → The school or college that the individual belongs to. (Note: this does not appear to be displayed on the live site). This is selected via a dropdown menu in WordPress:

School / College

Select



Persons Component — Live Site Template

The template below shows how all of the individual parts of the Persons component appears on the live site. Note that not all parts are displayed.

Faculty & Staff

[Home](#) / [Faculty & Staff](#) / [Full Name](#)

(Person Image /
Featured Image)

Full Name

Professional Title (expanded to show space)

PHONE
(Phone)

EMAIL
(Email)

OFFICE HOURS
(Office Hours)

WEBSITE
(Website Text)

SOCIAL



Biography

AREAS OF FOCUS

(Your 'Area of Focus' description here)

EDUCATION

(Your Education description here)

RESEARCH INTERESTS

(Your Research Interests here)

(Any extra text (such as a personally written biography) goes here. Padding out the space to see the formatting, namely how far it goes.)

CURRICULUM VITAE

[Download](#)

HOMETOWN

(Hometown)

HOME COUNTRY

(Home Country)

LANGUAGES

(Languages)

MEDIA MENTIONS

(Media Text)

[VIEW ALL **\[DEPARTMENT\]** FACULTY](#)

Publications

(Your Publications here)

Research Summary

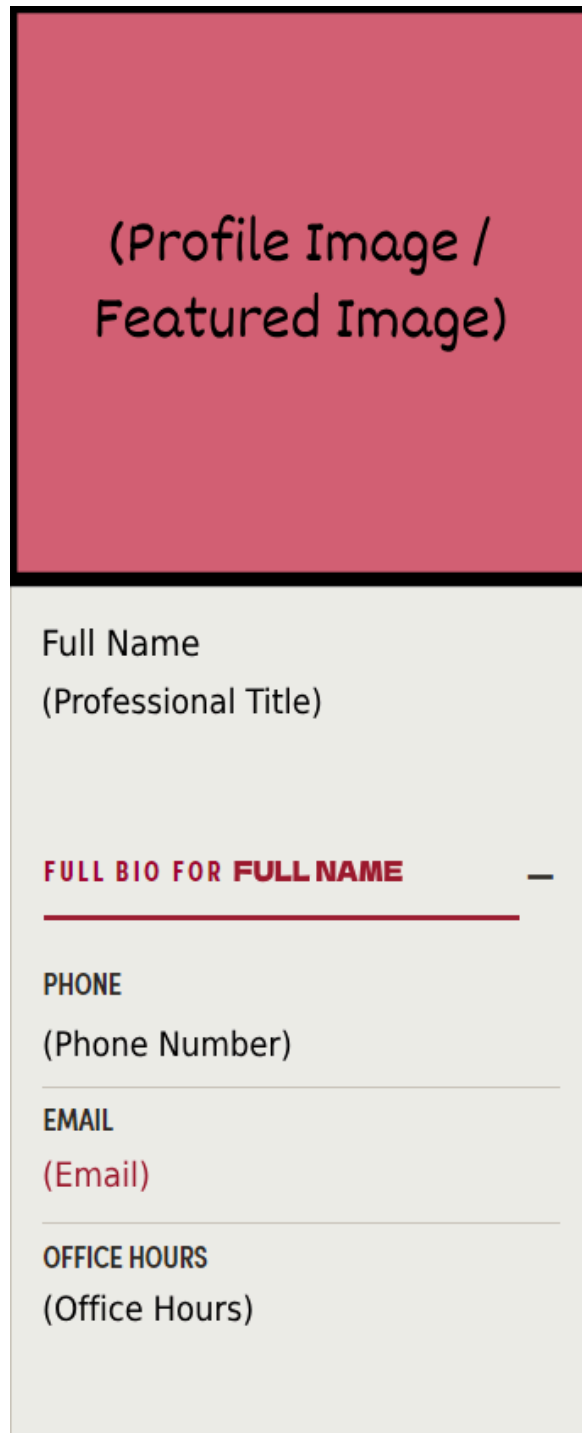
(Your Research Summary here)

Professional Experience

(Your Professional Experience here)

Persons Lists Contact Cards — Live Site Template

The template below shows which parts of the Persons component appear on the Person Lists on the live site. Note that not all parts are displayed; also, note that any edits that are intended for this contact card must still be done through the Persons component/Persons page.



