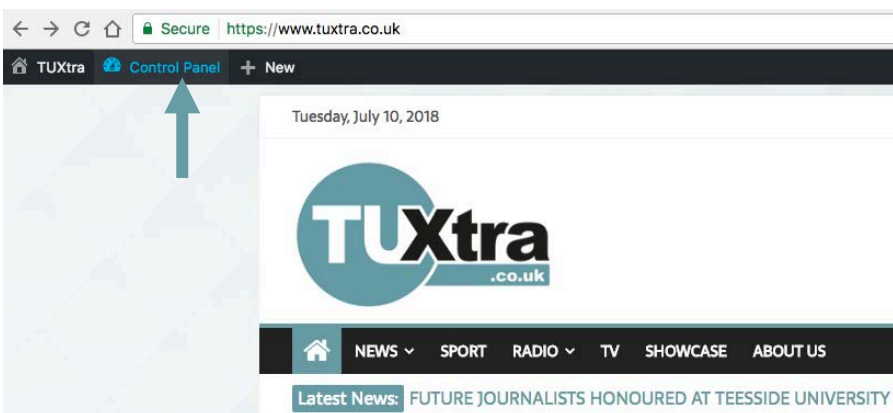


Creating a Post:

This document is a guide to the process of creating and submitting a post on the TU Xtra web platform. It takes you step by step through the process of writing a post as a student or 'author'.

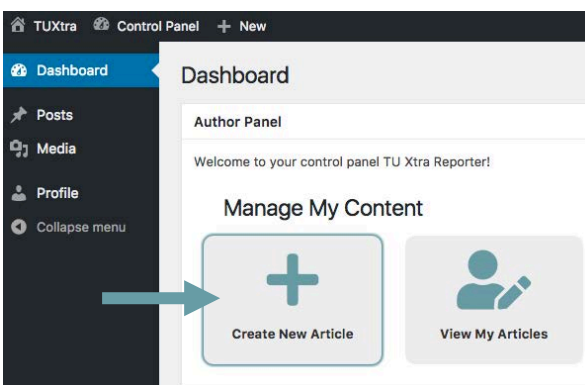
1 – Log-in to the TU Xtra Wordpress platform at <https://tuxtra.co.uk>

2 – Click the 'Control Panel' option in the top left of your screen.



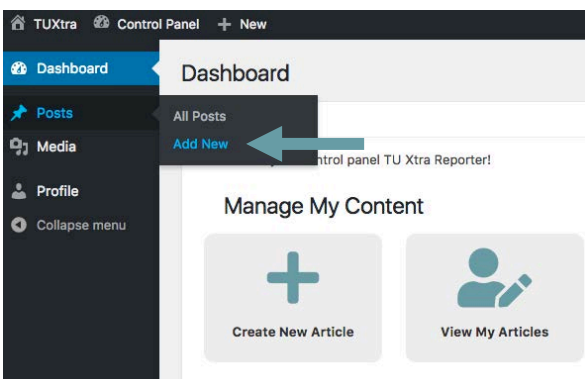
Clicking 'Control Panel' will take you to your personal dashboard for the TU Xtra web platform.

3 - You are now on your personal dashboard. From here there are multiple ways to start a new post...



