

Wordpress for EdTA

Editing your wordpress site

You have 4 sections to complete for your submission; Two are in table form ('what I have learned', 'what I have done'); one is to make attachments (letters of support); one is for your professional values blog

For the professional values blog section

This will be split by you into the number of blog posts that make sense for your submission. Remember to take care of your wordcount. Details of number of blogs and wordcount are written for you – click on the down arrow beside your category – underneath the picture – on the black strapline, click on 'Professional Values Blog'.

You arrive at your editable blog section when you enter your wordpress site.

We've set up 2 blog posts for you to simply edit as a starting point. Click on the edit pencil icon just under the title to start editing. Click on the blue update button once you've changed what you want to change and then click on 'view page' at the top to have a look. You can change the order of blog posts as a tidy up later.

To add a new blog post, look at the top for the + New – hover on this and click on Post (you are adding a new blog post). This will always add in at the top of your blogs, so will be the first viewed by you, your mentor or the assessor. You will be able to change the order later if you want to. Change the title, add your content, click blue button on right 'publish'. This means your mentor can see it. View page. Click on the edit pencil icon to edit as before. You now have the 'update' blue button as this post is not new any longer !

For the ones in table form ('What I have learned?', 'What I have done ?') :

Click on the section you want (click on the down arrow beside your category - underneath the picture on the black strapline).

Once you are in the section you want to edit, there's two ways for you to edit this page: EITHER at the top line of your screen – white writing on black background where it has a pencil and edit page – click on that OR scroll to the bottom of the page and click on the pencil EDIT.

Now you are in the 'edit' page screen.

Scroll down to the box you want to fill, click your cursor inside the box and start writing. Once you've finished, look at the right hand side of the edit page section for the blue button 'update' – this is the save button. You shouldn't really need to do anything more. Go to the top of your screen and click on 'view page' and have a look at the result. Repeat as needed.

For the 'letters of support'

Click on the section you want (click on the down arrow beside your category - underneath the picture on the black strapline).

Click on the edit pencil icon.

Delete the explanation of what you need (or do this once you are ready)

Click on 'Add Media' (button just above the formatting bar).

Click on Upload Files

Choose the file that you want from your computer.

Click on the blue 'insert into page'.

Click on blue 'update' button.