

ITCHYROBOT

HELP DOCUMENTATION

Published: 01/11/14

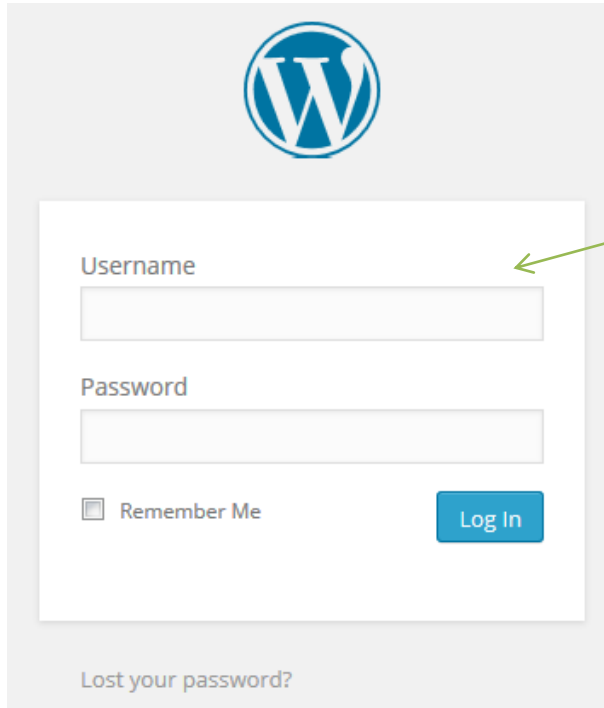
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SITE CORE FUNCTIONALITY

LOGGING IN TO THE SYSTEM

Type in to the browser URL bar www.YOURURL.co.uk/wp-admin to see the screen below.



The image shows the WordPress login interface. At the top is the WordPress logo. Below it is a white box containing the login form. The form has two input fields: 'Username' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember Me' and a blue 'Log In' button. At the bottom of the white box is a link that says 'Lost your password?'. A green arrow points from a text box to the 'Username' input field.

Type in your username and password in the relevant boxes and click "Log in" to access the Administration area

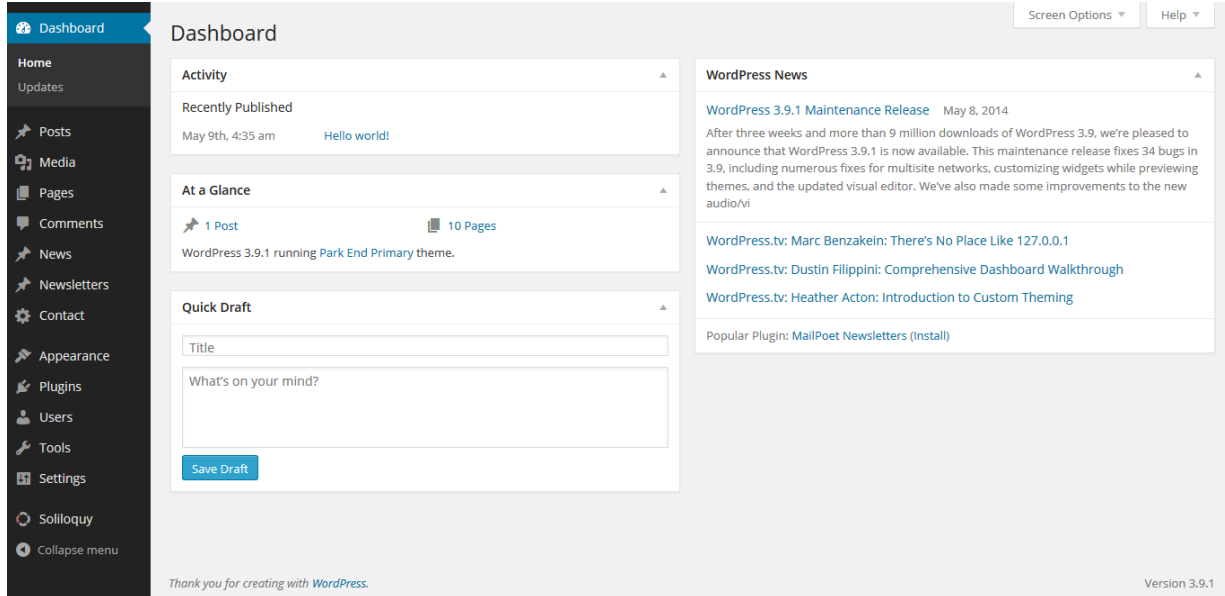


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DASHBOARD LAYOUT

This is the first page you will see after login to the Administration area.



The screenshot displays the WordPress Dashboard interface. On the left is a dark sidebar menu with options: Dashboard, Home, Updates, Posts, Media, Pages, Comments, News, Newsletters, Contact, Appearance, Plugins, Users, Tools, Settings, Soliloquy, and Collapse menu. The main content area is titled 'Dashboard' and includes a 'Screen Options' and 'Help' dropdown in the top right. The dashboard is divided into several sections: 'Activity' (Recently Published: May 9th, 4:35 am, Hello world!), 'At a Glance' (1 Post, 10 Pages, WordPress 3.9.1 running Park End Primary theme), 'Quick Draft' (Title, What's on your mind?, Save Draft), and 'WordPress News' (WordPress 3.9.1 Maintenance Release, WordPress.tv articles, Popular Plugin: MailPoet Newsletters (Install)). At the bottom, it says 'Thank you for creating with WordPress.' and 'Version 3.9.1'.

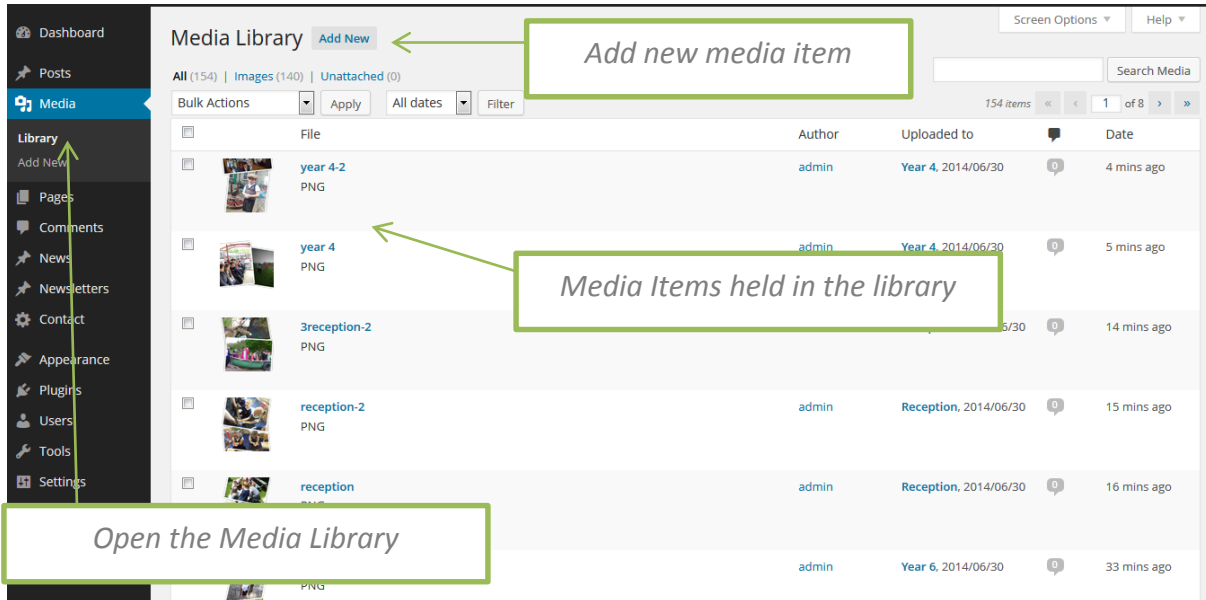


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MEDIA

The Media Library is where all of the images, documents and movie clips are stored. Whenever you add an image a link to a document or a movie clip and upload it into the system it is stored here.



The screenshot shows the Media Library interface. A sidebar on the left contains a menu with 'Media' highlighted. A green arrow points from the 'Media' menu item to the 'Media Library' header, with the annotation 'Open the Media Library'. Another green arrow points from the 'Add New' link in the 'Media Library' header to a box containing the text 'Add new media item'. A third green arrow points from a box containing the text 'Media Items held in the library' to the list of media items. The media items are listed in a table with columns: File, Author, Uploaded to, and Date.

File	Author	Uploaded to	Date
 year 4-2 PNG	admin	Year 4, 2014/06/30	4 mins ago
 year 4 PNG	admin	Year 4, 2014/06/30	5 mins ago
 3reception-2 PNG	admin	Reception, 2014/06/30	14 mins ago
 reception-2 PNG	admin	Reception, 2014/06/30	15 mins ago
 reception PNG	admin	Reception, 2014/06/30	16 mins ago
 year 6 PNG	admin	Year 6, 2014/06/30	33 mins ago



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ADD NEW MEDIA

To add a new media item click on the “Add New” The upload new media page will open where you can drag and drop files to be uploaded from your PC or click the “Select Files” button.

browser uploader instead.' and 'Maximum upload file size: 8MB.' The footer includes 'Thank you for creating with WordPress.' and 'Version 3.9.1'." data-bbox="103 198 875 464"/>

Dashboard

Posts

Media

Library

Add New

Pages

Comments

News

Newsletters

Contact

Appearance

Plugins

Users

Tools

Settings

Soliloquy

Collapse menu

Upload New Media

Help ▾

Drop files here

or

Select Files

*Drag and drop files here
or choose the “Select
Files” button*

You are using the multi-file uploader. Problems? Try the [browser uploader](#) instead.

