

HLTA Community SW

website management instructions

VERSION: 1.0

23 June 2016

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www.periscope.co.uk :: 01202 568585 :: c.hepburn@periscope.co.uk

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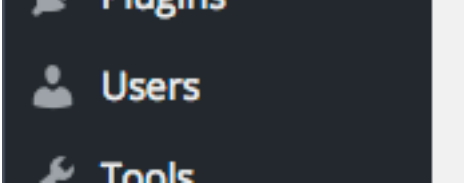
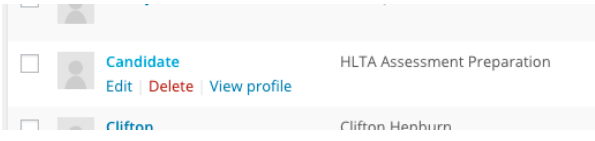
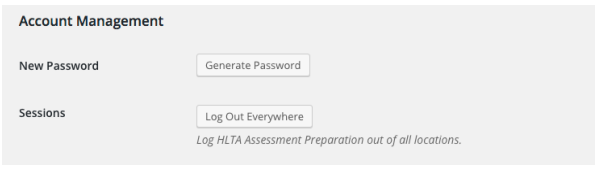
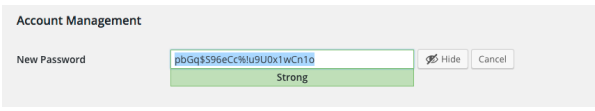
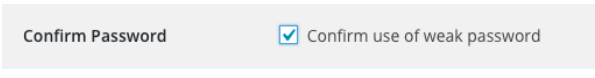
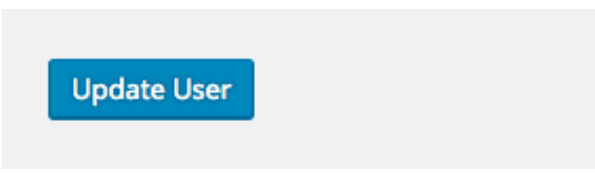
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If there is anything you wish to update which does not appear in this document **please** contact Clifton on 01202 568585 - we will assist and update this document for the future.

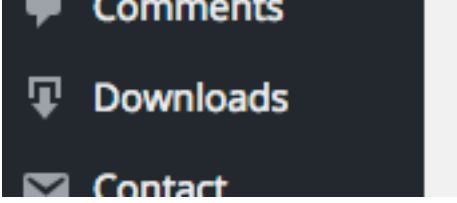


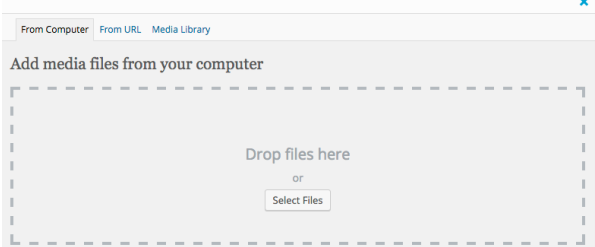
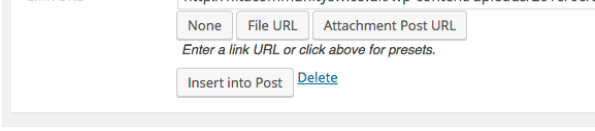
01. LOGIN TO HLTA COMMUNITY SW

