Faculty & Staff Directory

03/23/2018

Directory Page Layout Options

Your directory index page can list your faculty and staff members in multiple formats. Depending on your preferences, you can have a 2 column, 6 column, or a table listing of your faculty and staff members.

2-Column Directory Layout

This option displays the faculty and staff members in a 2-column format with their image, name, position, department, phone, and email to the right. Their name is a link to their individual profile page.

Example

6-Column Directory Layout

This option displays the faculty and staff members in a 6-column format with their image above their name, focus, phone, and email. Their image and name are a link to their individual profile page.

Example

Directory List

This option displays the faculty and staff members in a classic table format with their name, phone, email, and location. Their name is a link to their individual profile page.

Example

Profile Page Layout Options

The Faculty/Staff Directory in OU Campus has a number of different layout options to choose from for individual profile pages. Each one is suited to different amounts of content and each directory instance can be quickly configured to load the different layouts without changing each page.

For each profile, people can choose what information they want to show and what they don't within certain parameters. For example, when entering the person's details into the Multi Edit form, if you don’t want the information to show on the page (i.e. Office Hours), leave that field blank and it will not be shown on the page.

Digital Measures Integration

Faculty members on USU main websites can now choose to include information from their Digital Measures account as part of their faculty directory page by selecting the Overview or Universal layout options (below). Visitors to a faculty's profile page will be able to view the information the faculty member entered into Digital Measures for awards, publications, classes taught, and graduate students mentored. If they have an item marked as private (inside Digital Measures), it will not show on the profile page.

You can learn how to integrate Digital Measures with your directory. For more information or questions, please contact the IT Web Team.

Here is a live example of the Digital Measures integration for a faculty member in Plant Soils and Climate.

Profile Page Options

Your profile page options depend on a variety of factors, including (1) how you choose to organize your directory folder in OU Campus, and (2) whether or not you want to include Digital Measures for your faculty members. Layout decisions are not made on an individual basis, but on a site-by-site basis and will affect all faculty and staff members in a given directory. Take note of which options are best suited for your situation.

Classic

Live Example

This option is for units with faculty who will not be integrating with Digital Measures. It is ideal for sharing basic information about a faculty or staff member in a very straightforward way.

The "Classic" profile is the original layout and contains name, department, head shots, and a small bio. This
works well for people who don’t have a lot of information to display such as Emeritus or Grad students. This option is available today simply by creating a new directory section for your website.

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**Tabbed**

**Live Example**

This option is for units with faculty who will not be integrating with Digital Measures. It is ideal for sharing basic information along with specific information about a faculty or staff member’s areas of expertise and interests.

The "Tabbed" profile displays more information, such as contact info, location, links to personal website and CV, emphasis, expertise and a short biography section.

There is an editable region at the bottom of the page to allow for additional content such as galleries, tabs, etc. If you are interested in using this option, reach out to the USU IT Web Team (pad@usu.edu) for help in setting this up.

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**Overview**

**Live Example**

This option is for units with faculty who will be integrating with Digital Measures either immediately or in the future. It is ideal for sharing basic information along with additional information specific to faculty interests and expertise, and is ready to include information directly from a faculty member’s Digital Measures profile by simply adding their A#.

The "Overview" profile is similar to the “Tabbed”, with a couple of differences:

- Contact details are shown on the right hand side beneath the profile picture.
- Biography area is not shown, but the editable region is active. This gives the flexibility to use this layout for people who have little or a lot of information.

If you are interested in using this option, reach out to the USU IT Web Team (pad@usu.edu) for help in setting this up.

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**Universal**

**Live Example**

This option is for units that have (1) their faculty and staff in the same directory and (2) want to have faculty members integrate their profile page with Digital Measures. Those who do not add their A# to the multi-edit field (i.e. Staff without Digital Measures profiles) in their profile page will have all information in their multi-edit fields pulled into their profile. Faculty members who input their #A will have their multi-edit field information (except contact information, position, department and name) superceded by their information in Digital Measures.

NOTE: The other Faculty/Staff Directory layout options do not have this flexibility.