Maximum upload file size: 8MB.

Thank you for creating with [WordPress](#).

Version 3.9.1

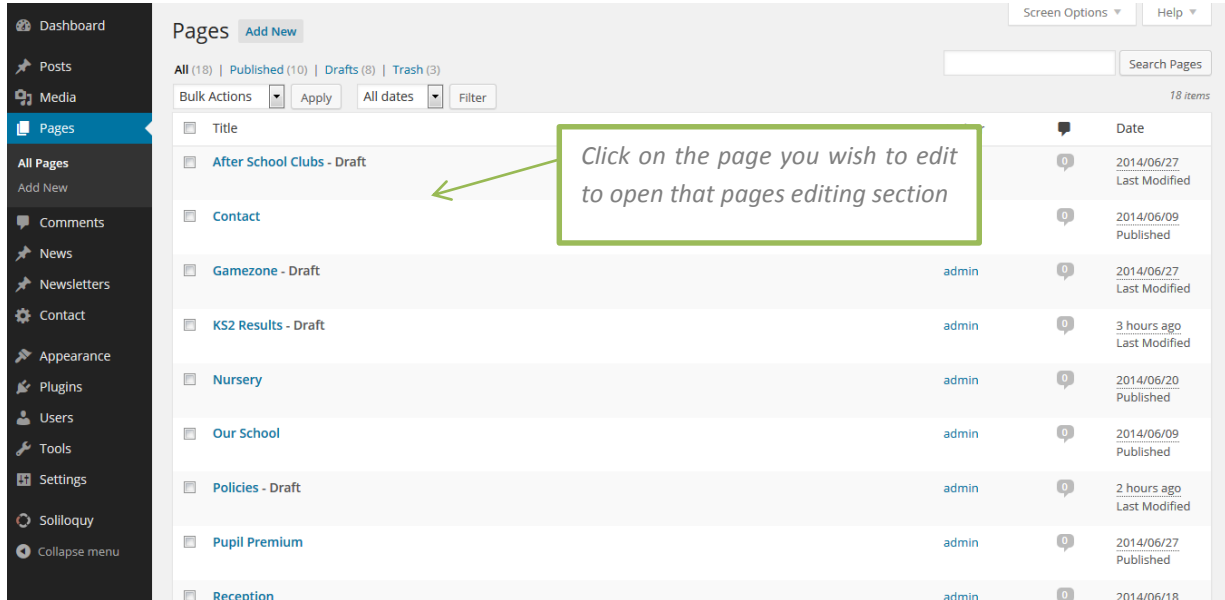


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EDITING A PAGE

To edit a page go to the “Pages” section and click on the page you wish to edit.



Pages [Add New](#)

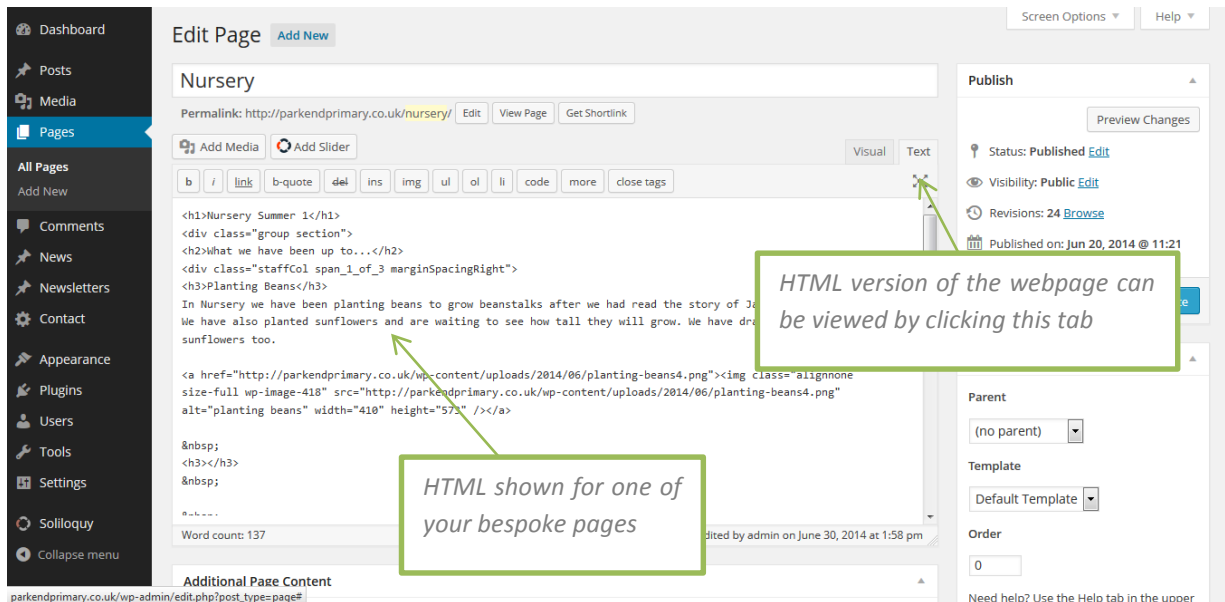
All (18) | Published (10) | Drafts (8) | Trash (3)

Bulk Actions All dates 18 items

Title	Date
After School Clubs - Draft	2014/06/27 Last Modified
Contact	2014/06/09 Published
Gamezone - Draft	2014/06/27 Last Modified
KS2 Results - Draft	3 hours ago Last Modified
Nursery	2014/06/20 Published
Our School	2014/06/09 Published
Policies - Draft	2 hours ago Last Modified
Pupil Premium	2014/06/27 Published
Reception	2014/06/18

To edit the page simply change the text in the content area and click update once you are happy with your changes.

NB: Some of the pages in the site have embedded HTML for layout purposes. If you don't have any experience editing the HTML please contact us and we can help.



Edit Page [Add New](#)

Nursery

Permalink: <http://parkendprimary.co.uk/nursery/> [Edit](#) [View Page](#) [Get Shortlink](#)

[Add Media](#) [Add Slider](#) [Visual](#) [Text](#)

[b](#) [i](#) [link](#) [b-quote](#) [del](#) [ins](#) [img](#) [ul](#) [ol](#) [li](#) [code](#) [more](#) [close tags](#)

`<h1>Nursery Summer 1</h1>`
`<div class="group section">`
`<h2>What we have been up to...</h2>`
`<div class="staffCol span_1_of_3 marginSpacingRight">`
`<h3>Planting Beans</h3>`
 In Nursery we have been planting beans to grow beanstalks after we had read the story of Jack and the Beanstalk. We have also planted sunflowers and are waiting to see how tall they will grow. We have drawn pictures of our sunflowers too.
`img class="alignnone size-full wp-image-418" src="http://parkendprimary.co.uk/wp-content/uploads/2014/06/planting-beans4.png" alt="planting beans" width="410" height="571" />`
` `
`<h3></h3>`
` `
`</div>`
 Word count: 137

HTML version of the webpage can be viewed by clicking this tab

HTML shown for one of your bespoke pages

Publish

[Preview Changes](#)

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Revisions: 24 [Browse](#)

Published on: Jun 20, 2014 @ 11:21

Parent: (no parent)

Template: Default Template

Order: 0

Need help? Use the Help tab in the upper

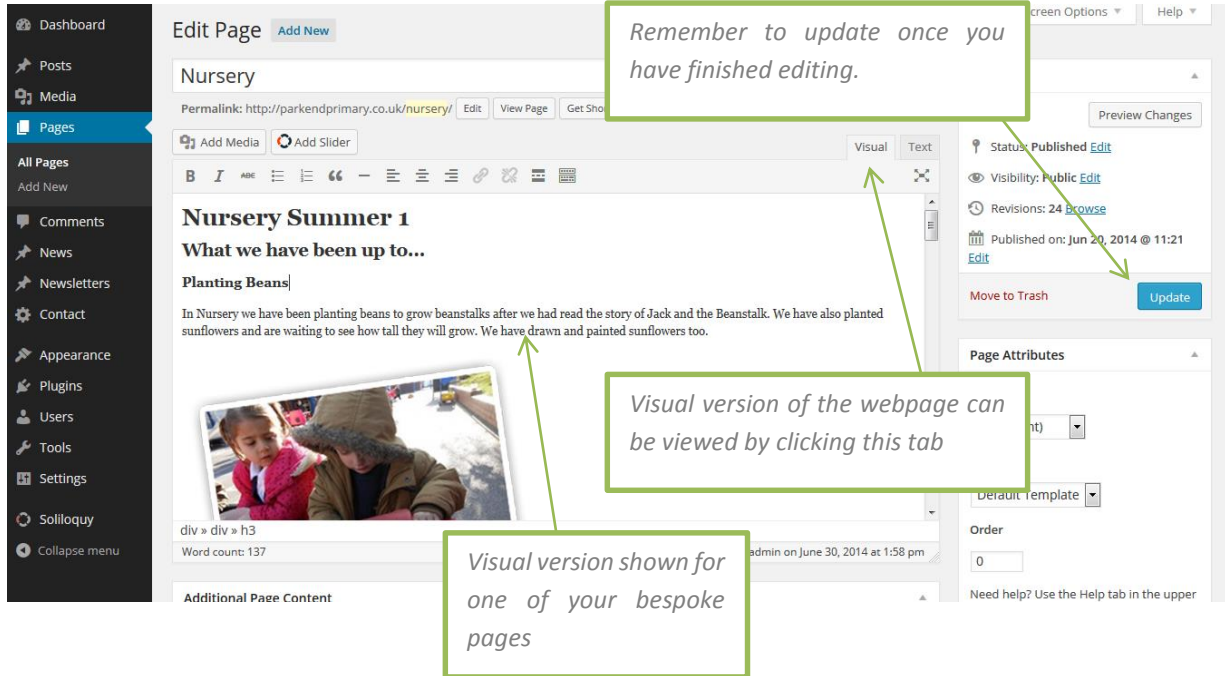


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EDITING A PAGE

All information can be edited in visual view, this means that you will see the text and images how they will be displayed on the web page.