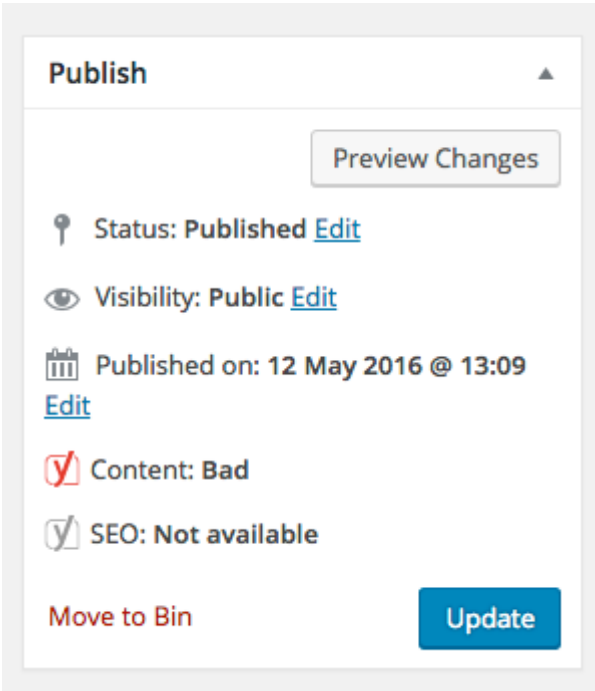
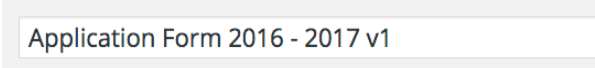
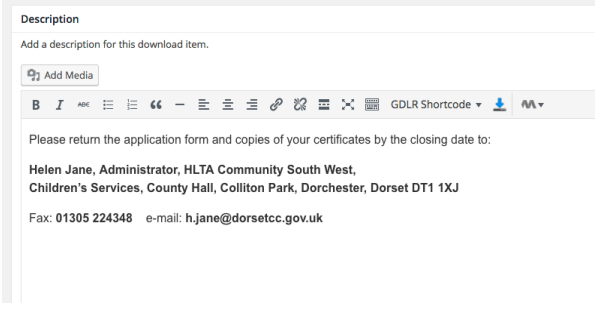
http://hltacommunitysw.co.uk/wp-admin/	a.	
Username	b.	helenjane
Password	c.	eqHwfC*v90p

02. UP DATE CANDIDATE PASSWORDS

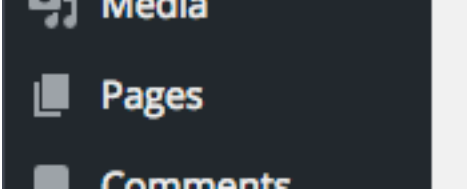
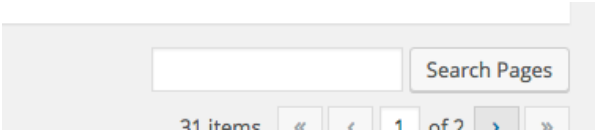
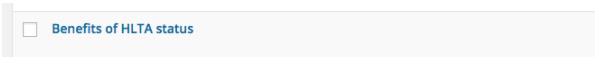
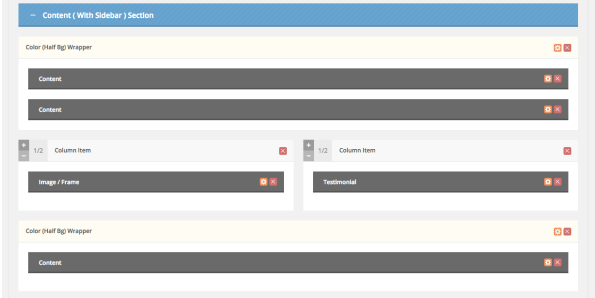

Click Users	a.	
		[Left Navigation Panel]
Click Candidate	b.	
		[Main Content Area]
Click Generate Password	c.	
		[Main Content Area - Below]
Enter new password Replace system generated password	d.	
		[Reveals - A System Generated Password]
Click Confirm use of weak password	e.	
		[Below above panel]
Click Update User Saves change	f.	
		[Main Content Area - Bottom]

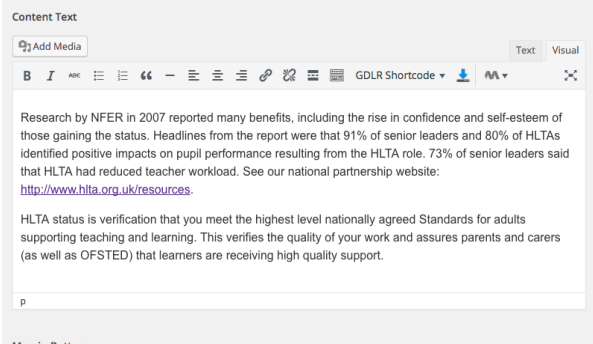
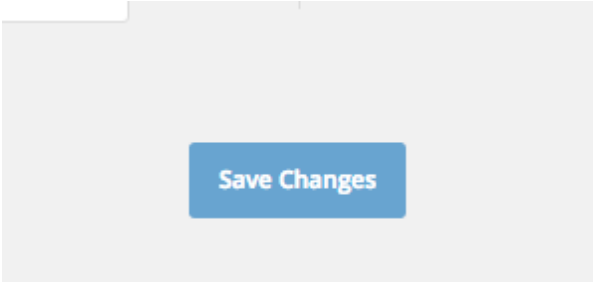
03. UP DATE DOWNLOADABLE DOCUMENT

