

Updated: May 2019

Updating the Staff Directory in WordPress

What is the Staff Directory?

Most school websites have a Staff Directory where the names of school staff are published, along with their contact information. The directories are displayed on the school's web page by uploading spreadsheet data to TablePress.

How do I edit the Staff Directory?

Typically there will need to be a major refresh of the staff directory with each new school year. Some schools use only one table to list their staff, whereas others use three or four to separate Administrators, Teachers, Support Staff, Counsellors, etc. There are two ways to modify these lists.

Method 1:

If there are many changes to be made, the most efficient way to update these lists is to change the staff list using Excel.

Step 1: Export the existing list from WordPress (or open the existing Excel spreadsheet that contains the staff lists.)

Step 2: Make the changes in Excel and then save the modified table(s), ensuring that they are still in CSV format (not .xlsx, etc.)



File name:	Tolmie School Admin Staff 2019.csv	~
Save as type:	CSV (Comma delimited) (*.csv)	~
Authors:	Excel Workbook (*.xlsx)	

ADIEPress All Tables Add	I New Import	Export	Plugin Options	Abou		
Click Import from existing	data, like from a CSV	XLS, or XLSX	file from a spreadsheet	t applicati		
incur a table celect and enter the imp	ort source in the follo	wing form. Yo	u can also choose to in	noort it a		
2 Upload the file	Soft Source in the folio	ining tottil. To		iport it d.		
mport rapies						
	File Upload URL Manual Input					
Import Source:	 File Upload 	O URL	 Manual Input 			
Import Source: Select file:	File Upload Choose file 6	URL	 Manual Input t-Staff-2018-12-05.cs 	v		
Select file: Select Replace existing table, and choose the	File Upload Choose file G CSV - Characte	URL -1-IT-support	Manual Input t-Staff-2018-12-05.cs Values	v		
Select file: Select Replace existing table, and choose the table the file will	File Upload Choose file G CSV - Characte Add as new to	URL -1-IT-support r-Separated V able R	Manual Input t-Staff-2018-12-05.cs Values eplace existing table	v • O App		
Import Source: Select file: Select Replace existing table, and choose the table the file will replace. Table to replace or append to:	File Upload Choose file G CSV - Characte Add as new to Select —	URL -1-IT-support r-Separated V	Manual Input t-Staff-2018-12-05.cs Values eplace existing table	V V O App		
Import Source: Select file: Select Replace existing table, and choose the table the file will replace. Table to replace or append to:	File Upload Choose file G CSV - Characte Add as new to Select Select	URL -1-IT-support r-Separated V	Manual Input t-Staff-2018-12-05.cs Values eplace existing table	 App 		

Step 3: Import the new staff list back into TablePress.

Method 2:

If you are just changing a few names you can edit the table within WordPress. Make sure you are logged in, and then navigate to the Staff Directory page. You will see an *Edit* link beneath each table. This will take you to the table itself, where you can make the changes.

Edit	Click this link to edit the t within WordPress.	table
Evan	Garland	Manag
Josh	Barks	Distric
First Name	Last Name	Positio
Administrat	ion Staff	

This is most useful for adding/removing staff mid-year, or changing shorter tables—for example, one listing administration staff. Longer lists are much easier to view and change using Excel.