Click the 'Create New Article' button on the main dashboard

or



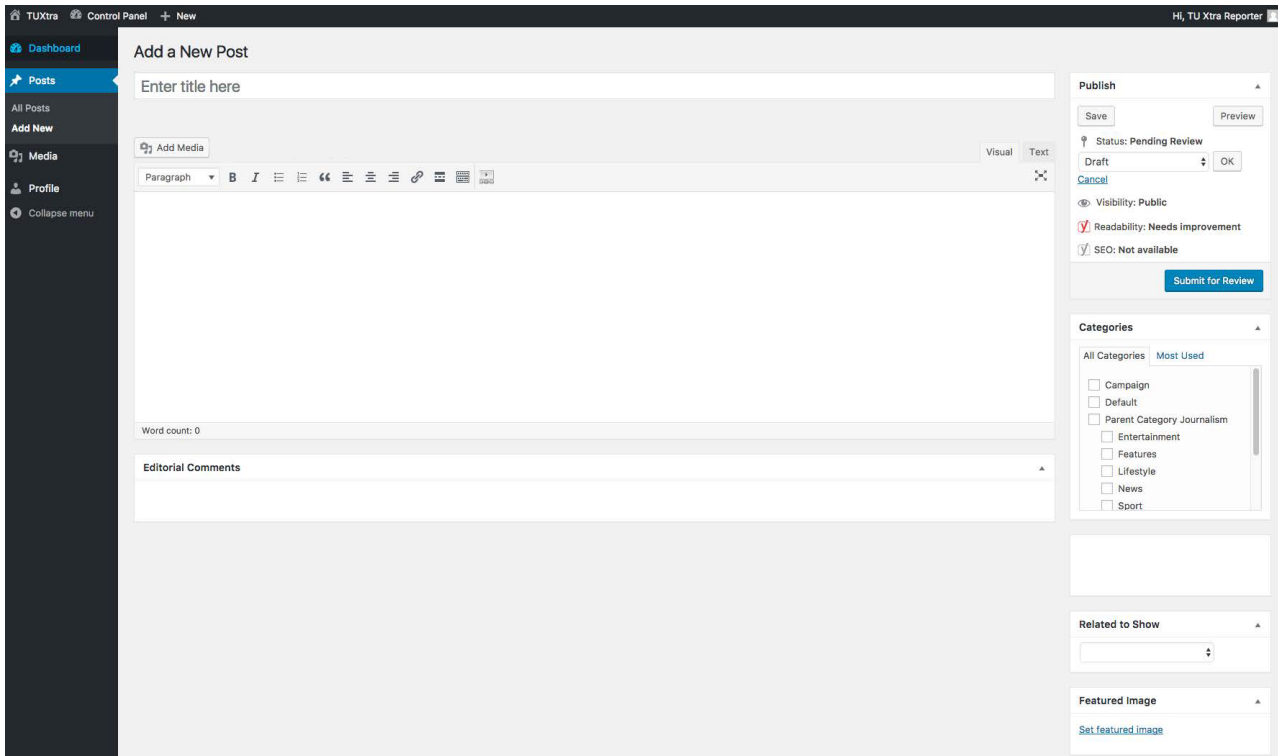
Hover over the 'Posts' tab on the dashboard menu and click the 'Add New' sub-tab

Clicking either of these links will take you to the 'Add a New Post' page

Cont...

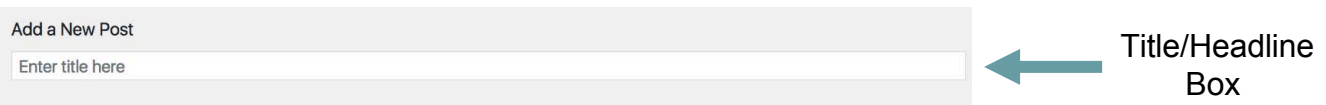
Creating a Post:

4 – You are now on the 'Add a New Post' page. It's time to start filling in the blanks.



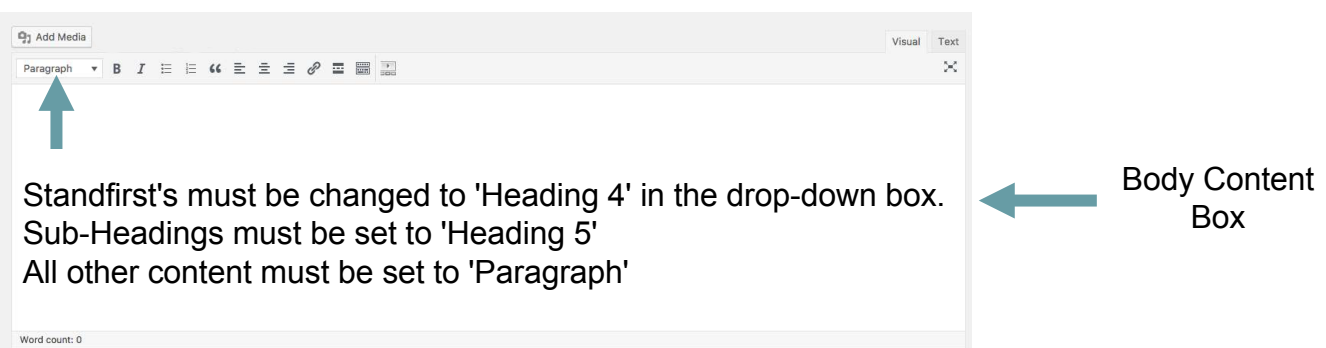
Title/Headline Box

The title/headline of your post. It **MUST** be entered in ALL CAPS. Please limit this to under 60 characters.