(Profile Image /
Featured Image)

Full Name
(Professional Title)

FULL BIO FOR FULL NAME —

PHONE
(Phone Number)

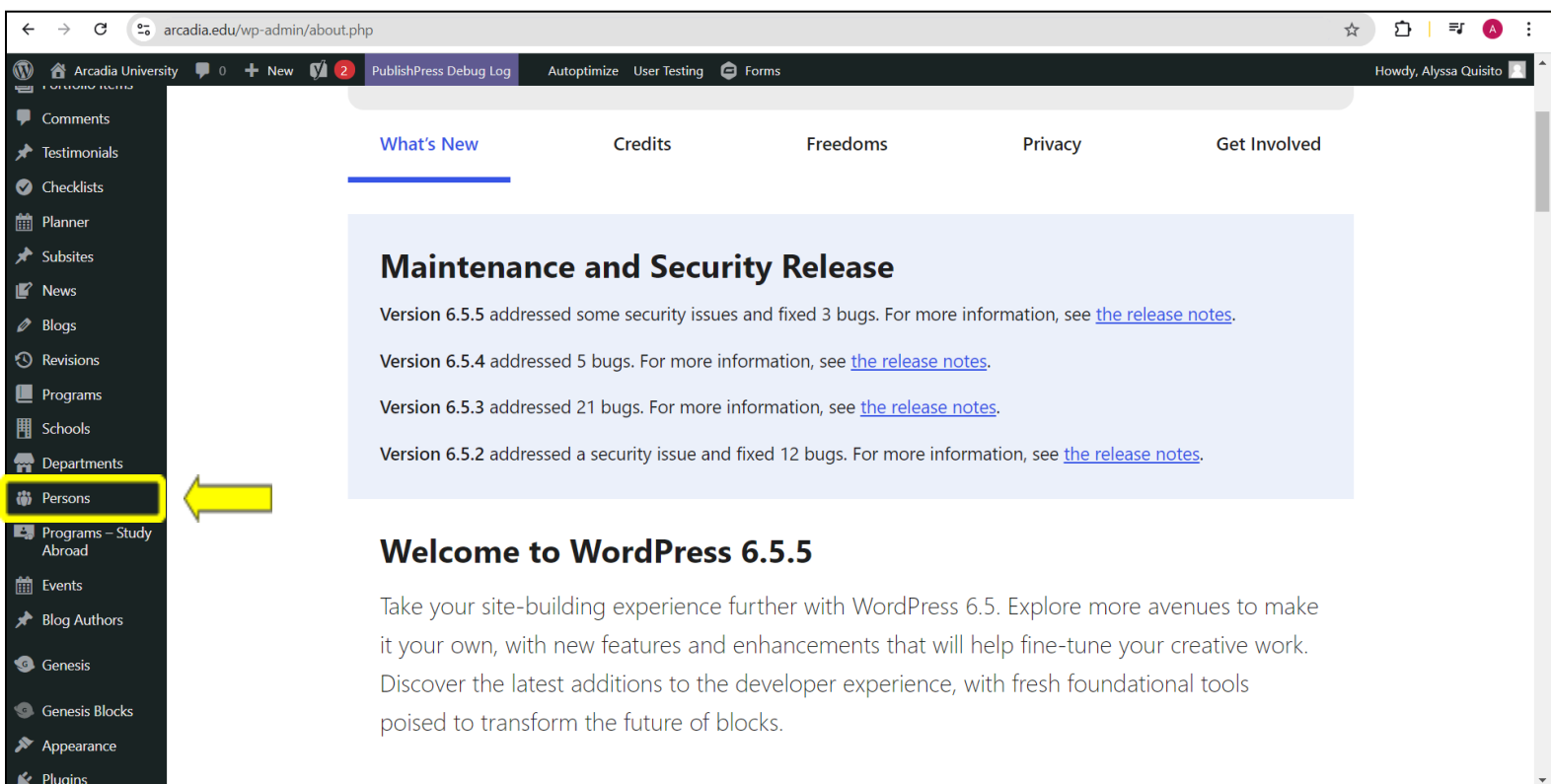
EMAIL
(Email)

OFFICE HOURS
(Office Hours)

III. Editing the Persons Component

This step-by-step guide will show you how to edit the Persons component to make your desired edits. You can also view a video that goes over the same concepts in a more basic form [here](#).