<p>Click Downloads</p>	<p>a.</p>	
		<p>[Left Navigation Panel]</p>
<p>Click Application Form 2016 - 2017 v1 or any 'Title' you wish to change</p>	<p>b.</p>	
		<p>[Main Content Area]</p>
<p>Click Selected File</p>	<p>c.</p>	
		<p>[Main Content Area - Below]</p>
<p>Drag & Drop your file onto Drop files here or Select Files in the traditional way</p>	<p>d.</p>	
		<p>[Reveals - New Window]</p>
<p>Click Insert into Post</p>	<p>e.</p>	
		<p>[Window Below]</p>

<p>Click Update f. Saves change</p>	
	<p>[Main Content Area - Right Top]</p>
<p>ADDITIONAL</p>	
<p>Enter new document title</p>	
	<p>[Main Content Area - Top]</p>
<p>Enter new document description</p>	
	<p>[Main Content Area - Below]</p>
<p>DON'T FORGET</p>	<p>Click Update to save</p>
	<p>[Main Content Area - Right Top]</p>

04. UP DATE PAGE TEXT

<p>Click Pages</p>	<p>a.</p>	
		<p>[Left Navigation Panel]</p>
<p>Click Search Pages after entering page title or find in list</p>	<p>b.</p>	
		<p>[Main Content Area - Right Top]</p>
<p>Click Page Title</p>	<p>c.</p>	
		<p>[Main Content Area]</p>
<p>View the different chunks of the page Content (With Sidebar) Section</p>	<p>d.</p>	
		<p>[Main Content Area - Below]</p>
<p>Click Content 'orange cog icon'</p>	<p>e.</p>	
		<p>[Each chunk has a section]</p>

<p>TRY NOT CLICK X if you do by mistake just make sure you DON'T click Update</p>		<p>Click 'Pages' in the left menu. This way the page will not be saved with the deleted content block.</p>
<p>Enter new text f.</p>		 <p>The screenshot shows a 'Content Text' editor window. At the top, there's a toolbar with icons for adding media, bold (B), italic (I), text color (ABC), bulleted list, numbered list, indent, outdent, link, unlink, table, and a 'GDLR Shortcode' dropdown. Below the toolbar, there's a text area containing the following text: 'Research by NFER in 2007 reported many benefits, including the rise in confidence and self-esteem of those gaining the status. Headlines from the report were that 91% of senior leaders and 80% of HLTAs identified positive impacts on pupil performance resulting from the HLTA role. 73% of senior leaders said that HLTA had reduced teacher workload. See our national partnership website: http://www.hlta.org.uk/resources. HLTA status is verification that you meet the highest level nationally agreed Standards for adults supporting teaching and learning. This verifies the quality of your work and assures parents and carers (as well as OFSTED) that learners are receiving high quality support.'</p>
		<p>[Opens Window - Below]</p>
<p>Click Save Changes g.</p>		 <p>The screenshot shows a large, light gray rectangular area with a blue button in the center. The button has the text 'Save Changes' written on it in white.</p>
		<p>[Opens Window - Below]</p>


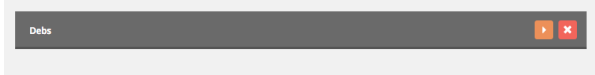
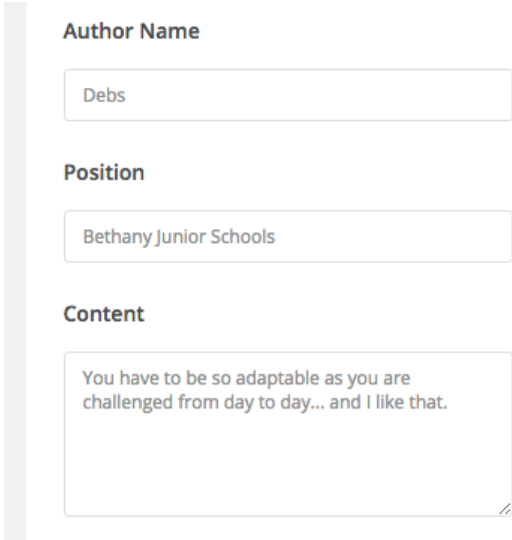
Click **Update** h.
Saves change