Body Content Box

The blank box where you enter your writing, links, images, video, links to images, and any information you want to display on the site.

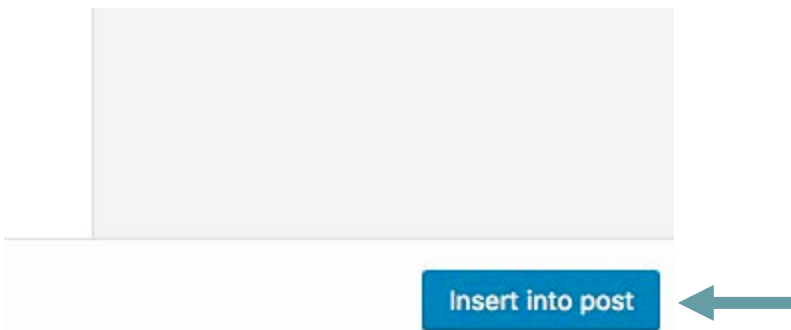


Creating a Post:

To add an image to your post, Click your cursor on the area of the post or page where you would like the image to show. Next, click the Add Media button in the top left corner of your toolbar

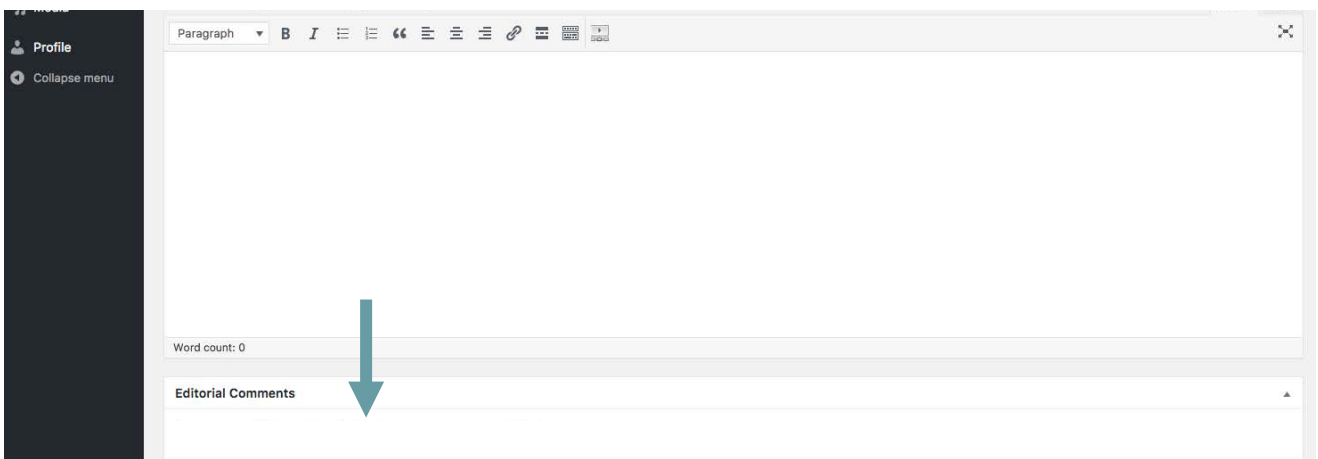


This will give the option to add an image from file to your media library or choose an image already in your media library. Then, simply select an image from this media library and click 'Insert into post'.