Edit Page [Add New](#)

Nursery

Permalink: <http://parkendprimary.co.uk/nursery/> [Edit](#) [View Page](#) [Get Shortcode](#)

[Add Media](#) [Add Slider](#)

Visual **Text**

Nursery Summer 1
What we have been up to...
Planting Beans

In Nursery we have been planting beans to grow beanstalks after we had read the story of Jack and the Beanstalk. We have also planted sunflowers and are waiting to see how tall they will grow. We have drawn and painted sunflowers too.

[Visual version of the webpage can be viewed by clicking this tab](#)

[Remember to update once you have finished editing.](#)

[Visual version shown for one of your bespoke pages](#)

Status: **Published** [Edit](#)
Visibility: **Public** [Edit](#)
Revisions: **24** [Browse](#)
Published on: **Jun 20, 2014 @ 11:21** [Edit](#)
[Move to Trash](#) [Update](#)

Page Attributes

Default Template: [Default Template](#)
Order:
Need help? Use the Help tab in the upper



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USING THE TEXT TOOL BAR

The tool bar incorporated into the system is simple to use and includes many of the buttons you would find in Microsoft Word.

Standard Formatting



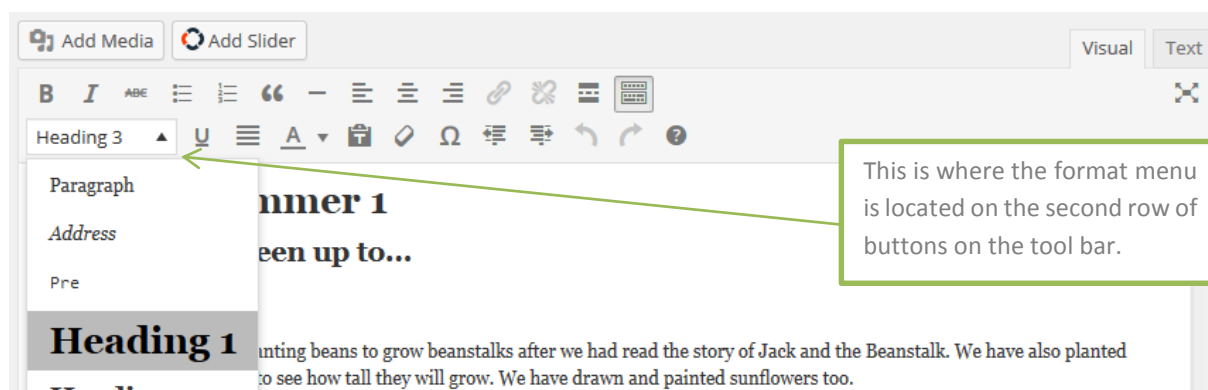
Kitchen Sink

The kitchen sink button hides the bottom row of buttons from sight, so you can use this button if these rows are missing or you would like them to be hidden while editing.



Format Menu

The Format menu is used to change different parts of the text into paragraphs, addresses or different sized headings all of these can be selected from the menu as seen below.

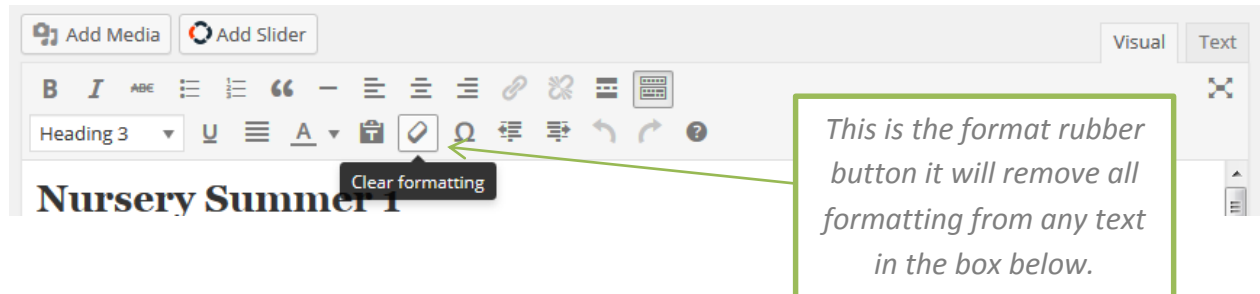


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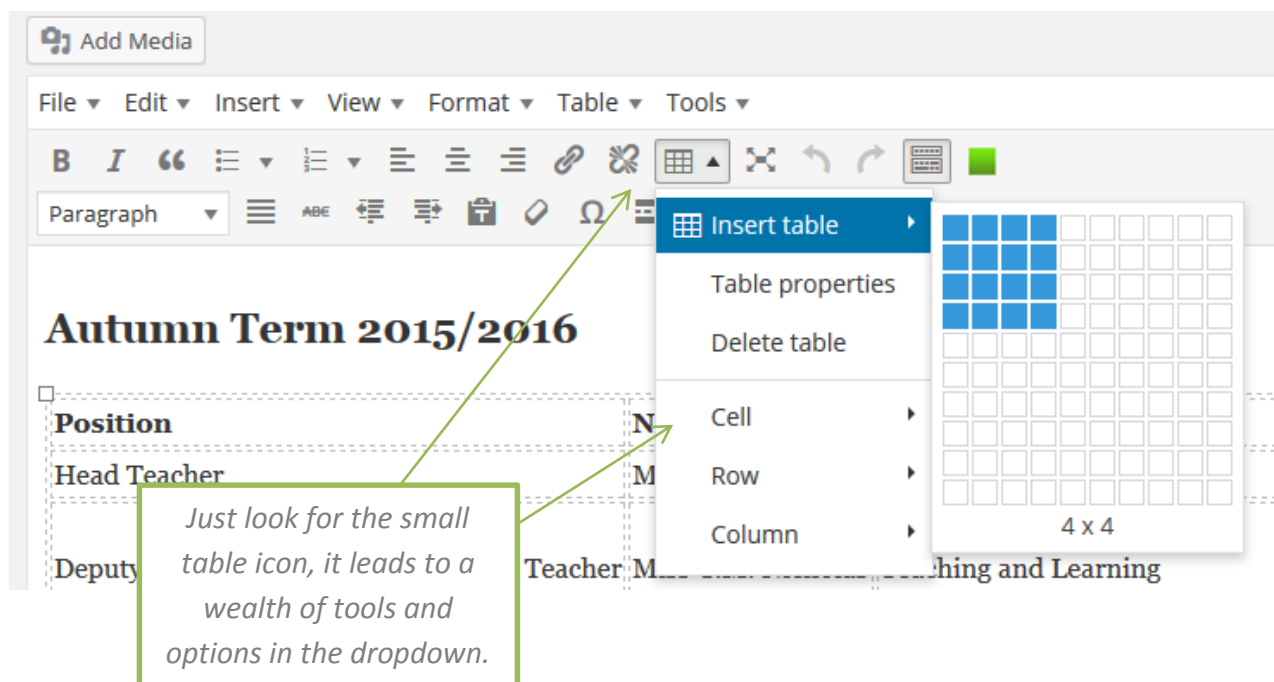
Format Rubber

The format rubber is used to remove formatting from text this can be very useful when text is imported from a source such as Microsoft Word where the text formats will be included when the text is transferred.



CREATING TABLES

Tables can be added using the button below they can be a range of different sizes by selecting rows and columns. Note that the first row of the table may be coloured as this is usually used for the headings of the table.

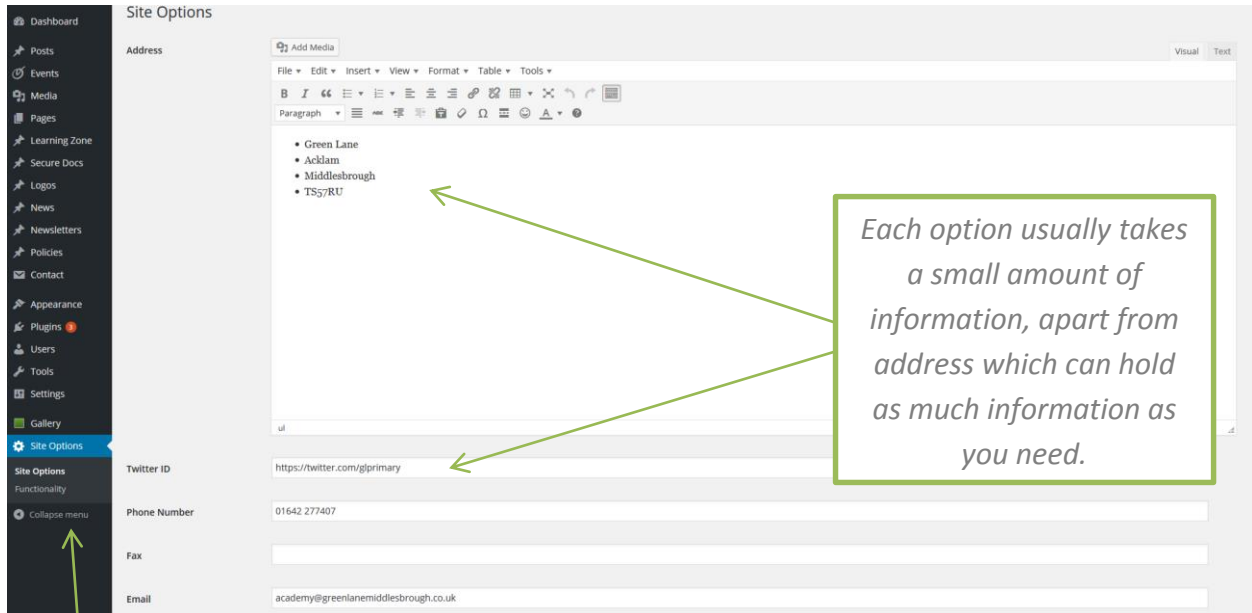


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SITE SETTINGS

The site stores a number of items about the schools information this is held in site settings fields can include such things as address, phone, email and twitter information. This means if any of these needed to be changed one alteration and the information can change site wide.



