Drupal How-To: Profiles

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1. About Profiles
Profiles can be created for faculty, staff, students and alumni.

- Information from faculty and staff profiles is used to automatically populate the searchable online directory.
  - Student and alumni profiles do not appear in the directory.
- Each person, regardless of type, should have one* profile that lists all their titles, contact information, biographical information, etc. and connects them to all programs, offices and other units with which they are associated.

*Exceptions may be made for faculty and/or staff who also need to be profiled as a current student or alumni of the GC. Please submit a request via our Web Request Form to receive assistance in these special circumstances.

2. Editing Existing Profiles
You will only be able to edit Profiles that have been added to the Group(s) you have been assigned to.

There are three ways to access the edit screen for a Profile:

1. While logged in, go to www.gc.cuny.edu in your browser and navigate to the profile you’d like to edit, then click the Edit button in the lower right corner of the screen.

2. Within the Drupal dashboard, find the Profile within its associated Group
a. Click the **Groups** button in the lower right corner of the screen immediately after logging in **OR** click on your **username** on the top bar, then “View Profile”, and then the **Groups** button.

b. Find the associated Related Content Group and click.

c. Find the Profile in the content list and select “Edit Node” in the drop down menu in the Operations column on the far right side of the screen.

i. Note that you can also click the name of the Profile to view it, then click the **Edit** button in the lower right corner of the screen.

3. Within the Drupal dashboard, click the **Content** tab, then search for the last name on the Profile you want to edit.

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### 3. Creating New Profiles

You will only be able to create Profiles within the Group(s) you have been assigned to.

1. Navigate to the appropriate Related Content Group and click **View content**. *(see above)*

2. Click the **Add new content** button in the upper left, and select **Profile**.

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### 4. Navigating the Profile Editor

The template for Profiles includes a number of custom fields that are displayed consistently across ALL profiles, and allows you to create associations with programs, offices, and topics through a variety of tags and categories. *(see appendix for screenshot)*

Like all other content templates, it will automatically generate the global GC header and footer (including global menus).

- **First and Last Name**
  - Listings and components use the Last Name field for alphabetical sorting
• **Settings** *(click to expand the field group and access the individual fields)*
This field group provides options for classifying/categorizing the profile, allowing it to appear automatically in filtered lists and on-page components. *(see appendix for screenshot)*

  - **Core Faculty** – select if appropriate *(does not display)*
  - **Profile Type** – select Alumni, Emeritus Faculty, Faculty, Staff, and/or Student
    - Student and alumni types should not be combined with faculty and staff types, as the directory will not display any profile marked as student or alumni.
    - Faculty should be marked as Faculty or Emeritus Faculty, not both
  - **Topics** – primarily used for creating subsets of faculty within a program (research areas, concentrations, etc.) or staff members within an office. Begin typing the name of the department and the field will autocomplete with available matching terms. You can access the list of available tags for this field by navigating to Structure > Taxonomy > People Topic in the Drupal menu bar. Click the “Add another item” button to include multiple tags.
    - The “People Topic” taxonomy list is very long and many units have a large number of associated tags. We recommend opening this list in a separate tab and copying/pasting the desired term(s) into this field for precise matching.
  - **Search Keywords** – enter any keywords or phrases that should be associated with the profile to aid in site and web searches. *(Note that keywords do not display.)*

• **Personal Information** *(click to expand the field group and access the individual fields)*
This field group contains a variety of standardized fields to enter details such as contact information, educational history, research areas, etc. *(see appendix for screenshot)*

  - **Pronouns** – Use “ / “ to separate individual pronouns, ie. “She / Her / Hers”, “He / Him”, “She / They / Them”, etc
  - **Photo** – Select an image in the media library to use as a headshot. Defaults to a standard placeholder.
  - **Titles** – consists of two subfields, “Job Title” (freeform text) and “Department/Program” (select from existing departments/programs – begin typing the name of the department/program and the field will autocomplete with available matching terms)
    - Each title can only be associated with one department. If a person has more than one title or appointment, click “Add Title” to create additional fieldsets (unlimited).
  - **Research Interests** – freeform text field. Enter one item/phrase per field and use the “Add another item” button to create additional fields (unlimited)
  - **CV** – select a PDF or Word doc from the media library
  - **Phone numbers** (max 2) - The template will automatically format the phone number as “+1 555-555-5555” regardless of how it is entered.
  - **Email** *(required)*
• **Websites** (max 3) – Consists of two fields, “URL” and “Link Text”. Use for personal websites, secondary profiles, or services like Google Scholar, Research Gate, etc.

• **Location** – office/room number. Indicate clearly if listing a non-GC room (for example, at an affiliated CUNY school)

• **Campuses** – enter any affiliated CUNY schools. Begin typing the name of the school and the field will autocomplete with available matching terms.

• **Social Media Link** – generates a clickable icon for common social networks. Consists of three fields: URL, Link text, and Icon.
  - Use the name of the social network for the link text (ie. Facebook, Twitter).
  - In the icon field, begin typing the name of the network and the field will display available matching logo icons. We use the “square” version of all icons.
  - Click “Add Icon Link” to create additional fields (unlimited)

• **Office Hours** – a freeform text field with basic formatting options.

