Website Guide for Campus Coordinators

IN LSAMP

Table of Contents:

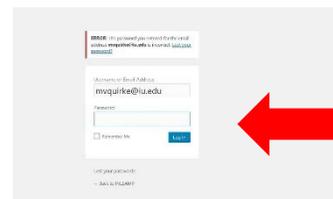### *How do I access WordPress to make edits?*

A. Paste website into browser - http://inlsamp.org/wp-admin
B. Type in your Username or Email address
C. Type in the password you created.
   a. If you do not remember your password select 'Lost your password?' to reset

| Who do I contact with updates or questions?	
Update contacts	Michelle Quirke at mvquirke@iu.edu
Have technical questions or login reset	Pat Sung at yusung@iupui.edu
Provide your name, user id experiencing the problem, brief description of problem (include screen shot or photo for assistance), and an email to reply to the request if other than email sending the question.	

https://iu.box.com/s/bmolscq9umtho5ohz0qbcyqhri0tsbbb

Section I. Campus Administrators and Editors

Table 1. List of administrator and editors at each site

User ID	Campus	Email
Aggnezda	BSU	aggnezda@bsu.edu
Aechambers	BSU	aechambers@bsu.edu
ksteffy	IUB	ksteffy@indiana.edu
Keblaylo	IUB	Keblaylo@iu.edu
IUN_admin	IUN	lsampiun@iun.edu
Clbeck	IUN	clbeck@iun.edu
IUPUI_admin	IUPUI	lsamp@iupui.edu
Devries	IUPUI	sdevrie@iu.edu
IUSB_admin	IUSB	lsampsb@iusb.edu
Gmuna	IUSB	gmuna@iusb.edu
ITCC_Admin	ITCC	lsamp@ivytech.edu
Dstalling	ITCC	Dstalling5@ivytech.edu

Section II. How to Add Events to Campus Calendar

1. Login to your site
2. Maneuver to the dashboard
3. Click on the "Events Made Easy" tab at the bottom of the left hand side bar.
4. On the event page, click the blue button labeled "Add Event" and an event form will appear.
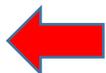
5. Insert all necessary information on the event form.

6. Scroll to the bottom of the event form and hit the blue button labeled "Save" and you will be redirected to your events page.

*****IMPORTANT: Publish your event in order to make it public. On your event page, click on the event you want to publish and you will be redirected to your event form. *************

7. On the right hand side of the page, there will be a white box labeled "Event Status". Change the status from "Draft" to "Public".

8. Once you have chosen the event status you want, scroll to the bottom of the event form and click the blue button labeled "Update".
9. Check status on the event page.
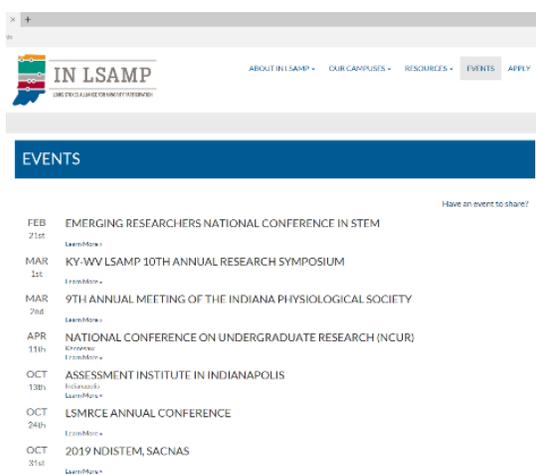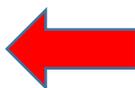
10. View of Events Calendar

Section III. How to Add Members to Existing Team

* If you are trying to add a new person or update an existing profile it must be done through the team feature.