The menu option can be found at the bottom of the menu labelled "Site Options"

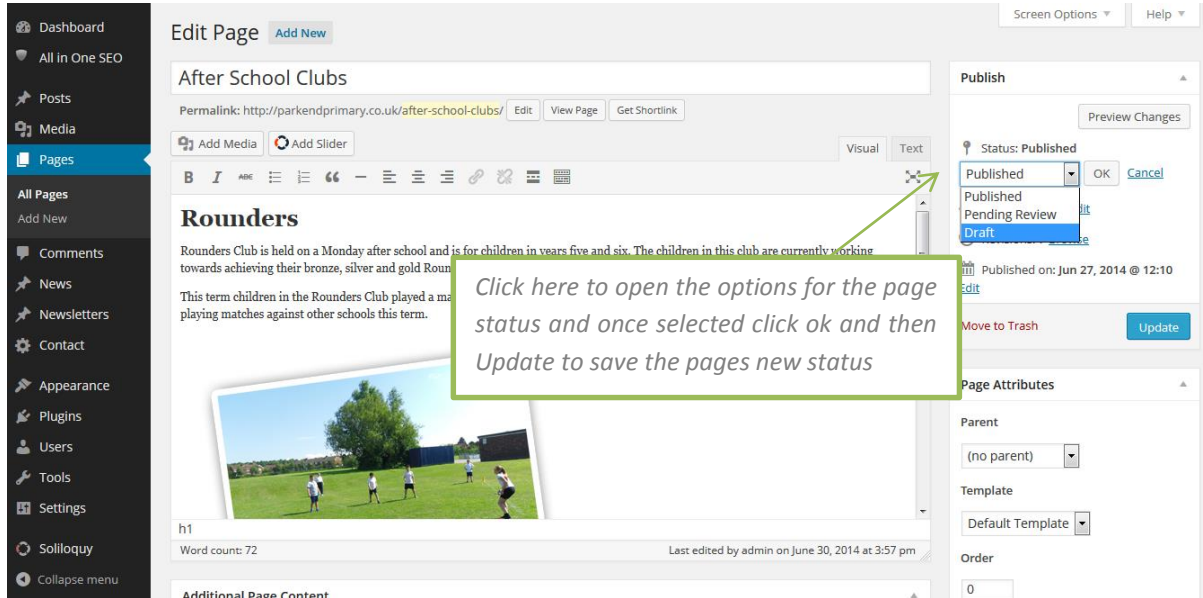
Each option usually takes a small amount of information, apart from address which can hold as much information as you need.

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REMOVING A PAGE

If you ever need to remove a page from the system best practice would be to change its Status from Published to Draft. This way the page is taken off the site but is still saved in the system if you ever need to use it again. There is no limit to the amount of pages you can have like this and it's a good way of archiving old material.



Edit Page [Add New](#)

After School Clubs

Permalink: <http://parkendprimary.co.uk/after-school-clubs/> [Edit](#) [View Page](#) [Get Shortlink](#)

[Add Media](#) [Add Slider](#) [Visual](#) [Text](#)

Rounders

Rounders Club is held on a Monday after school and is for children in years five and six. The children in this club are currently working towards achieving their bronze, silver and gold Rounders.

This term children in the Rounders Club played a match against other schools this term.

Click here to open the options for the page status and once selected click ok and then Update to save the pages new status

Publish

Status: Published

[Published](#) [Published](#) [Pending Review](#) [Draft](#)

Published on: Jun 27, 2014 @ 12:10

[Move to Trash](#) [Update](#)

Page Attributes

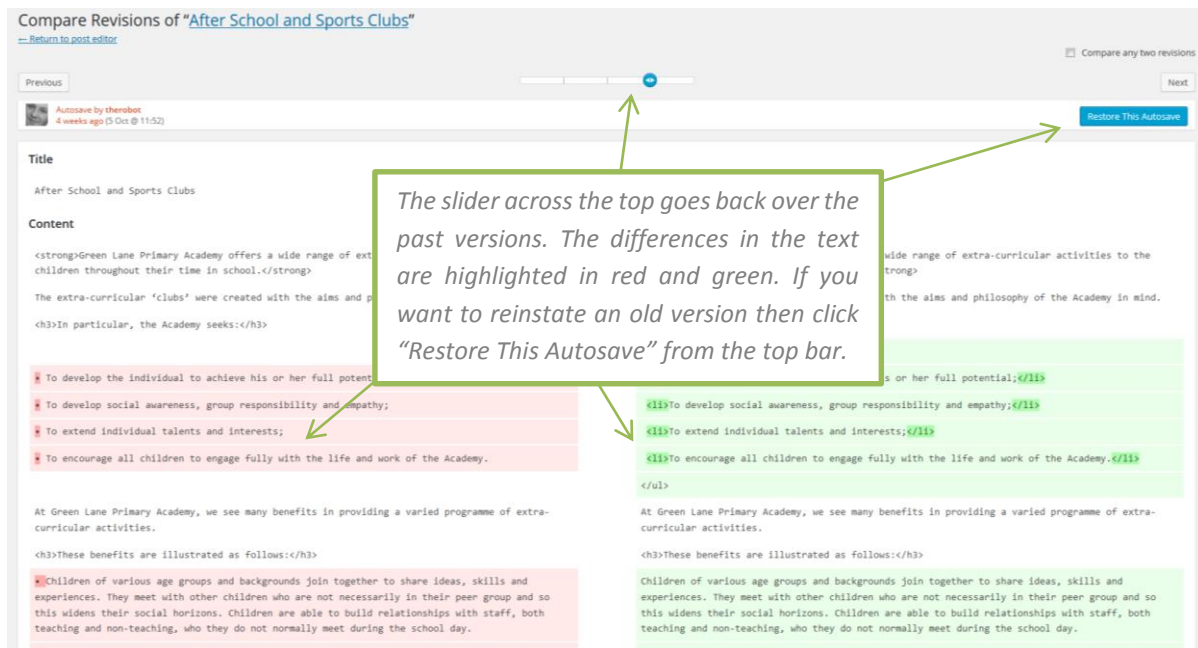
Parent: (no parent)

Template: Default Template

Order: 0

PAGE REVISIONS

Page revisions are a useful way of retrieving old content or recovering from an accidental update. The system keeps all of the published versions of the page in an archive from which you can select old versions of the page.



Compare Revisions of "After School and Sports Clubs"

[Return to post editor](#)

Previous [Next](#)

Title

After School and Sports Clubs

Content

The slider across the top goes back over the past versions. The differences in the text are highlighted in red and green. If you want to reinstate an old version then click "Restore This Autosave" from the top bar.

[Restore This Autosave](#)

The revisions functionality can be accessed from the sidebar just above the blue "Update" button



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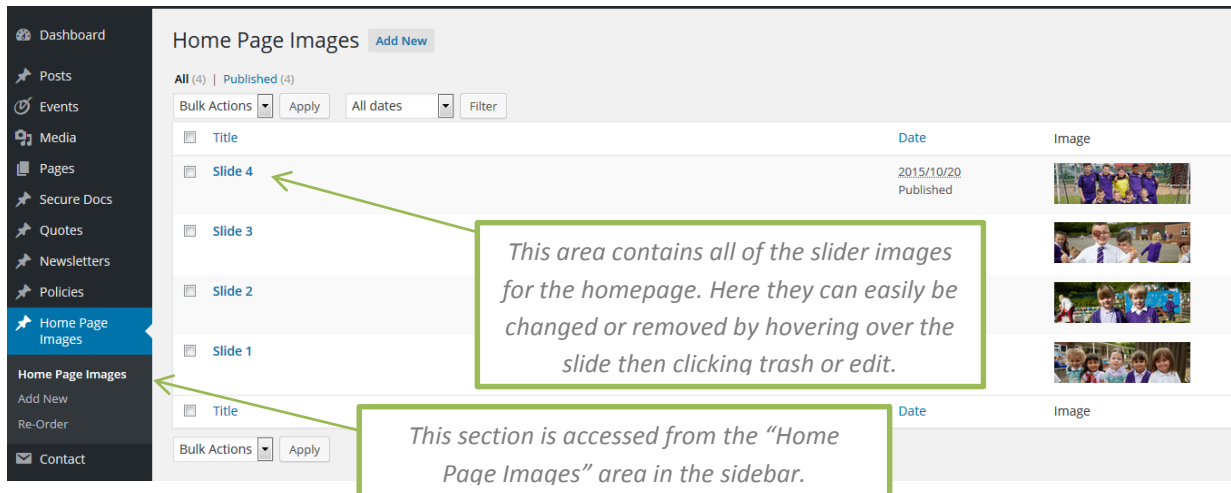
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EXTRA FEATURES

IMAGE SLIDERS

The system contains an image slider within the site. The main slider can be edited at any time.





