

Creating a new Staff Listing page

Following the instructions in the "Copying a block" tab, create a new **staff listing block**. Add all of the information to the new block and save your changes.

Next you need to create a new staff listing page. Choose the folder you are adding the new page to. Once the folder has been chosen, click on "Add Content", "Page", "Staff Listing Page". Give the new page a title, scroll down the page and click on the arrow to the left of "Staff Listing Information" then click on "Choose Block". Add the block you just created (if you just created the block it will be in "Recent", if isn't browse and navigate to the new block and choose it). Click on the three ellipses and click "Submit".

Content Metadata Configure Fullscreen Draft saved Close Preview Draft

Title **give the page a title**

Faculty

Include in Top Navigation
 Yes No

Include in Side Navigation
 Yes No

Basic with Staff Listing

Basic Page Content

Edit Format Insert Table View Tools

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⏵ Staff Listing Information

Display
 Yes No

Staff Listing Block

Choose Block add the new block you just created to the new page by clicking on "Choose Block" and finding the new block. (if not in "Recent" browse to the block and click on it.)

⏵ Footer Address