1. Login and click the "Teams" tab located in left sidebar. Select "All Team" to see all options.

2. Hover over the team name and the options will appear. Select 'edit'

3. The 'Edit Team' page will appear.
4. Scroll to the bottom of the page and select 'Add another member'
5. A blank member form will appear.
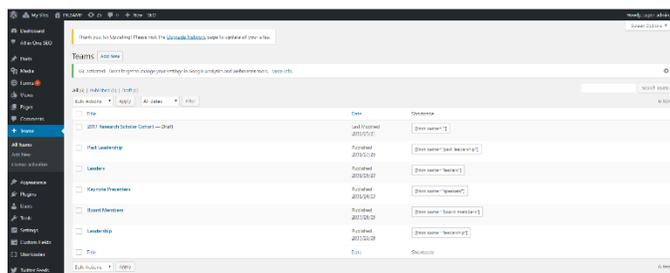
Student information needed:

6. Name, degree fills the Job/Role, student bio goes in the description box. Please note that the Job/Role can come from the student profiles located on the individual campus pages on inlsamp.org.

7. Upload a high resolution to the media library. Click 'Upload' and it will open the media library. You may select an existing photo previously uploaded, or 'Upload File' then select 'Use this file'
8. When complete, click the blue "Publish" button located on the right hand side within the white "Publish" box. If you need to save, then simply click the white "Save Draft" button.

Photo Tips

Upload the photo into a software editing program. (I open in Photos). Select crop. The photo should be balanced on top and bottom. Save photo and upload this image. After uploaded into media library, if the photo appears off-center. Reopen and edit to bring into a square image that rests centered in bio photo. Replace previous image.

If you are uploading a large file. Select 'edit image' and 'scale image' I use 1000 as the first number and the program adjusts second to scale. Then select 'update'.

Insert photo into team file. Remember to 'Update' the team. The new image will appear in student bio.

Section IV. How to add a new post

If you wish to post an article on the IN LSAMP alliance page email the story, photos, and applicable photo releases if outside of alliance members in photo to Michelle Quirke, mvquirke@iu.edu

However, if you wish to use the post option for your campus the directions are below.

1. Login to your site
2. Maneuver to the dashboard
3. Click on the "Posts" tab at the top of the left hand side bar.

4. Once redirected to the "Posts" page, click the white button labeled "Add New" at the top of the page.
5. Complete all necessary information on the "Add New Post" page.
   a. Title, Body, Upload Images for post
6. On the right hand side of page, there is a white "Publish" box. You are able to "Save Draft", "Preview" the draft, or change the status in order to publish for public viewing.

Section V. How to edit a webpage

1. Navigate to the 'Page' section in left toolbar. Use search box to locate the page you wish to edit.
2. Select 'Edit' and the page will open in Edit mode.
3. Update title or content. Select 'Preview Changes' to see how the page will look live.
4. To save final edits select 'Update'

Section VI. How to add a webpage

1. Navigate to the 'Pages' section in left toolbar. Select 'Add new'.

Tip: Create a Word document with the content and copy and paste into the new page.

2. Add Title and Content. You can adjust the status, and visibility of the page while in-progress. Once ready to post follow steps 3 and 4 above.

******Please do not edit or add webpages under the 'About IN LSAMP' tab on your website. *********

Section VII. How to manage SEO Title and Description

What is a SEO? Search Engine Optimization (SEO)

Why use a SEO? By using SEO functions properly, you can improve your search rankings.

Tip from experts: A good SEO friendly post title is human readable, contains your focus keyword and is within the 70 characters limit. However, it also needs to be catchy. When your page appears in the search results, a user will decide whether or not they want to click on it based on the SEO title and the description in the search snippet. The description part may change as search engines display the most relevant part of your article as the description. But the title will remain the same. Make sure your SEO title describes exactly what people will get if they clicked on the link. And finally, simplify your title, rather than using "A Comparison between Categories and Tags From SEO point of view" or "My thoughts on Categories and Tags" try something like "Categories vs. Tags – SEO Best Practices for Sorting your Content". This title is not only catchy, it also contains the right keywords that people would be searching for. **Cited from - https://www.wpbeginner.com/beginners-guide/properly-seo-functions-wordpress-posts/**

1. After logging in, navigate to the Pages tab on the left hand side
2. From the content map locate the desired page to update the SEO and click to edit
3. Once in the page scroll to the bottom until you see the SEO Section
4. If there is a Page/Post Redirect check the "Open in a new window" box so there is a blue check mark inside
5. Correctly name and describe the page for the SEO in the areas titled "Title" and "Description"

Appendix

The Content map for every website is provided as appendices. If an navigation box is blue the alliance will maintain content on the webpage. If the box is in white then the campus coordinator will maintain content on the webpage using directions in Section V.