NB: the images in this section are set to a specific size and will need to be edited in photo editing software to the correct dimensions if you need help with this please contact us. Note this may apply to any other images that rely on an upload area on the site.



Home Page Images [Add New](#)

All (4) | Published (4)

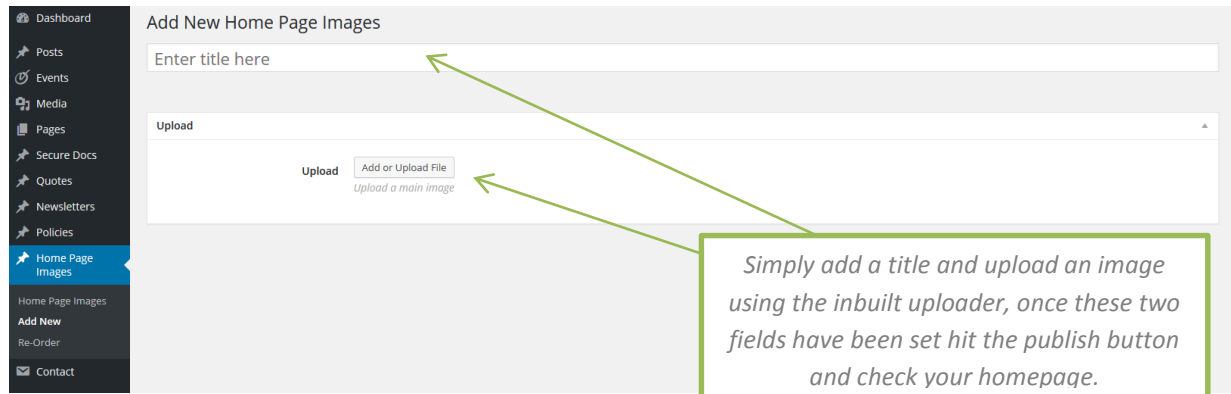
Bulk Actions All dates

Title	Date	Image
Slide 4	2015/10/20 Published	
Slide 3		
Slide 2		
Slide 1		

This area contains all of the slider images for the homepage. Here they can easily be changed or removed by hovering over the slide then clicking trash or edit.

This section is accessed from the "Home Page Images" area in the sidebar.

Changes are easily made just remember to update the changes at the top of the page when you have finished.



Add New Home Page Images

Enter title here

Upload

Upload

Simply add a title and upload an image using the inbuilt uploader, once these two fields have been set hit the publish button and check your homepage.

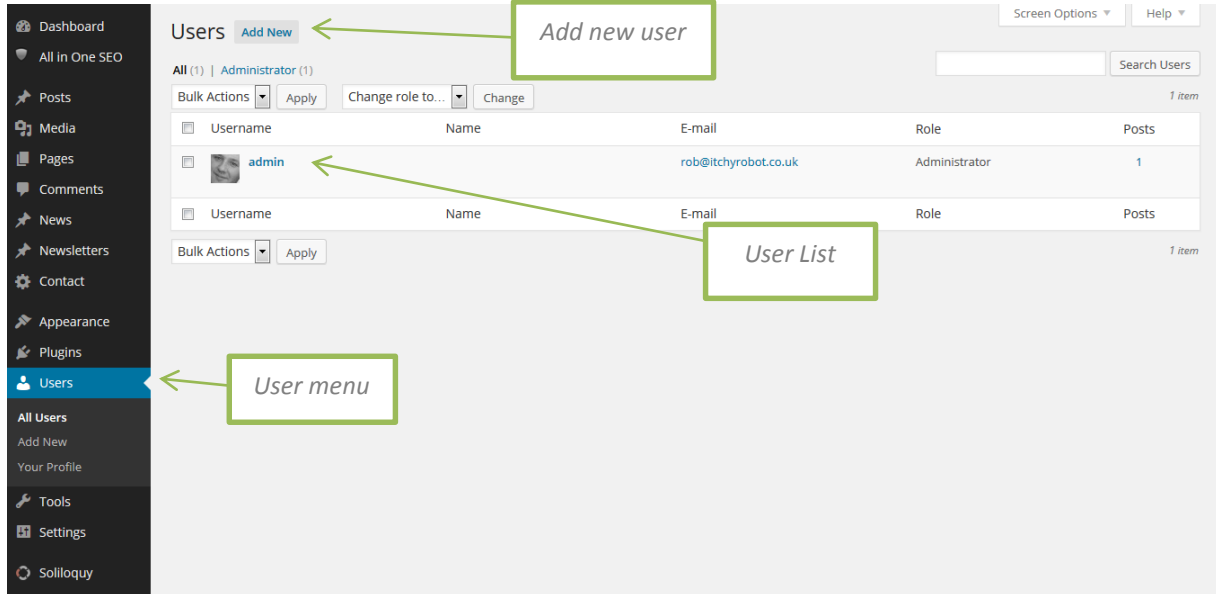


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USERS

To add/edit and delete click on the Users section of the administration menu



Users Add New

Screen Options Help

Search Users

Bulk Actions Apply Change role to... Change

Username	Name	E-mail	Role	Posts
admin		rob@itchyrobot.co.uk	Administrator	1

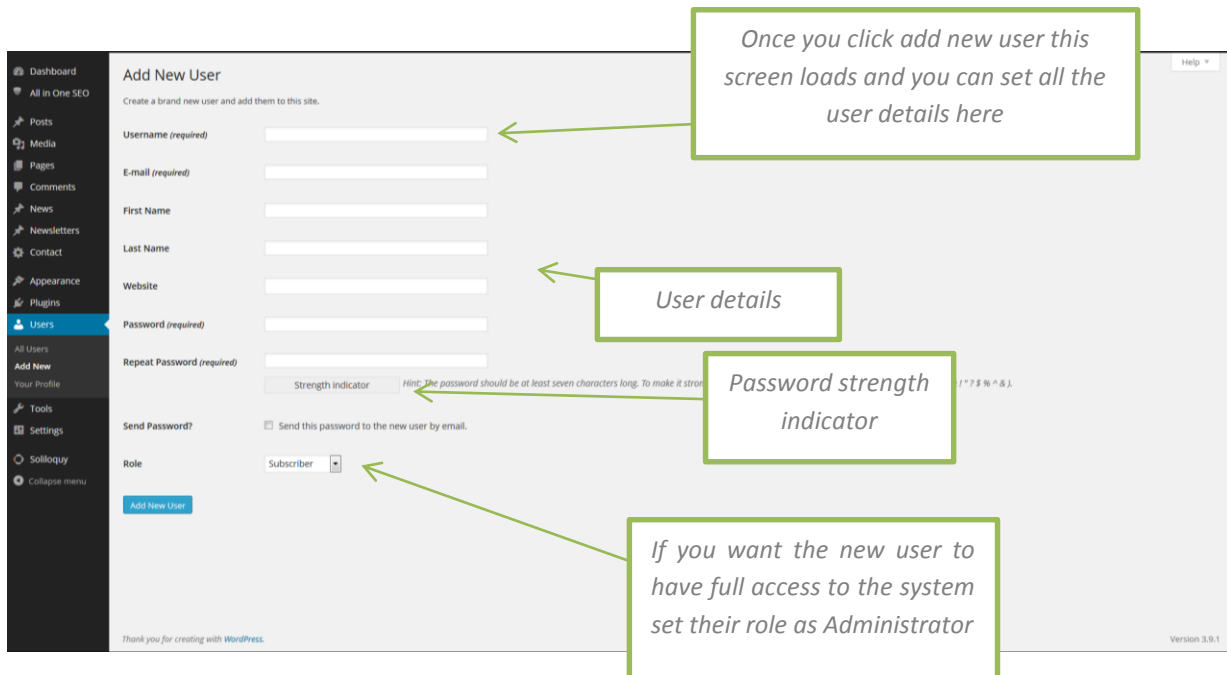
Bulk Actions Apply

User menu

Add new user

User List

You can add as many users as you want it is a good way of tracking who has made which change on the site.



Add New User

Create a brand new user and add them to this site.

Username (required)

E-mail (required)

First Name

Last Name

Website

Password (required)

Repeat Password (required)

Strength indicator Hint: The password should be at least seven characters long. To make it strong use a mix of letters, numbers and symbols. (!"#\$%&'()*+,-./:;<=>?@[]^_`{|}~)

Send Password? ☐ Send this password to the new user by email.

