

Drupal - Basic: Edit Biographies in Drupal

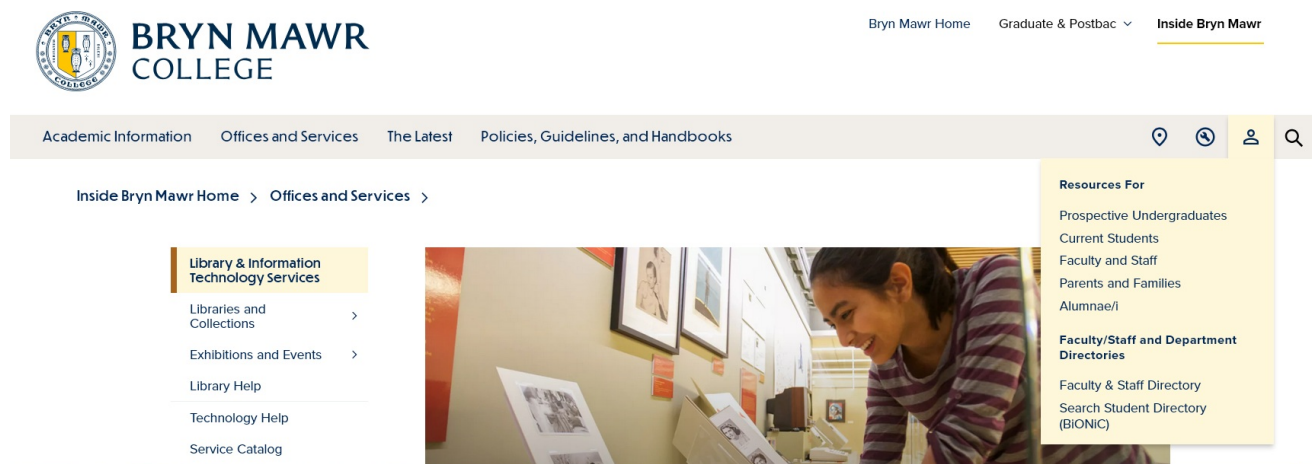
Last Modified on 04/30/2025 3:22 pm EDT

A Biography in Drupal is created in what is known as a Directory content type.

The **Faculty and Staff Directory** provides a searchable index of Bryn Mawr employees associated with their respective department(s) or office(s).

This Directory list is what used to be the Find Directory.

You can find this central listing page by going to <https://www.brynmawr.edu/inside/people> or by switching to *Inside Bryn Mawr* on the top right and then hovering over the person icon and selecting *Faculty and Staff Directory*.



This is the site-wide Faculty and Staff Directory page where you can search for a person by name or department.

TYPE	DEPARTMENT/SUBDEPARTMENT	SEARCH
<input type="text" value="- Any -"/>	<input type="text" value="- Any -"/>	<input type="text" value=""/> <input type="button" value="Clear"/>

Each listing combines basic information about an employee from Bionic (preferred name, title, phone, email, office, etc) with optional information each employee can add in their Biography (photo, office hours, CV, degrees, research interests, etc). You can also add a People List Flexible Content item to individual pages. [Please read more about People List Flexible Content items here.](#)

The *Faculty and Staff Directory* lists each person and each individual's name links to their detailed Biography page. Click on an individual's name in the list to view their full Biography Detail Page.

Updates/Corrections to Bionic data in a Directory:

Note: Data that comes from Bionic may only be updated in Bionic by HR or the Provost's Office. If you need to change data here, email help@brynmawr.edu with the username of the person whose data needs to be corrected, and details about the correction (e.g. accent mark displays incorrectly, title should be updated to Professor, phone number should be updated to x5555).

