

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?

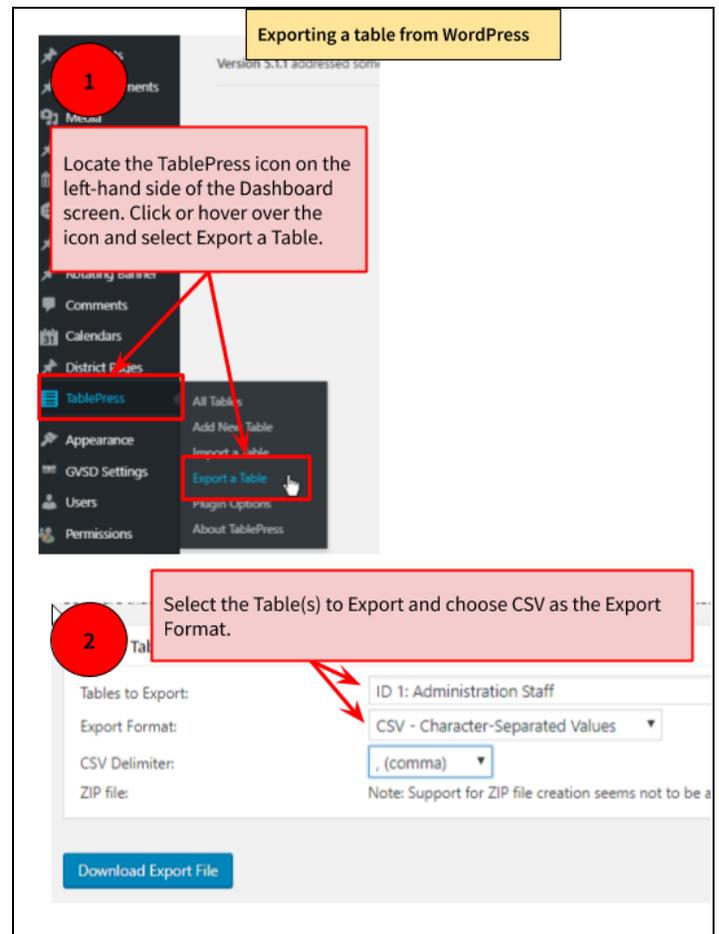
Typically there will need to be a major refresh of the staff directory with each new school year. Some schools use only one table to list their staff, whereas others use three or four to separate Administrators, Teachers, Support Staff, Counsellors, etc. There are two ways to modify these lists.

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.)



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

1 Click Import

2 Upload the file

3 Select Replace existing table, and choose the table the file will replace.

Import Source: File Upload URL Manual Input

Select file: Choose file 6-1-IT-support-Staff-2018-12-05.csv

CSV - Character-Separated Values

Add as new table Replace existing table Append rows

Table to replace or append to: — Select —
— Select —
ID 1: Administration Staff
ID 3: Support Staff

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.

Administration Staff

First Name	Last Name	Position
Josh	Barks	District
Evan	Garland	Manag
Linda		mini

Edit

Click this link to edit the table within WordPress.

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.