

Name	Role	Email
Acorn, E.	Teacher	eacon@sjpd.net
Birk, S.	Teacher	sbirk@sjpd.net
Brown, C.	Teacher	cbrown@sjpd.net
Carey, D.	Teacher	dcarey@sjpd.net
Chrabeccc, K.	Teacher	kchrabeccc@sjpd.net
Dempster, S.	Teacher	sdempster@sjpd.net
FisherSmith, C.	Teacher	cfisher@sjpd.net

Every school website now features a Staff Directory site under the About Us header.

As per the direction of the School Division, this list is only to display Professional Staff members. (Classroom Teachers, Resource Teachers, Guidance Counsellors, Coordinators, Principals and Vice Principals... in short, only MTS staff should appear in this list. No MANTE or CUPE staff should appear in your directory.)

Schools are responsible for regularly checking this list to ensure its accuracy.

Curious secretary asks:

A staff member's name is spelled incorrectly. ...or...

A staff member's role is missing or is incorrect. ...or...

A staff member's email address is missing or is incorrect. How do I correct it?

In any of these instances, you will need contact Kerry Fraser in the IT Department to have the user's directory record updated.

Curious secretary asks:

There are a few EA's on my list. They do work at my school but they aren't supposed to appear on the list? How do I remove them?

MANTE and CUPE staff are associated with schools in our user directory in the same way as MTS staff. They do not appear on your website staff directory only because we manually hid them from your site's directory prior to making the directories live on your sites. If a MANTE or CUPE staff member appears on your site, please refer to the section of this document titled "Hide/Show Staff from the Staff Directory."

Curious secretary asks:

Someone is missing from our list! / Someone is on our list who doesn't belong. How do I correct it?

A staff member missing from your list, or a staff member on your list who no longer works at your school, is often indicative of a user's account in the Division's directory that has not been updated. In these cases, you will need contact Kerry Fraser in the IT Department to have the user's record updated. The update will typically ensure the user appears in your list or is removed from the list.

Curious secretary asks:

Can we show MANTE or CUPE staff in our Directory if they are fine with it?

No. Only MTS staff are to appear in the Staff Directory.

Curious secretary asks:

Can we hide teacher names if they don't want to be displayed on the website?

No. All MTS staff are to appear on the website directory. Staff who wish to have their name removed from the online directory are to make such requests in writing to Carrol Harvey, Manager of Human Resources.

Curious secretary asks:

Can we change the order of names? We'd like to have the Principal and Vice Principal appear at the top of the list.

Sorry... The Staff Directory SharePoint app is coded to only display names alphabetically.

Show/Hide Staff from the Staff Directory

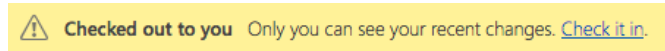
First, remember to log into your website to edit the Staff Directory.

Navigate to your Staff Directory page...

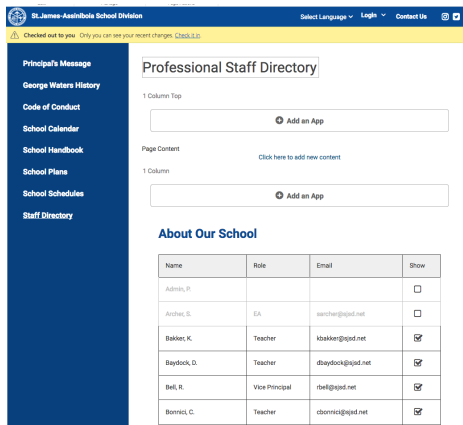


At the top of the page, click on the Edit button.

(Note: This Edit button is different that the Edit button you use to edit content on a site. This Edit button is often referred to as the "super edit" button in that it allows you to edit the physical layout of the site. This is the one and only time you will need to ever use the super-edit button.)

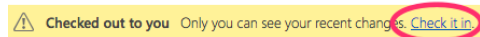


Once you have clicked on the "super" Edit button, the Staff Directory page will be checked out to you for editing. This will also require you to check the page back in and then publish the page for your changes to take effect. More on that later...

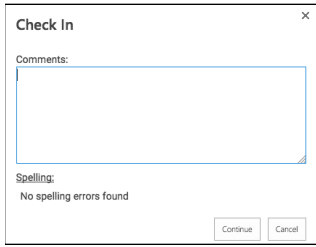


You'll notice that many names are already unchecked, or hidden. To hide, or unhide, a name, simply toggle the checkbox in the "Show" column.

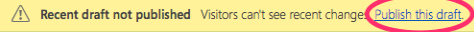
(Go slow... the page needs to reload after each checkbox you toggle)



Once you have completed making any changes, (and even if you changed nothing) you must click on the "Check it in" link in the yellow banner at the top of the page.



No comments are needed in the Check In window... Click Continue.



And finally, click on the "Publish this draft" link in the yellow banner at the top of the page.