There are two new content types: Faculty Groups, and Faculty Members.

Faculty Groups

You will want to add these first, as they are the groupings into which you will be placing your Faculty Members (i.e. grades).
  Recommended fields to use:
  - **Group Name** - The only critical field is the "Group Name"
  - **Weight** - This allows you to set the sort order of the groups (smaller number is higher, negative numbers are ok).

Faulty Members

Add these after adding Faculty Groups, so that you'll have a group to put each Faculty Member into.
  Recommended fields to use:
  - **Name**
  - **Position**
  - **Email**
  - **Website** - This is a teacher's own website if they have one (note the website title is the link, and the website url is the address).
  - **Faculty/Staff Group** - Just start typing the name of the group, and it will auto-suggest groups for you in a list. (If you don't add a group, they will show up at the top of the page.)
  - **Photo** - Upload the photo here and it will be automatically sized for you.
  - **Weight** - This allows you to set the sort order for the Members within a group (smaller number is higher, negative numbers are ok).
  - Many of the schools are choosing not to list phone numbers. If you don't want to list them, let me know and I'll remove the entire column.

After your Faculty page is available at either of two URLs (substitute your schoolname)
  - http://eastmeadows.nebo.edu/faculty/grid
  - http://eastmeadows.nebo.edu/faculty/directory

There is a default menu item that links to the grid view, for existing sites not yet using the Faculty Manager, I've disabled this menu item, so you will want to enable it when you are ready.

  Administration > Site Building > Menus -> Primary Links