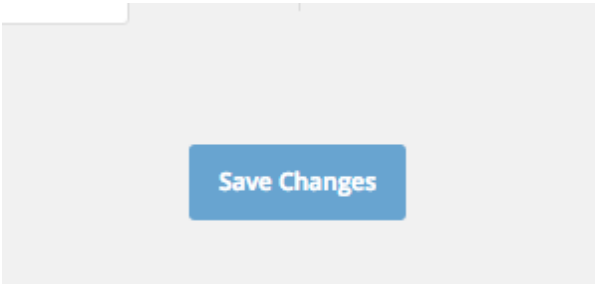
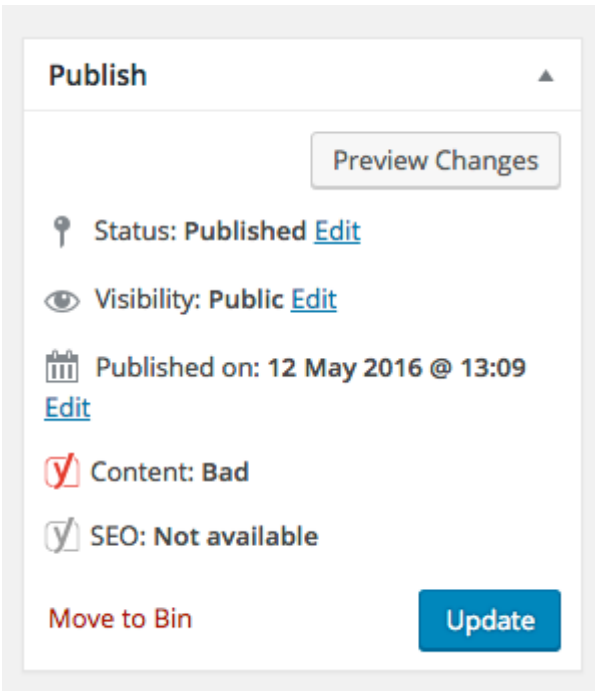
The screenshot shows a 'Publish' modal window with the following elements:

- Header:** 'Publish' with a close icon (triangle) on the right.
- Buttons:** A 'Preview Changes' button at the top right.
- Status:** A key icon followed by 'Status: Published' and an 'Edit' link.
- Visibility:** An eye icon followed by 'Visibility: Public' and an 'Edit' link.
- Published on:** A calendar icon followed by 'Published on: 12 May 2016 @ 13:09' and an 'Edit' link.
- Content:** A red checkmark icon followed by 'Content: Bad'.
- SEO:** A checkmark icon followed by 'SEO: Not available'.
- Footer:** A 'Move to Bin' link on the left and a blue 'Update' button on the right.


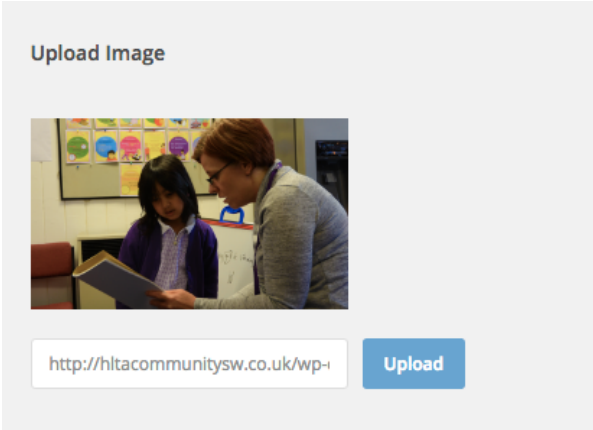
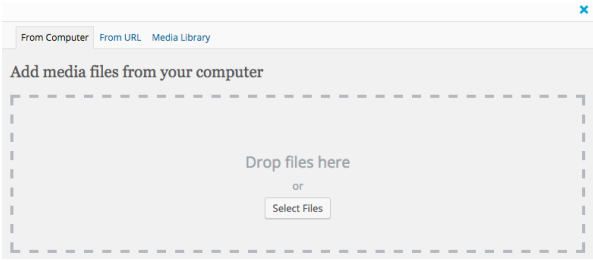
[Main Content Area - Right Top]