1. **Log in to WordPress** (if you are not logged in already).
2. **Navigate to the Persons section of WordPress.** It is located on the left navigation bar. Depending on whether you are an Administrator or an Editor, your left navigation bar may look different than the screenshot below; however, both roles have the Persons section located in this navigation bar even if it is not in the exact same location.



The Persons tab is located on the left navigation bar (circled and pointed to in yellow). Note that you may have to scroll down to find it.

3. **In the Persons section, search for the Person whose profile you want to edit.** Enter the person's name into the search bar on the right side of the page (circled in yellow below). We recommend searching by last name to make it easier to find the person you're looking for. Hit the enter key on your keyboard or select the "Search Persons" button to search for said person.

arcadia.edu/wp-admin/edit.php?post_type=person

Arcadia University | 0 | New | View Persons | PublishPress Debug Log | Autoptimize | User Testing | Forms | Howdy, Alyssa Quisito

Persons [Add New Post](#)

A new WordPress update is available! Please update from [your Pantheon dashboard](#).
For details on applying updates, see the [Applying Upstream Updates](#) documentation.
If you need help, contact an administrator for your Pantheon organization.

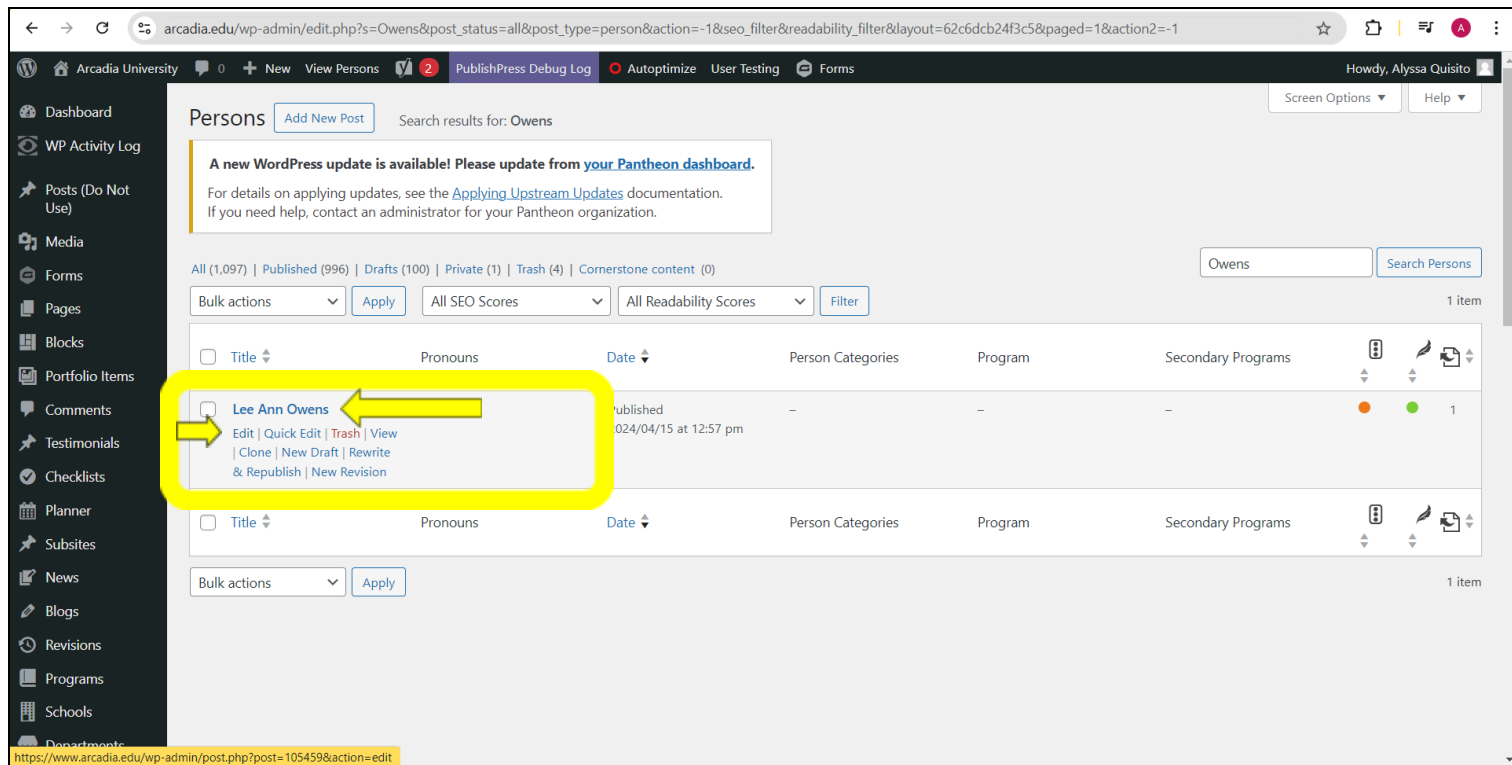
All (1,097) | Published (996) | Drafts (100) | Private (1) | Trash (4) | Cornerstone content (0)