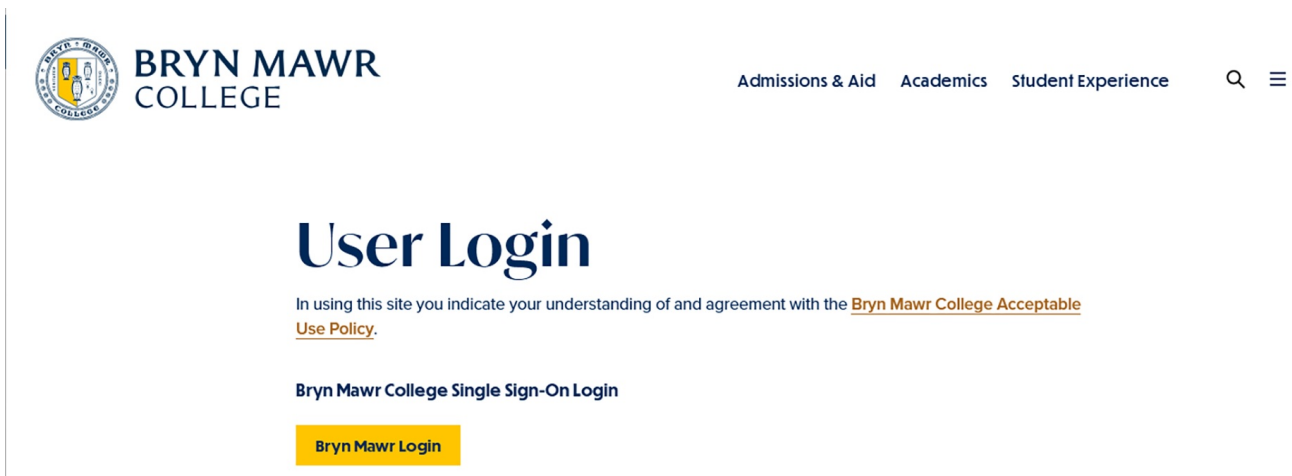
Edit other faculty/staff Biography (Directory)

NOTE: *Biographies are only assigned to the individual Drupal user whose biography it is.*

If another member of your department has asked you to edit their biography for them, please have them contact Communications communications@brynmawr.edu or help@brynmawr.edu to request that edit.

Edit your own Biography (Directory):

Log in from <https://www.brynmawr.edu/user>



Press the "Bryn Mawr Login" button

Enter your college credentials and *expect dual authentication*.

If you don't have a Drupal account you will not be able to log in to Drupal and will need to request a Drupal

account.

Once logged in, if you need to edit your own biography, you will be able to access it via the website's faculty/staff listing at <https://www.brynmawr.edu/inside/people>.

Search for your name using the filters at the top of the page.

TYPE

- Any -

DEPARTMENT/SUBDEPARTMENT

- Any -

SEARCH

kald

Q

Clear

1 RESULTS

Andrea Kaldrovics >

Front-end Web Developer

Department

[Library & Information Technology Services \(LITS\)](#)

Contact

 akaldrovic@brynmawr.edu

 610-526-7426

 Canaday 316



Click on the name and you will be taken to your detailed Biography Page. Once there, you should be able to click the Edit button at the bottom of your screen if you wish to change or add anything in the *User-Contributed* area of your Biography.

Irea Kaldrovics

d Web Developer

View

Edit

If you have a Drupal account but don't see the edit button, you would need to email help@brynmawr.edu so we can make you the author of your Biography, which then grants you edit permissions.

If you need a Drupal account in order to edit your biography, please contact Communications communications@brynmawr.edu or help@brynmawr.edu.

In the edit screen

The first tab is the PeopleSoft tab, which contains Bionic data you cannot edit.

All of the fields will be greyed out.

[Home](#) » » [Andrea Kaldrovics](#)

Peoplesoft *

User Editable

Display Name *

Andrea Kaldrovics

PeopleSoft Id

Username

akaldrovic

Email

akaldrovic@brynmawr.edu

Last Name

Kaldrovics

Updates/Corrections to Bionic data in a biography:

Note: Data that comes from Bionic may only be updated in Bionic by HR or the Provost's Office. If you need to change data here, email help@brynmawr.edu with the username of the person whose data needs to be corrected, and details about the correction (e.g. accent mark displays incorrectly, title should be updated to Professor, phone number should be updated to x5555).

The second tab is the User-Contributed tab. This is the default tab that is open. Use this area to add or update your photo and other information.