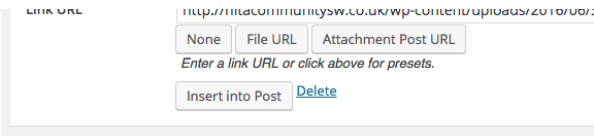
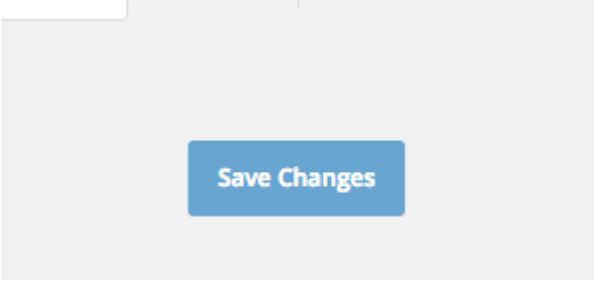
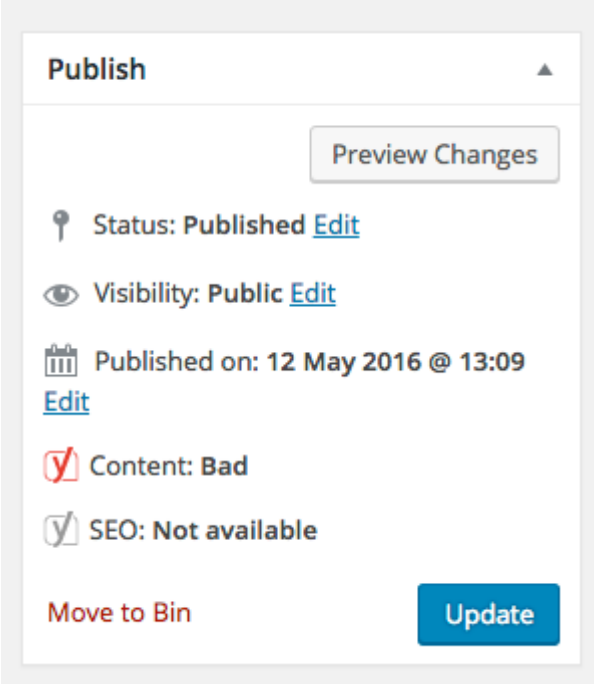
05. UP DATE TESTIMONIAL TEXT

Follow 05. UP DATE TEXT upto d.		
Click Testimonial ‘orange cog icon’ e.		
		[Each chunk has a section]
<p style="text-align: center;">TRY NOT CLICK X if you do by mistake just make sure you DON’T click Update</p>		<p>Click ‘Pages’ in the left menu. This way the page will not be saved with the deleted content block.</p>
Click ‘Debs’ ‘orange play icon’ f.		
		[Opens Window - below]
<p style="text-align: center;">Enter new content in the fields on the right</p>	g.	
		[Opens Window - below]

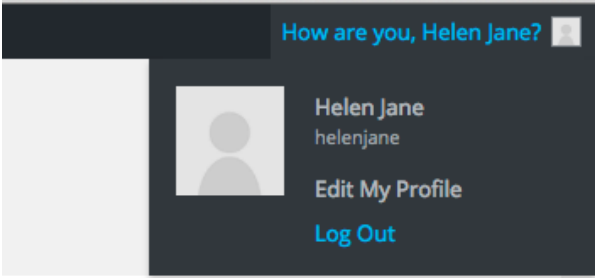
<p>Click Save Changes</p>	<p>h.</p>	
		<p>[Opens Window - Below]</p>
<p>Click Update Saves change</p>	<p>i.</p>	
		<p>[Main Content Area - Right Top]</p>

06. UP DATE IMAGE

Follow 05. UP DATE TEXT upto d.		
Click Image / Frame ‘orange cog icon’ e.	e.	
		[Each chunk has a section]
<p style="text-align: center;">TRY NOT CLICK X if you do by mistake just make sure you DON'T click Update</p>		<p>Click ‘Pages’ in the left menu. This way the page will not be saved with the deleted content block.</p>
Click Upload f.	f.	
		[Opens Window]
<p style="text-align: center;">Drag & Drop your file onto Drop files here or Select Files in the traditional way</p>	g.	
		[Opens Window - below]

Click Insert into Post	h.	
		[Window Below]
Click Save Changes	i.	
Click Update Saves change	j.	
		[Main Content Area - Right Top]

07. LOGOUT TO HLTA COMMUNITY SW

Click Log Out	a.	 A screenshot of a user profile dropdown menu. At the top, it says "How are you, Helen Jane?" with a small square icon. Below that is a grey placeholder for a profile picture. To the right of the placeholder, the text "Helen Jane" and "helenjane" is displayed. Below the name are two links: "Edit My Profile" and "Log Out" (highlighted in blue).
		[Top Navigation Bar - Right]