Editorial Comments

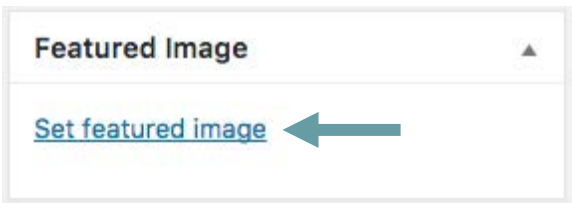
The 'Editorial Comments' section is where you receive feedback that your lecturers/ editors have provided before publication or after a submitted assessment.



Creating a Post:

Featured Image

To add a featured image in a WordPress post, simply click on 'Set Featured Image' link.

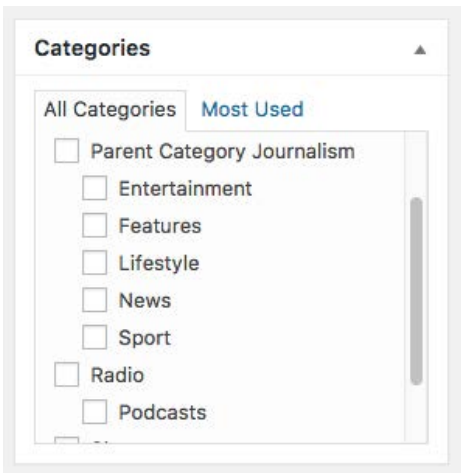


This will open the WordPress Media Library. You can use that to upload an image from your computer or use an existing image from your media library. Once you select the image, simply click on the 'Set Featured Image' button.

Featured images **MUST** be 800 x 445 pixels.

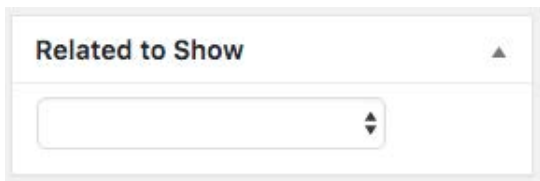
Categories

The general topic the post can be classified in on the website. Please only select **ONE** category. 'Parent Category Journalism' is an umbrella category and will not show on the website if selected. 'Default' is the default set category and will also not show on the website



Related to Show

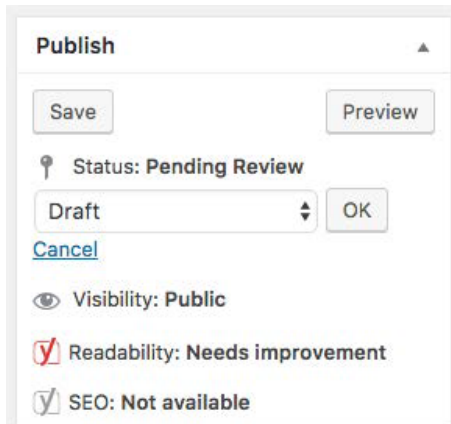
If you are part of a TU Xtra radio show, please select which show you are related to. This will link your posts to your radio profile.



Creating a Post:

Publish Box

The 'Publish Box' is where you choose your submitting options. It is important that this is done correctly.



The screenshot shows the 'Publish' box with the following elements:

- Buttons:** 'Save' and 'Preview' at the top.
- Status:** A key icon followed by 'Status: Pending Review'. Below this is a dropdown menu currently showing 'Draft' and an 'OK' button.
- Cancel:** A blue text link below the status dropdown.
- Visibility:** An eye icon followed by 'Visibility: Public'.
- Readability:** A red checkmark icon followed by 'Readability: Needs improvement'.
- SEO:** A green checkmark icon followed by 'SEO: Not available'.

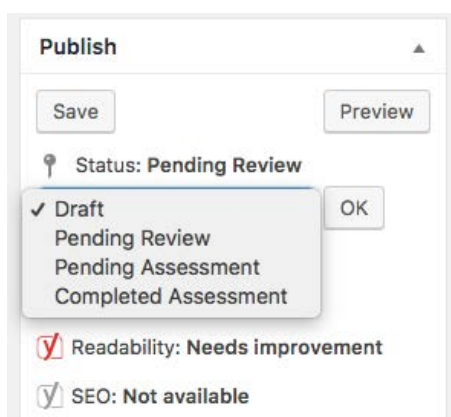
The 'Publish Box' Contains buttons that control the state of your post. The main states are Draft, Pending Review, Pending Assessment and Completed Assessment.