Role Subscriber

Add New User

Once you click add new user this screen loads and you can set all the user details here

User details

Password strength indicator

If you want the new user to have full access to the system set their role as Administrator

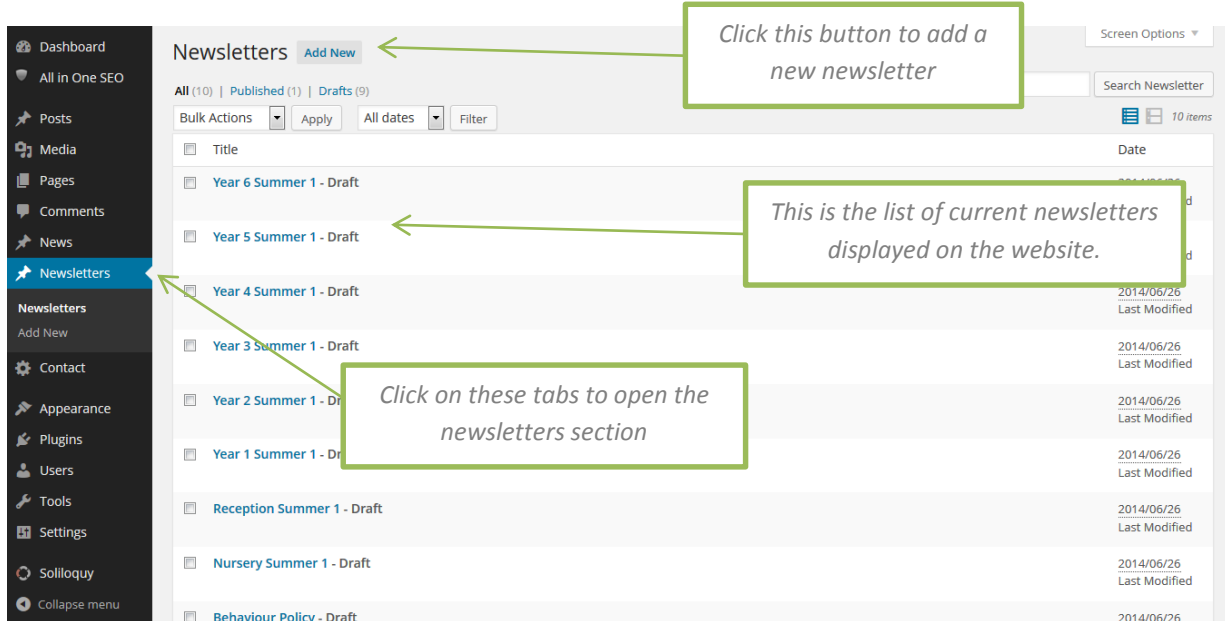


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NEWSLETTERS & POLICIES

The website has storage for all the schools newsletter and policies these are very easy to update and add to.



Newsletters [Add New](#)

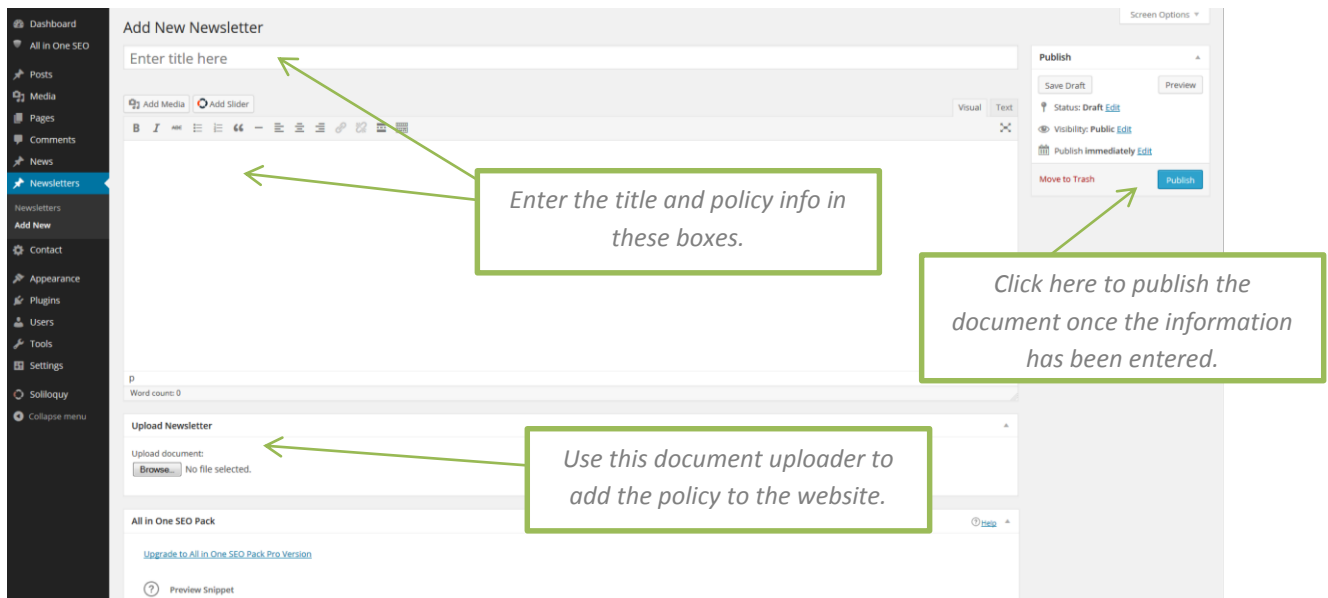
All (10) | Published (1) | Drafts (9)

Bulk Actions All dates

Title	Date
Year 6 Summer 1 - Draft	2014/06/26 Last Modified
Year 5 Summer 1 - Draft	2014/06/26 Last Modified
Year 4 Summer 1 - Draft	2014/06/26 Last Modified
Year 3 Summer 1 - Draft	2014/06/26 Last Modified
Year 2 Summer 1 - Draft	2014/06/26 Last Modified
Year 1 Summer 1 - Draft	2014/06/26 Last Modified
Reception Summer 1 - Draft	2014/06/26 Last Modified
Nursery Summer 1 - Draft	2014/06/26 Last Modified
Behaviour Policy - Draft	2014/06/26

Callouts:

- Click this button to add a new newsletter (points to [Add New](#))
- This is the list of current newsletters displayed on the website. (points to the list of newsletters)
- Click on these tabs to open the newsletters section (points to the **Newsletters** tab in the sidebar)



Add New Newsletter

Enter title here

Callouts:

- Enter the title and policy info in these boxes. (points to the title and content areas)
- Click here to publish the document once the information has been entered. (points to the [Publish](#) button)
- Use this document uploader to add the policy to the website. (points to the [Browse](#) button in the document uploader)

There are a number of other post types such as news and projects that work in a very similar way.

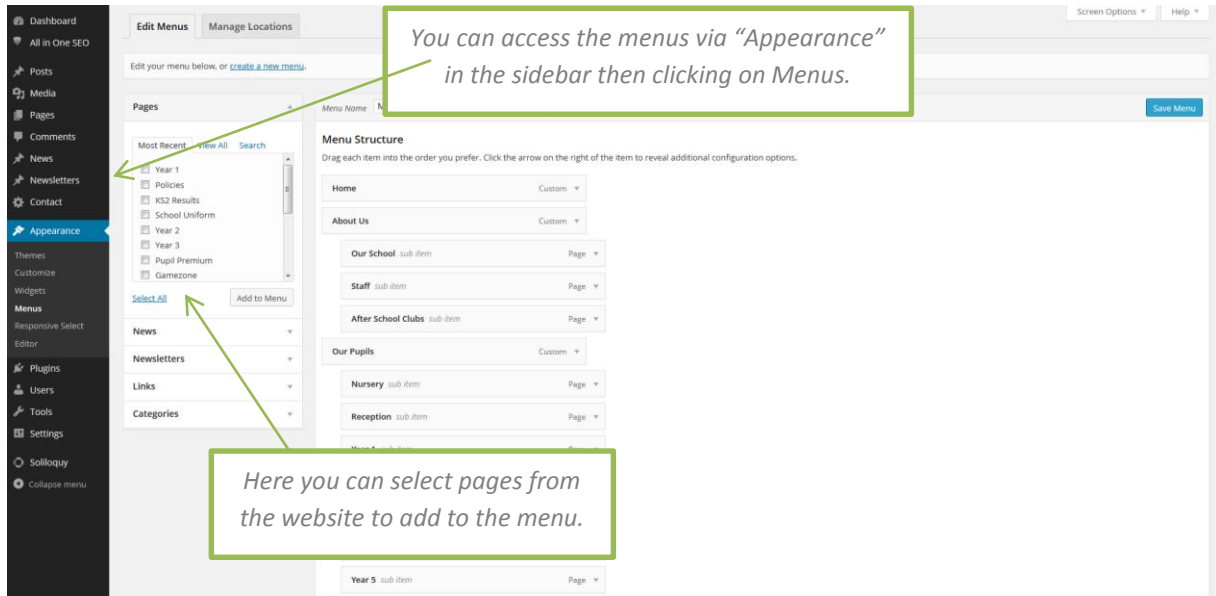


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MODIFYING THE MENU

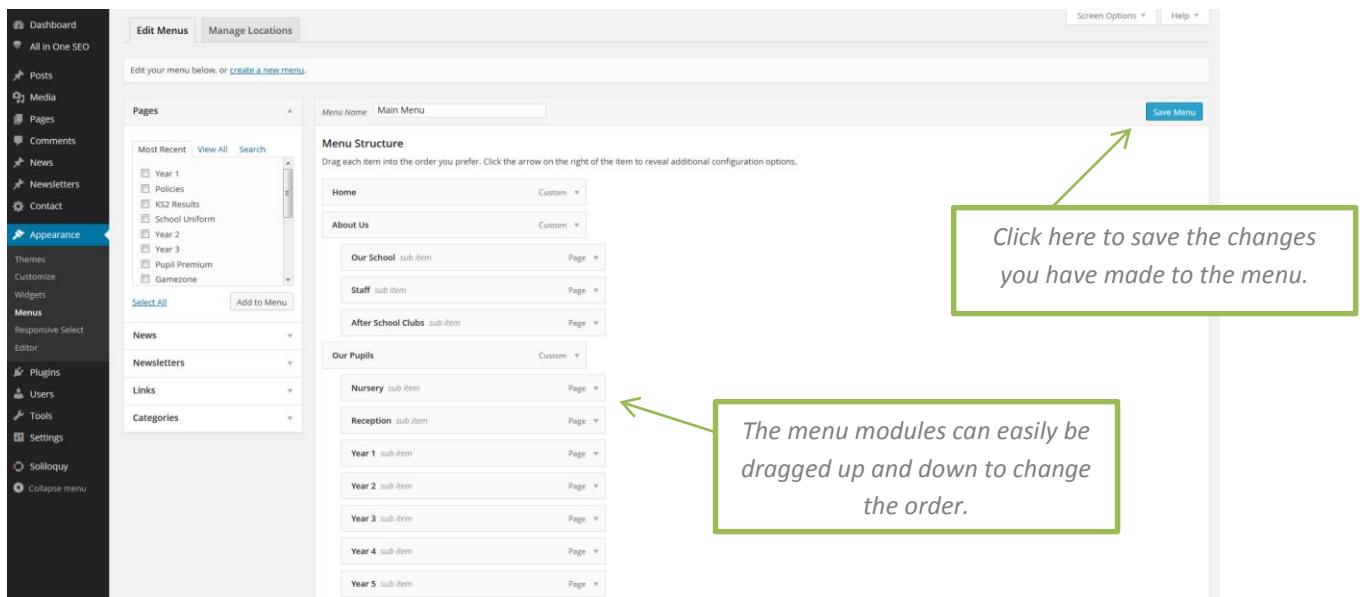
The website menu is relatively simple to edit and modify.