Bulk actions [Apply](#) All SEO Scores All Readability Scores [Filter](#)

1,097 items

<input type="checkbox"/>	Title	Pronouns	Date	Person Categories	Program	Secondary Programs			
<input type="checkbox"/>	Keara Healy	—	Published 2024/08/21 at 7:52 pm	—	—	—	●	●	0
<input type="checkbox"/>	Victoria Vouk — Has Revision	—	Published 2024/08/21 at 7:43 pm	—	—	—	●	●	0
<input type="checkbox"/>	Caron Dessoye	—	Published 2024/08/06 at 2:59 pm	—	Studio Art, BA	—	●	●	0
<input type="checkbox"/>	Gregory Vicci	—	Published 2024/08/05 at 4:02 pm	—	—	—	●	●	0

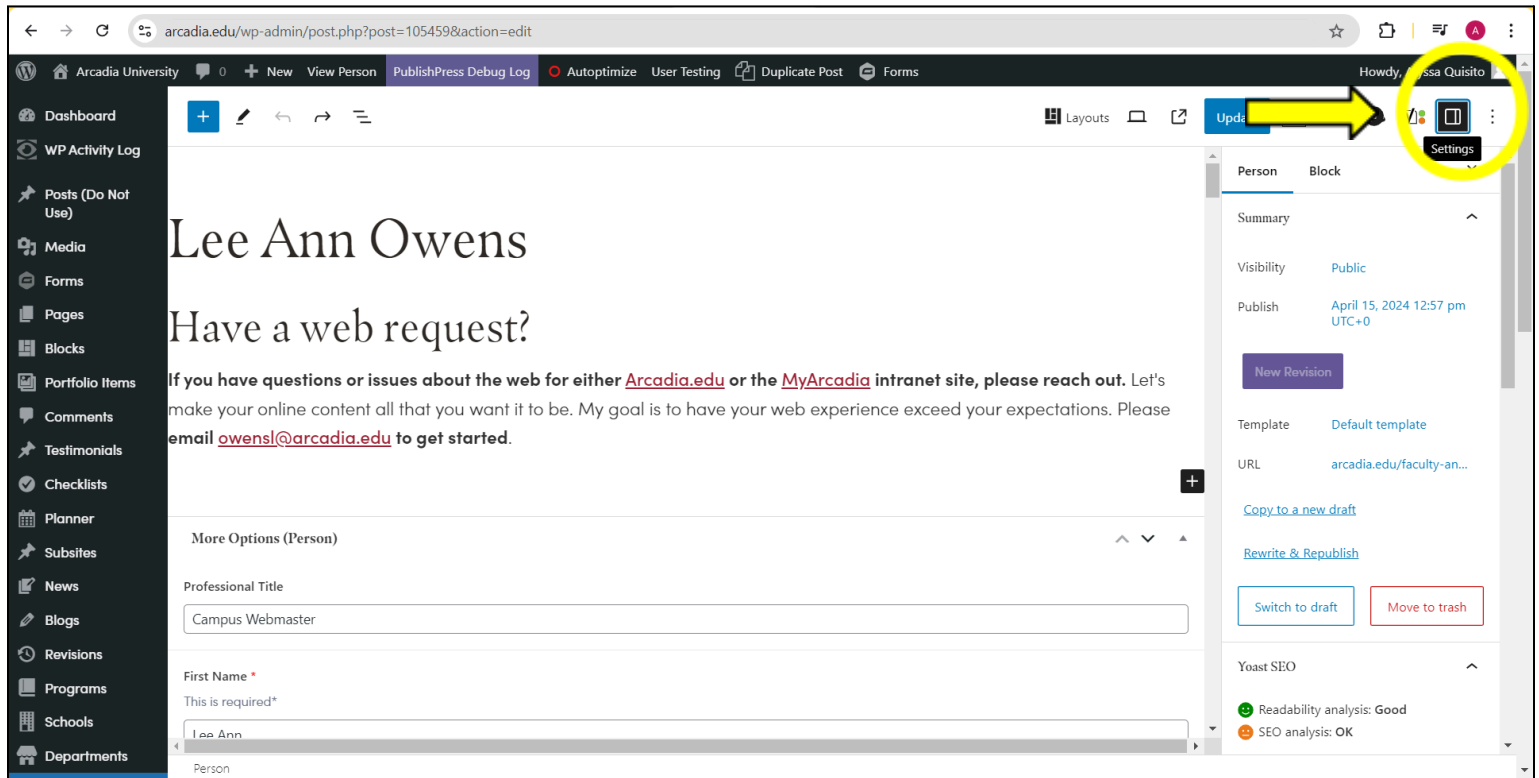
4. **Select the Person whose profile you want to edit.** You can either click directly on their name or click on the 'Edit' button below their name (which becomes visible when hovering your cursor over the person's name) to edit the profile for that person.