The Campus Coordinator Resource page is password protected. This page can only be accessed with the password provided to each campus via email from project manager. Please contact Michelle Quirke if you do not have this information, mvquirke@iu.edu

BSU

IN LSAMP
BSU

About IN LSAMP

Our Mission

What is NSF LSAMP

IN LSAMP AT BSU

About IN LSAMP @ BSU

Leadership

President Mearns Video

Faculty Mentor Video

Reports

How to apply

RESOURCES

Faculty Mentored Research

Mentoring Programs

Scholar Research Program

HIPs

Students

Link to Student Profiles Page

EVENTS

LINK to Events Page

WHAT IS LSMAP   WHAT MAJORS CAN APPLY   WHAT ARE THEY SAYING   CONTACT INFO

Link to Contact Page

IUB

IN LSAMP
IUB

About IN LSAMP

Our Mission

What is NSF LSAMP

IN LSAMP @IU

IN LSAMP @ IU

Leadership

How to Apply

RESOURCES

Faculty Mentors

Travel Funds Request Form

Travel Funds Follow Up Form

STUDENTS

Scholar

Alumni

Assistants

CONTACT US

Link to Contact Page

WHAT IS LSMAP   WHAT MAJORS CAN APPLY   WHAT ARE THEY SAYING   CONTACT INFO

IUSB

IN LSAMP IUSB

About IN LSAMP

Our Mission
https://inlsamp.org/iusb/our-mission/

What is NSF LSAMP?
https://inlsamp.org/iusb/about-lsamp/what-is-lsamp/

IN LSAMP @ IUN

About IN LSAMP At IUSB
https://inlsamp.org/iusb/in-lsamp-at-iusb/about-in-lsamp-at-iusb/

Leadership
https://inlsamp.org/iusb/in-lsamp-at-iusb/leadership/

How to Apply
https://inlsamp.org/iusb/about-lsamp/apply/

RESOURCES

Ambassadors
https://inlsamp.org/iusb/in-lsamp-at-iusb/ambassadors/

Faculty Mentored Research
https://inlsamp.org/iusb/in-lsamp-at-iusb/faculty-mentored-research/

STEM Peer Mentoring
https://inlsamp.org/iusb/in-lsamp-at-iusb/stem-peer-mentoring/

Summer Bridge
https://inlsamp.org/iusb/in-lsamp-at-iusb/summer-bridge/

STUDENTS

Scholar Profiles
https://inlsamp.org/iusb/student-profiles/

CONTACT US

Link to Contact Page
https://inlsamp.org/iusb/contact-us/

WHAT IS LSMAP | WHAT MAJORS CAN APPLY | WHAT ARE THEY SAYING | CONTACT INFO

IVYTECH

IN LSAMP ITCC

About INLSAMP

Our Mission
https://inlsamp.org/ivytech/our-mission/

What is NSF LSAMP?
https://inlsamp.org/ivytech/about-lsamp/what-is-lsamp/

IN LSAMP AT IVY TECH

About IN LSAMP At IVYTECH
https://inlsamp.org/ivytech/in-lsamp-at-ivy-tech/about-in-lsamp-at-ivy-tech/

Leadership
https://inlsamp.org/ivytech/in-lsamp-at-ivy-tech/leadership/

Program Video
https://inlsamp.org/ivytech/in-lsamp-at-ivy-tech/ivy-tech-faculty-video/

How to Apply
https://inlsamp.org/ivytech/about-lsamp/apply/

RESOURCES

Peer Mentoring
lsamp-at-ivy-tech/stem-peer-mentoring/

Tutor Schedule
https://inlsamp.org/ivytech/tutor-schedule/

STUDENTS

Scholar and Alumni Profiles
https://inlsamp.org/ivytech/student-profiles/

EVENTS

Text (needs calendar updated if using)
LINK to IN LSAMP Calendar
https://inlsamp.org/ivytech/upcoming-events/

WHAT IS LSMAP | WHAT MAJORS CAN APPLY | WHAT ARE THEY SAYING | CONTACT INFO