You can access the menus via "Appearance" in the sidebar then clicking on Menus.

Here you can select pages from the website to add to the menu.

There is no limit to how many links can be in the menu but the front end web page will break if overloaded.



Click here to save the changes you have made to the menu.

The menu modules can easily be dragged up and down to change the order.

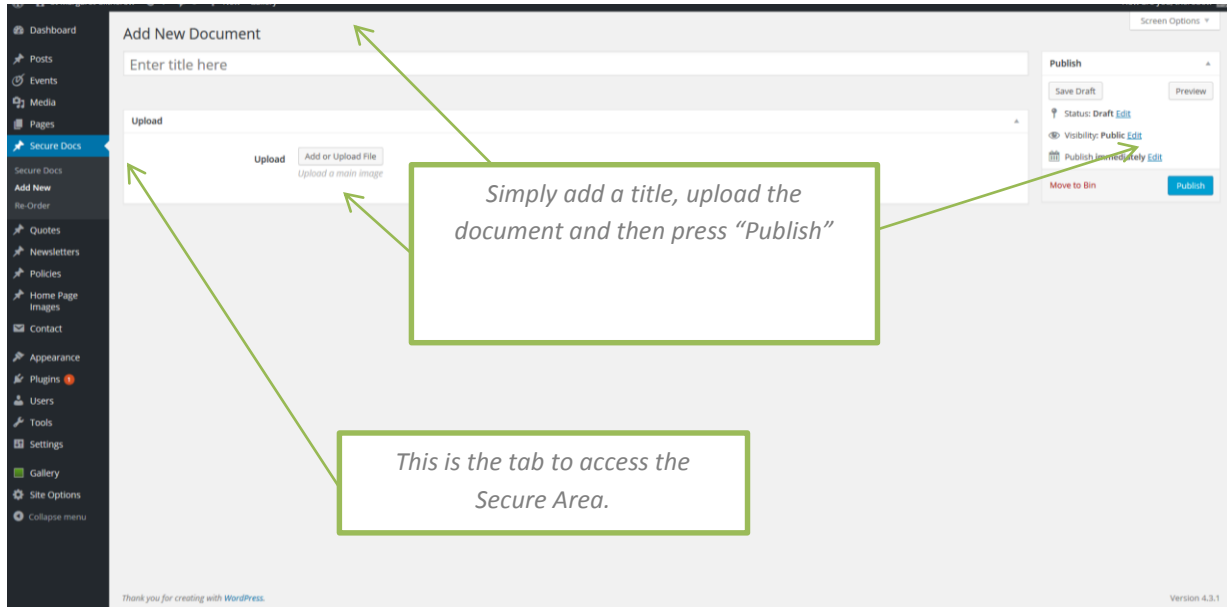


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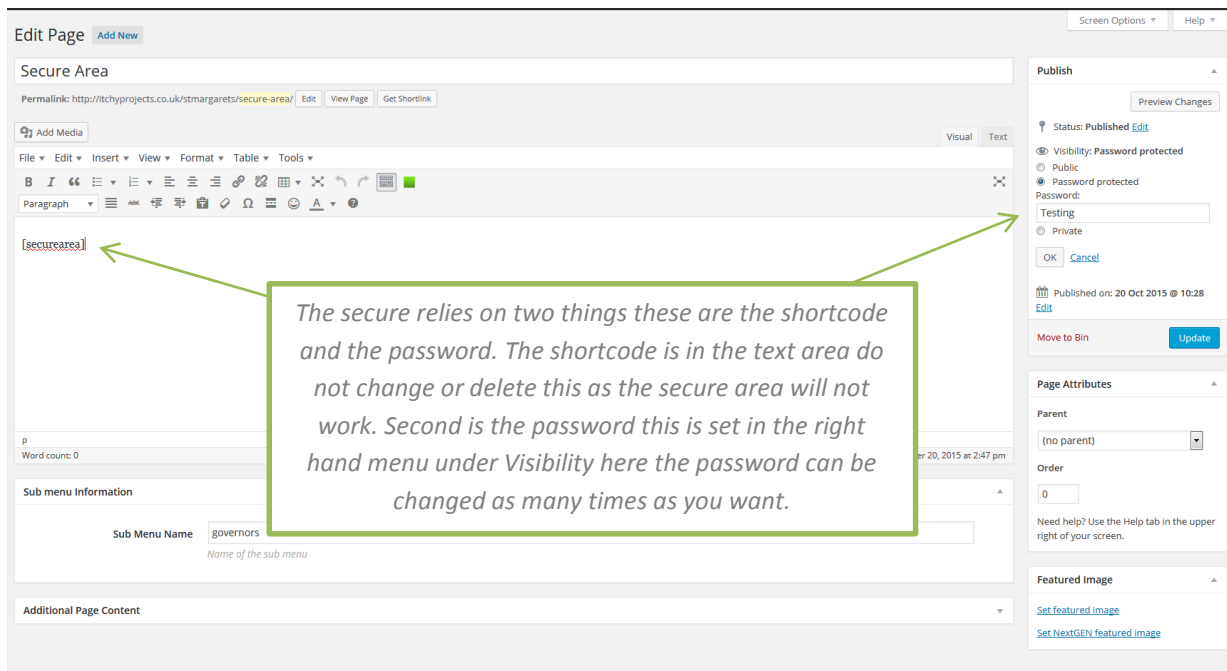
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SECURE AREA

The secure area is relatively easy to use system files are uploaded and stored for other people to view and use. It works exactly the same as Policies and Newsletters as you only have to add a title and the document itself.



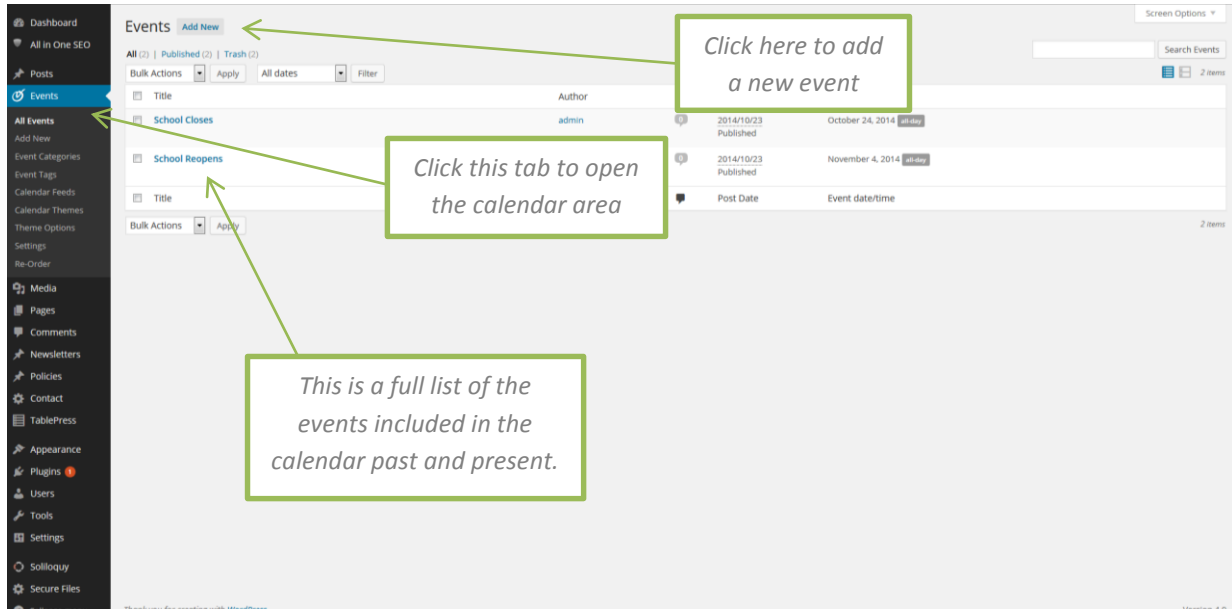
The security of the page is handled in Secure Area in pages this is where the password of the area can be changed at any time..



Note: Changing the password means the previous will expire and any users with that password will not be able to access the system.

CALENDAR

The calendar functionality is very simple to use the first page shows the current events in the calendar these are easily edited by clicking on the names.