A '**Draft**' status means the post has **NOT** been sent to an editor and remains a draft for you.

A '**Pending Review**' status means your submitted post is waiting for review by an editor prior to publication.

A '**Pending Assessment**' status means the post you have submitted for assessment is waiting to be marked.

The '**Completed Assessment**' status should **NOT** be used by students/authors. This is where your submitted assessments that have been marked and returned to you with feedback.



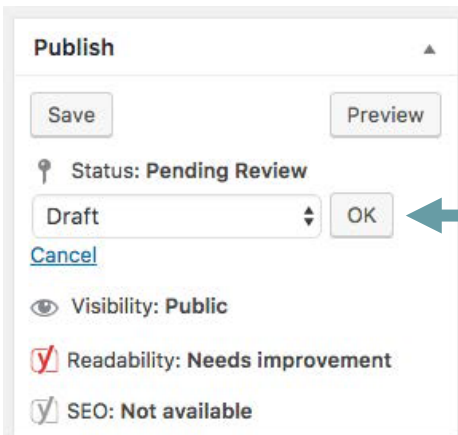
This screenshot shows the 'Publish' box with the status dropdown menu open. The menu lists the following options:

- ☒ Draft
- ☐ Pending Review
- ☐ Pending Assessment
- ☐ Completed Assessment

The 'Draft' option is selected, and the 'OK' button is visible next to the dropdown.

Draft is set as the default status

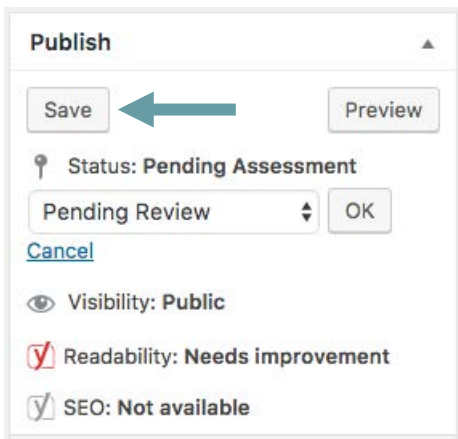
Creating a Post:



The 'Publish' box is shown with the following elements: a 'Save' button and a 'Preview' button at the top; a status indicator 'Status: Pending Review' with a key icon; a dropdown menu currently showing 'Draft' and an 'OK' button to its right; a blue 'Cancel' link below the dropdown; 'Visibility: Public' with an eye icon; 'Readability: Needs improvement' with a red checkmark icon; and 'SEO: Not available' with a green checkmark icon.

Once a status has been selected, press 'OK' for the status to change to your chosen status

To submit the post, select a specific publish status and click the 'Save as...' button at the top of the Publish Box, that status is then applied to the post.

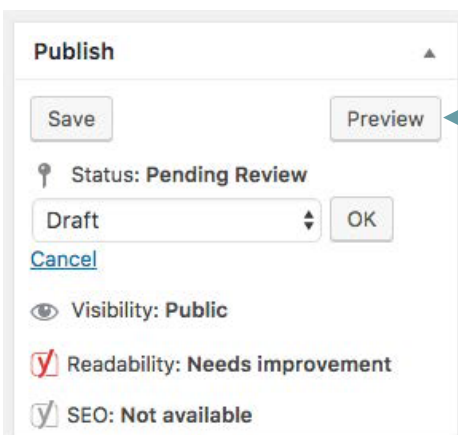


This screenshot of the 'Publish' box is identical to the previous one, but with a blue arrow pointing to the 'Save' button. The status dropdown now shows 'Pending Review' and the 'OK' button is still present.

For example, to save a post in the Pending Review status, select Pending Review from the Publish Status drop-down box, and click 'Save As Pending'.

Extra statuses may be created by each lecturer to submit assessments for different modules.

Preview Button



This screenshot of the 'Publish' box is identical to the previous ones, but with a blue arrow pointing to the 'Preview' button. The status dropdown shows 'Draft' and the 'OK' button is present.

Allows you to view the post before officially submitting it.