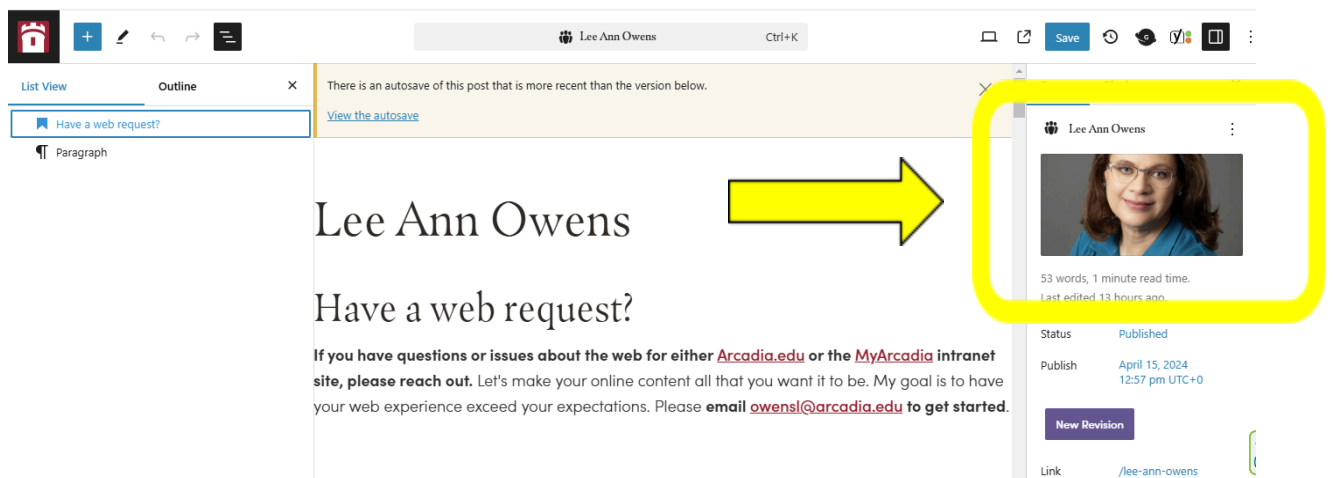
Both ways to navigate to the editing page for the person are circled and pointed to above.

5. **Make your desired edit to the Persons component.** For more detailed information about the various parts of the Persons component, consult the Persons Options part of this document.
 - 5.1. **NOTE:** If your desired edit is to **edit the Person's profile image**, follow these instructions (or, you can watch a video that shows how to make this specific type of edit [here](#)):
 - 5.1.1. **On the editing page, click on the settings icon in the top right corner.** It is circled yellow in the image below.