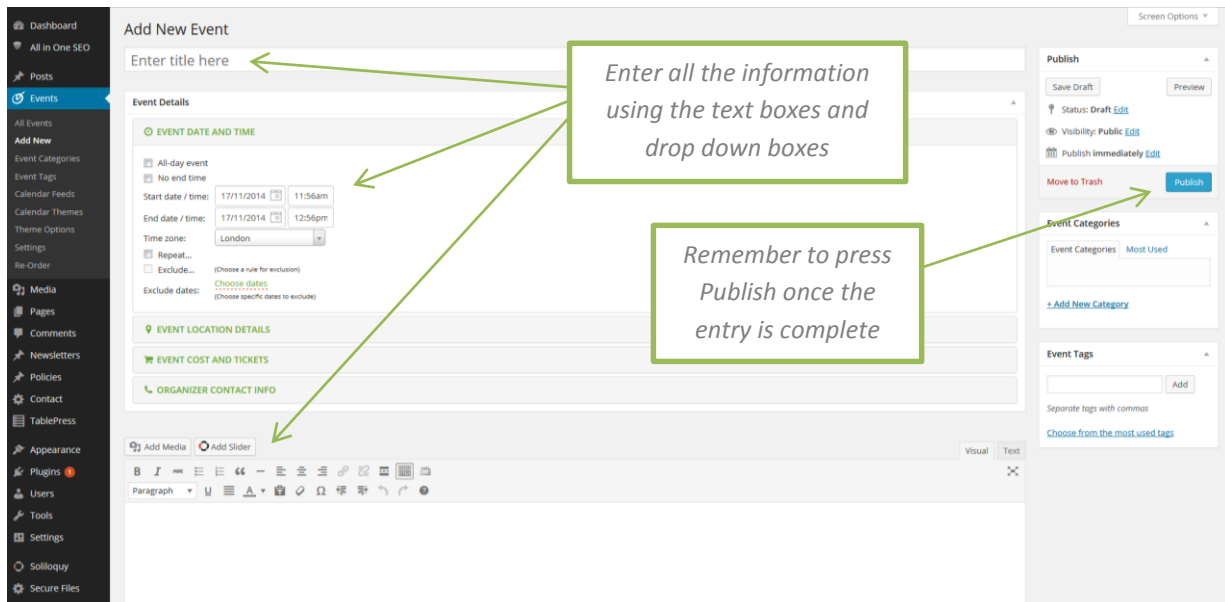


Click here to add a new event

Click this tab to open the calendar area

This is a full list of the events included in the calendar past and present.

Each event can hold a huge range of information from locations to pictures and extra info.



Enter all the information using the text boxes and drop down boxes

Remember to press Publish once the entry is complete



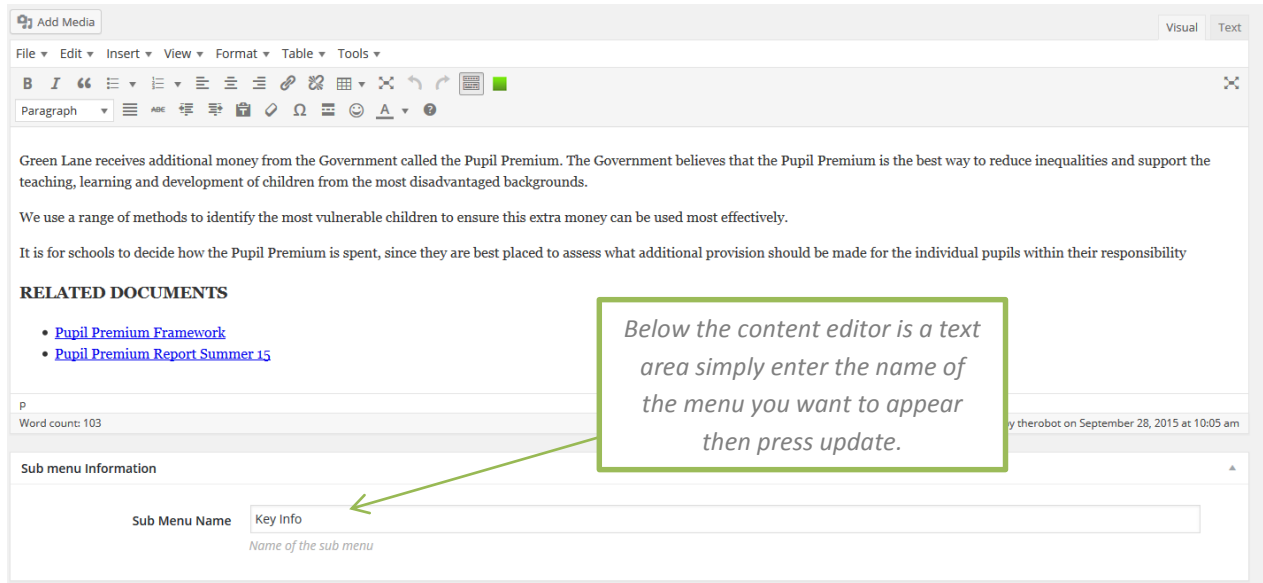
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IN THIS SECTION

If your site makes use of this functionality then you will have small submenus in the sidebars on subpages, below are some screenshots on how to identify and edit these menus.

Note: If you have not read the “Modifying your Menu” section above please check it out before attempting to edit any menus.



Visual Text

File Edit Insert View Format Table Tools

Paragraph

Green Lane receives additional money from the Government called the Pupil Premium. The Government believes that the Pupil Premium is the best way to reduce inequalities and support the teaching, learning and development of children from the most disadvantaged backgrounds.

We use a range of methods to identify the most vulnerable children to ensure this extra money can be used most effectively.

It is for schools to decide how the Pupil Premium is spent, since they are best placed to assess what additional provision should be made for the individual pupils within their responsibility

RELATED DOCUMENTS

- [Pupil Premium Framework](#)
- [Pupil Premium Report Summer 15](#)

P

Word count: 103

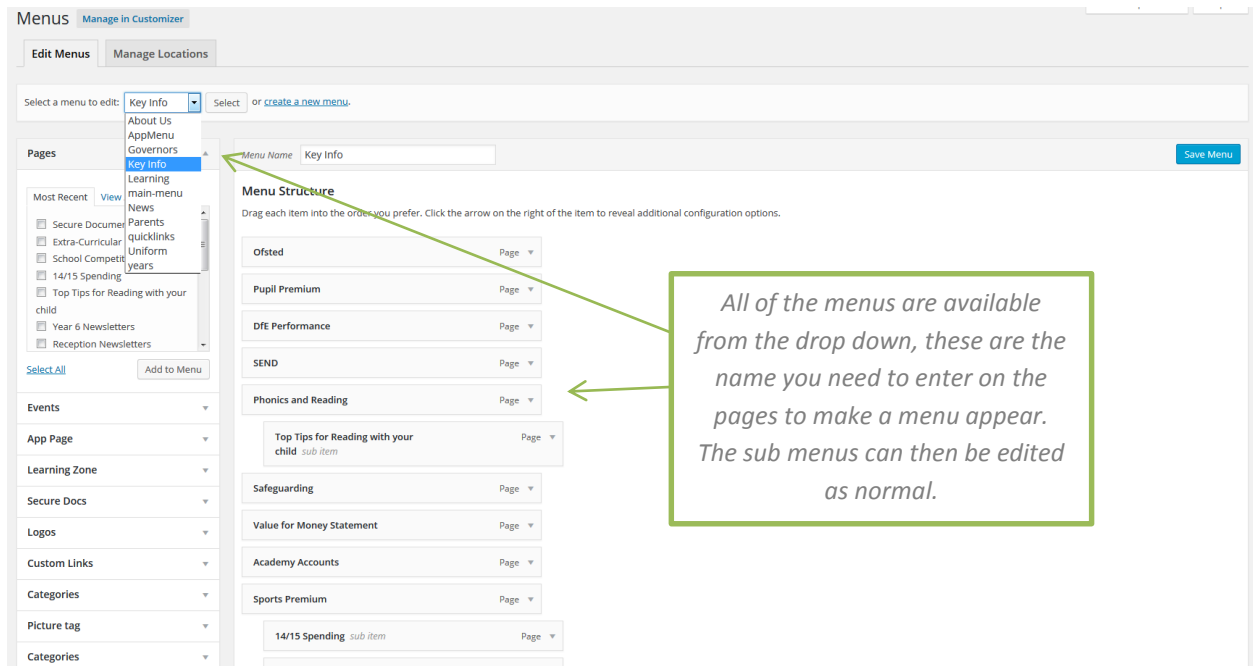
Sub menu Information

Sub Menu Name Key Info

Name of the sub menu

Below the content editor is a text area simply enter the name of the menu you want to appear then press update.

Below is a screenshot showing the menus that are available to enter into the subpages.



Menus Manage in Customizer

Edit Menus Manage Locations

Select a menu to edit: Key Info Select or create a new menu.

Pages

Most Recent View

Secure Documents

Extra-Curricular

School Competitions

14/15 Spending

Top Tips for Reading with your child

Year 6 Newsletters

Reception Newsletters

Select All Add to Menu

Events

App Page

Learning Zone

Secure Docs

Logos

Custom Links

Categories

Picture tag

Categories

Menu Name Key Info

Save Menu

Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

Ofsted Page

Pupil Premium Page

DfE Performance Page

SEND Page

Phonics and Reading Page

Top Tips for Reading with your child sub item Page

Safeguarding Page

Value for Money Statement Page

Academy Accounts Page

Sports Premium Page

14/15 Spending sub item Page

All of the menus are available from the drop down, these are the name you need to enter on the pages to make a menu appear. The sub menus can then be edited as normal.



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We have plenty of other functionality available including:

- Custom Staff page layouts
- Logo and Accreditation sliders
- School & Learning Zones
- Blogs

If you are interested in expanding your site please get in touch.

We hope these details are clear, if you require any further information, please do not hesitate to contact us.

Yours sincerely



Rob Adams
Technical Director