Andrea Kaldrovics ☆

[View](#)[Edit](#)[Delete](#)[Revisions](#)

[Home](#) » » [Andrea Kaldrovics](#)

Peoplesoft *

User Editable *

Photo

 [akaldrovic.jpg](#)

Remove

Title Note

title note field

Education

B

I



I_x

話 ▾



Source



education field

Photo

You can upload a new photo or change the one you are using by removing it and uploading a new one.

Photo

 [akaldrovic.jpg](#)

Remove

Title Note

You can add a Title Note. This would go below the title that comes in through Bionic

Title Note

title note field

Andrea Kaldrovics









Front-end Web Developer

title note field

Education

You can add information about your Education in a limited WYSIWYG field. This allows for bold, italic and link text as well as bulleted and numbered lists.

Education

B *I* x^2 x_2        Source 

education field|

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus ornare metus at facilisis varius. Donec eget nisi nisl. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Vestibulum auctor tempor nibh, eget tincidunt lacus iaculis eu. Quisque ac tellus in ante pretium tincidunt eu eu orci. Donec pretium nisi sit amet viverra tempus.

body p

Areas of Focus

There is another limited WYSIWYG field to add Areas of Focus that is limited to 500 characters.

The *Areas of Focus Label* has a few label choices, in case "Areas of Focus" seems to not quite describe what it is you are highlighting.

Areas of Focus Label

- None -

- None -

Additional Roles

Ask Me About

More Information

My Groups

My Regions

Research Interests

Subject Matter Expertise










Areas of Focus Label

- None -

Please select what label you would like to use for the field *Areas of Focus* when it is displayed on the Directory detail page or a People List listing display.

NOTE: If nothing is selected, the label will be "Areas of Focus".

Areas of Focus

B **I** x^2 x_2         Source 

areas of focus field

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus ornare metus at facilisis varius. Donec eget nisi nisl. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos.

body p span

Content limited to 500 characters.

Office Hours

The next field is a place to list office hours. This is a Flexible Content Item and so you can add more than one (i.e., for different office locations). If you add more than one you can reorder them with the drag-n-drop. The Custom Message field is a basic WYSIWYG and only affords you the ability to bold, italic and link text.

Office Hours

No Paragraph added yet.

Add Office Hours

Once you click the Add Office Hours button, you will have an edit screen for it.

OFFICE HOURS

Office Hours

Remove

Office Hours *

office hours area

Custom Message

B **I** |      Source 

custom office hours

drop in if you'd like. if you are lucky, I may answer the door

body p

Add Office Hours

CV Upload

The next field is the CV upload field. It is grayed out as all CVs need to adhere to accessibility guidelines and must be approved by either the Provost's or Communications Office.

In order to include your CV in your Biography in Drupal, you will need the assistance of the Provost.

Note: Faculty members who wish to post their CV to the website are asked to email Tina Bockius, Faculty Administrative Coordinator, at cbockius@brynmawr.edu.

Staff and other CV requests should be sent to communications@brynmawr.edu.

CV

Browse... No file selected.

Note: Faculty members who wish to post their CV to the website are asked to email Christina Manze, Faculty Administrative Associate, at cmanze@brynmawr.edu.

Staff and other CV requests should be sent to communications@brynmawr.edu.

One file only.
256 MB limit.
Allowed types: pdf.

Website field

There is a URL and link text field so that you can have a link listed under your contact information

WEBSITE

URL

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

This is what it looks like on the page


Contact

 akaldrovic@brynmawr.edu

 [610-526-7426](tel:610-526-7426)

 [front page of website](#)

 Canada 316

 **Office Hours**
office hours area

custom office hours

drop in if you'd like. if
you are lucky, I may
answer the door

Department/Subdepartment

[Library & Information Technology Services \(LITS\)](#): Enterprise Data,
Systems and Interfaces

Education

education field

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus ornare metus at facilisis varius. Donec eget nisi nisl. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Vestibulum auctor tempor nibh, eget tincidunt lacus iaculis eu. Quisque ac tellus in ante pretium tincidunt eu eu orci. Donec pretium nisi sit amet viverra tempus.