• **Biography Summary** – a subtitle, summary or brief description of the person. This is an optional freeform content area with basic formatting options available.

• **Full Biography** – a freeform WYSIWYG *(rich/formatted text content which can include inline images, tables, lists, links, etc.) for any additional biography information. Common sections/headers may include:
  - Awards and Grants
  - Professional Affiliations
  - Courses Taught
  - Publications

• **Books** – create a dynamic listing of all books that list the person as an author, or that match other tags selected. (This is the same “Book Listing” component that is available on general pages and landing pages.) *(see appendix for screenshot)*
  - **Heading** – a text field for a section title (usually “Recent Books”, “Published Books”, or something similar)
  - For the following fields, begin typing the name/term you would like to select and the field will auto-complete with available matching terms:
    - **Author** – the name of the person profiled (recommended use)
    - **Topic** – a term from the “Book Topic” tag list. You can access the list of available tags for this field by navigating to Structure > Taxonomy > Book Topic in the Drupal menu bar.
  - **Department/Program**
5. Saving/Publishing

When you have finished editing your profile, click the **Save** button at the bottom of the page.

- If you are creating a **new** profile, the save state will be set to **Draft** by default. You can leave the profile as a draft if you would like to continue to make changes, or change the state to **Published** if you would like to make the profile live.
- If you are editing an **existing** profile, the save state will likely already be set to **Published**, so you will only need to click **Save** to apply your changes to the live profile.
- Note that your role may not grant you the right to publish new or edited profiles and may require that your changes undergo review. If this is the case, you will need to change the save state to **Needs Review** and then click **Save**. A user with publisher rights will then be able to review your changes within Drupal without affecting the live display of the profile.
- Note that published changes take effect immediately.
Appendix: Screenshots

Profile Example
Profile Template Editor
Profile Template Editor – Settings expanded

**SETTINGS**

- Core Faculty
- **Profile Type**
  - Alumni
  - Emeritus Faculty
  - Faculty
  - Staff
  - Student

**TOPICS**

- Drupal Training (882)

Start typing the label of a topic to select it. See a full list of available topics under Structure > Taxonomy > People Topics

**Add another item**

**Search Keywords**
Please select or upload an image with dimensions of 480px by 390px.
If uploading a new image, the file should be named as "firstname.lastname-widthxheight", e.g. "jane-smith-480x390".
The maximum number of media items have been selected.

**TITLES**

**Title**: Associate Professor

**Title**: Assistant Director

**Title**: Professor

**RESEARCH INTERESTS**

**Research interest 1**

**Research interest 2**

**Research interest 3**

Add another item
### Profile Template Editor – Personal Information expanded (2 of 3)

#### EDUCATION
- **Ph.D., Chicago, 1999**

Proper formatting for education: Ph.D., doctoral; M.A., masters; D.M.A.
Use an apostrophe in bachelor's degree, a master's, etc., but there is no possessive in Bachelor of Arts, Master of Science, or associate degree.
If including degree subject: Ph.D. in English, University of Connecticut.
If not including degree subject: Ph.D., University of Connecticut.

#### CV
- **Doug-Whalen-CV**

CV document files should be named as "firstname.lastname-CV", e.g. "carle-shedd-CV".
The maximum number of media items has been selected.

#### PHONE NUMBERS
- **2128377000**

Phone numbers will be formatted automatically as "+1 555-555-5555" if you have an extension.

#### Email
- `webredesign@gc.cuny.edu`

#### WEBSITES
- **URL**
  
  https://training.gc.cuny.edu/

  Start typing the title of a piece of content to select it. You can also enter an internal path such as /node/add or an external URL such as http://example.com. Enter `<front>` to link to the front page. Enter `<nolink>` to display link text only. Enter `<button>` to display keyboard-accessible link text only.

- **Link text**
  
  websites (when applicable)
Profile Template Editor – Personal Information expanded (3 of 3)

Location
Locations are here
Room number at the GC or an affiliated CUNY campus.
If entering a GC location, enter as "Room ###" or "Suite ###".
If entering a non-GC location, include the affiliated campus and any other important information (building name, etc.), eg. "Room 533, Primary Building, Brooklyn College"

Campuses
- Lehman College (102)

Add another item

Social Media

Icon Link
- Link: https://www.instagram.com/

Add Icon Link

Office Hours
Office hours are shown here

For consistency, format office hours by entering line 1, weekdays. line 2, hours. Write days fully (ie. Monday, not M or Mon) and times must follow the style guide (eg. 11 a.m.–3 p.m. for times on the hour or 9:30 a.m.–11:30 a.m. for times on the half hour; lowercase w/ periods a.m./p.m.).
Profile Template Editor – Books expanded

BOOK LISTING

Heading *
Published Books

Author
"Profile, Training (28569)"

Topic

Department
Saving new content