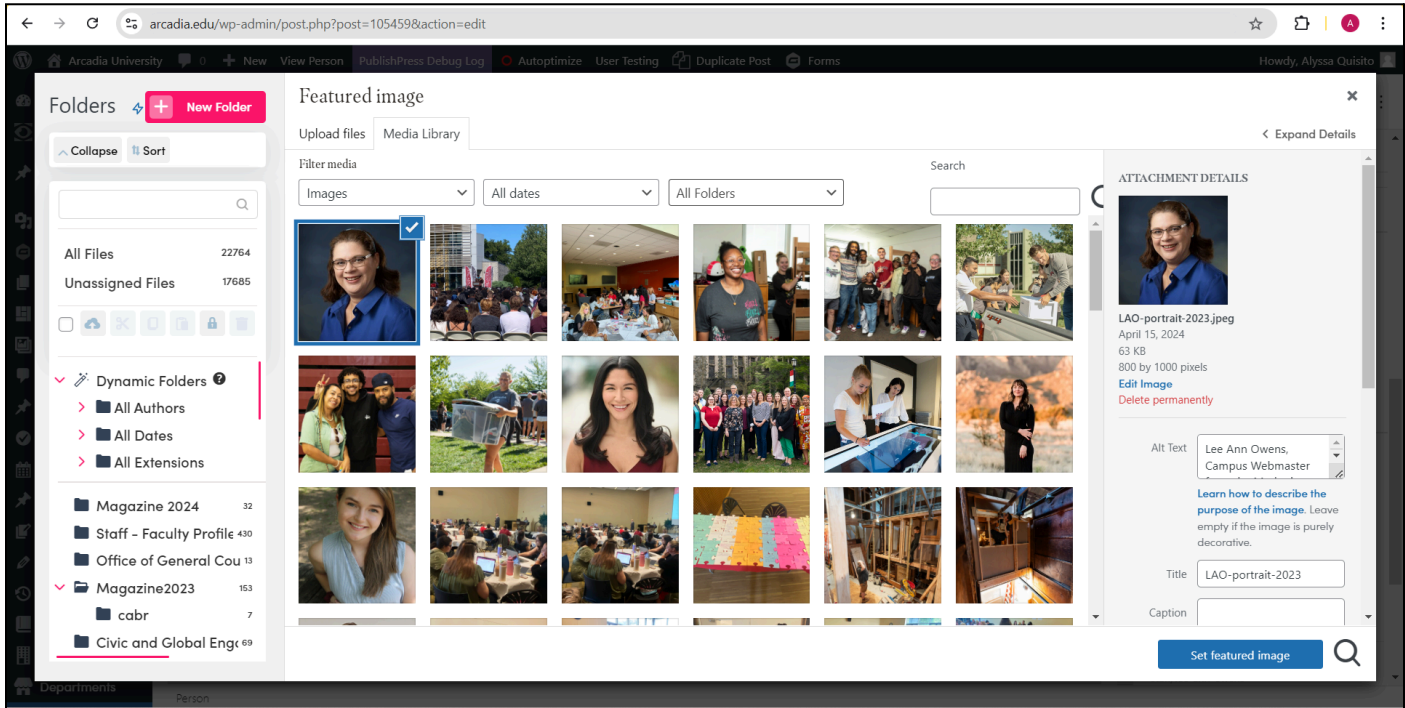
PHOTOS



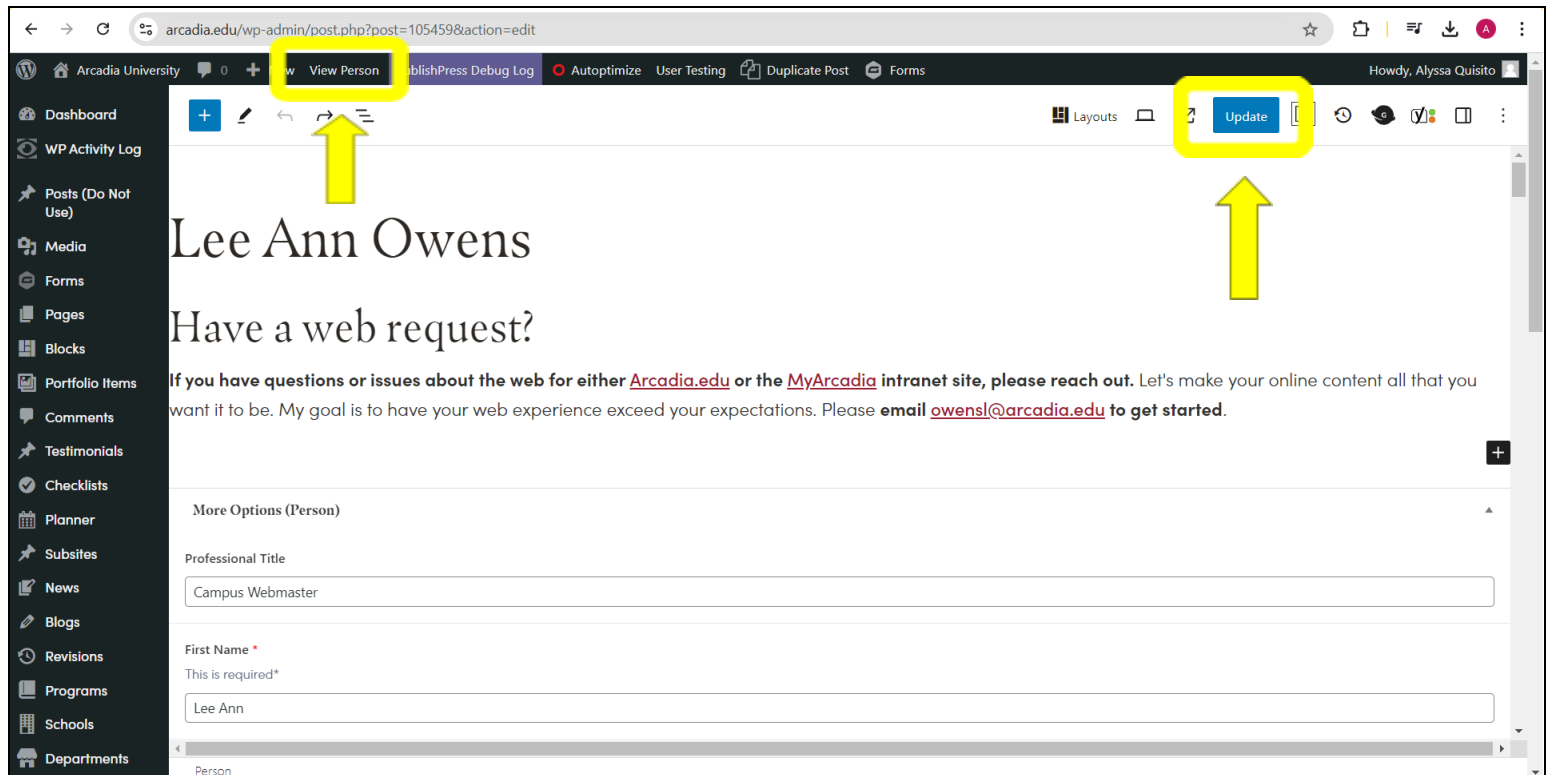
- 5.1.2. In the settings tab, scroll down until you see the “Featured Image” box. If there is no image, you can select “Add Image”; otherwise, if you want to replace the image, select “Replace”. (The box is circled in the image below).



- 5.1.3. **Select the profile image you want to use from the Media Library.** Note that profile images must be 540 pixels by 540 pixels, and that they should be uploaded to the Media Library with alt text before attempting to switch the profile photo.



- 5.1.4. **Once you have selected your chosen photo (by clicking “Set Featured Image”), you can continue with the rest of the editing instructions.**
6. **Once you have made your desired edits, update the page to reflect these edits.** In the top toolbar, **click on the “Update” button** to save these changes to the live site. Be sure to wait until the page has actually been saved and updated (indicated by the loading icon disappearing) before exiting.



Both the “Update” and “View Person” buttons are circled in the above image.

7. **Once the page has updated, click on the “View Person” button to view the live page.** You have finished editing the Persons component!