Areas of Focus

areas of focus field











Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus









Detailed Biography

The next field is an Advanced WYSIWYG that allows you to have text, photos, videos, tables, blockquotes, links (with special button styles or without), etc. [You can read more about how to add all the things in this WYSIWYG in this Knowledgebase article.](#)

Detailed Biography

Normal text ▾

B *I* x^2 x_2 Ω          

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus ornare metus at facilisis varius. Donec eget nisi nisl. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Vestibulum auctor tempor nibh, eget tincidunt lacus iaculis eu.

Quisque ac tellus

in ante pretium

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus ornare metus at facilisis varius. Donec eget nisi nisl. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Vestibulum auctor tempor nibh, eget tincidunt lacus iaculis eu. Quisque ac tellus in ante pretium tincidunt eu eu orci. Donec pretium nisi sit amet viverra tempus.

Social Media Callout

Finally, there is another Flexible Content Item that is the Social Media Callout. [Read more about how to create Social Callout Flexible Content Items here.](#) This is a place where you can list ways for people to follow you in various social media channels. You are able to add more than one Social Media link to the Social Media Callout.

Click the Add Social Media Callout Button to open the edit screen.

Social Media Callout

No Paragraph added yet.

Add Social Media: Callout

An additional option to spice up your page is to add a Chiffon colored background to the social media callout that will appear on your page. (See red box below)

Social Media: Callout Remove

Heading *
social media call out

Heading Level *
H2 ▾

☐ Background Color Option
 The optional Chiffon Background Color will be applied to the Social Media Callout if checked. Unchecked will default to a White background.

Show row weights

SOCIAL MEDIA CHANNELS

Social Media: Callout ... Collapse ⋮

Service *
Facebook ▾

+

URL *

https://facebook.com

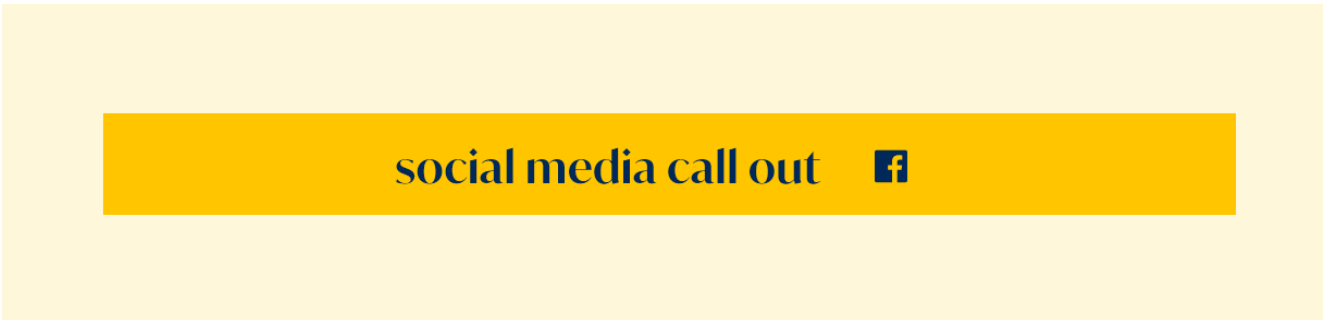
- You should enter the full URL for the profile into this field rather than just the handle.
- This must be an external URL such as *https://example.com*.

Add Social Media: Callout Link

Here is what it looks like on the page. It always comes in at the end of the Detailed Biography, right above the footer of the page. There is no ability to move it.



Here is what it looks like with the chiffon background.



Click "save" at the bottom when you are done to save your changes.

Still need Drupal help? Have more Drupal questions?

If after reading this article or watching the training videos you still have questions, we can help!

Sign-up for any of our [Drupal Drop-ins](#) throughout the year.

[Schedule a Drupal training session](#) for you or your whole department with our Drupal Trainer.

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

Phone: 610-526-7440 | [Library and Help Desk hours](#)

Email: help@brynmawr.edu | [Service catalog](#)

Location: Canaday Library 1st floor
