



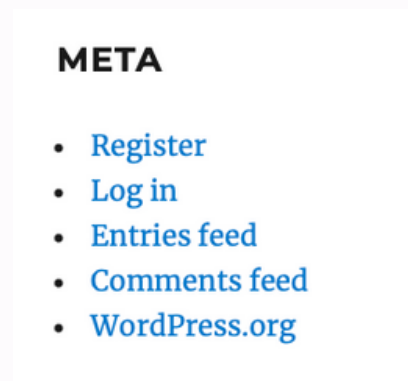
DIGITAL SPACE
STUDENT USER GUIDE



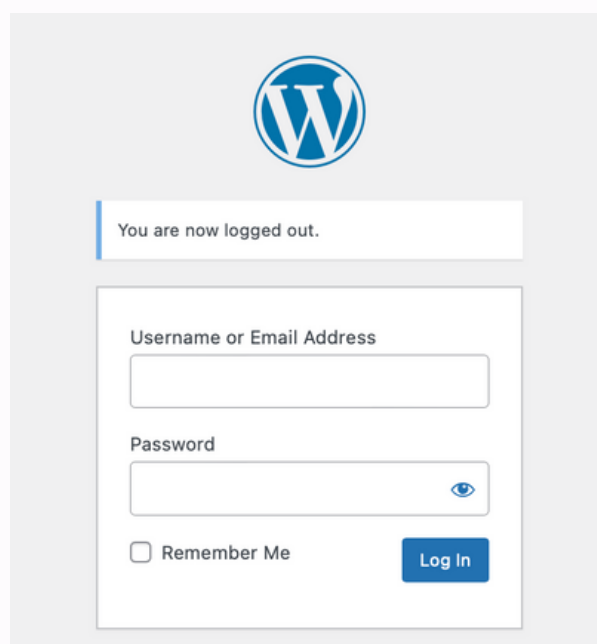
Logging In

To Log in, go to the home page of your course, i.e.
<https://digitalspace.bradfordcollege.ac.uk/art/>
<https://digitalspace.bradfordcollege.ac.uk/media/>

Once you are on the home page look for the Meta block on the right hand side and click Log in

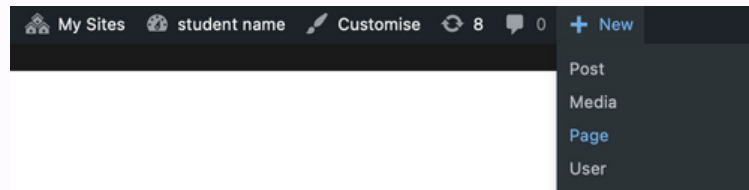


At the log in page type in your college email and digital space password (this is different to your college password)

A screenshot of the WordPress login form. At the top is the WordPress logo. Below it is a message box that says 'You are now logged out.' The login form itself has two input fields: 'Username or Email Address' and 'Password'. The password field has an eye icon to toggle visibility. Below the password field is a checkbox labeled 'Remember Me' and a blue 'Log In' button.

Adding Content

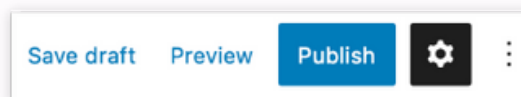
To create a page, hover the mouse over 'New' and click 'Page' (Always use **Pages** not Posts)



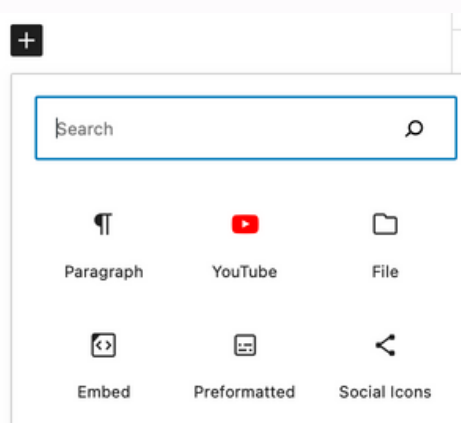
Create a page name by typing a title in, this can be changed at anytime by editing the page



Then click 'Publish' to save the page, make sure you publish the page everytime you make changes



Click the add button and search the type of content to you want to add



Please Note - Max upload is 10mb so you will need to embed large files, e.g. videos files via YouTube

Adding Content

The paragraph button enables you to write text on your page

Research Page

This is my research page and I will add my research here

The Image button enables you to upload images from your computer or insert a URL link

Image

Upload an image file, pick one from your media library, or add one with a URL.

Upload

Media Library

Insert from URL

The File button enables you to upload files from your computer, like PDFs, word documents etc

File

Upload a file or pick one from your media library.

Upload

Media Library

The Youtube button enables you to embed YouTube videos directly on your page, just copy the web address and paste it in. (make sure the videos are public or unlisted, if they are private they wont show up

YouTube URL

Paste a link to the content you want to display on your site.

Enter URL to embed here...

Embed

[Learn more about embeds](#)

Adding Content

You can embed Flickr photos by copying the web address and pasting it directly onto your page

Paste the web address here

+

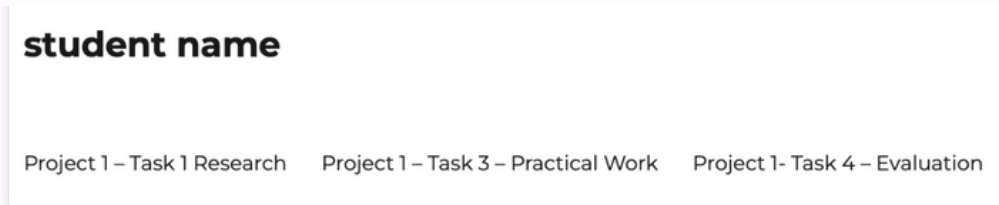
You will then see the image displayed



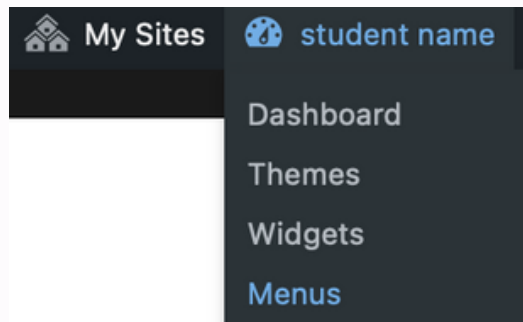
To delete content, highlight the box and press delete.

Organising Menus

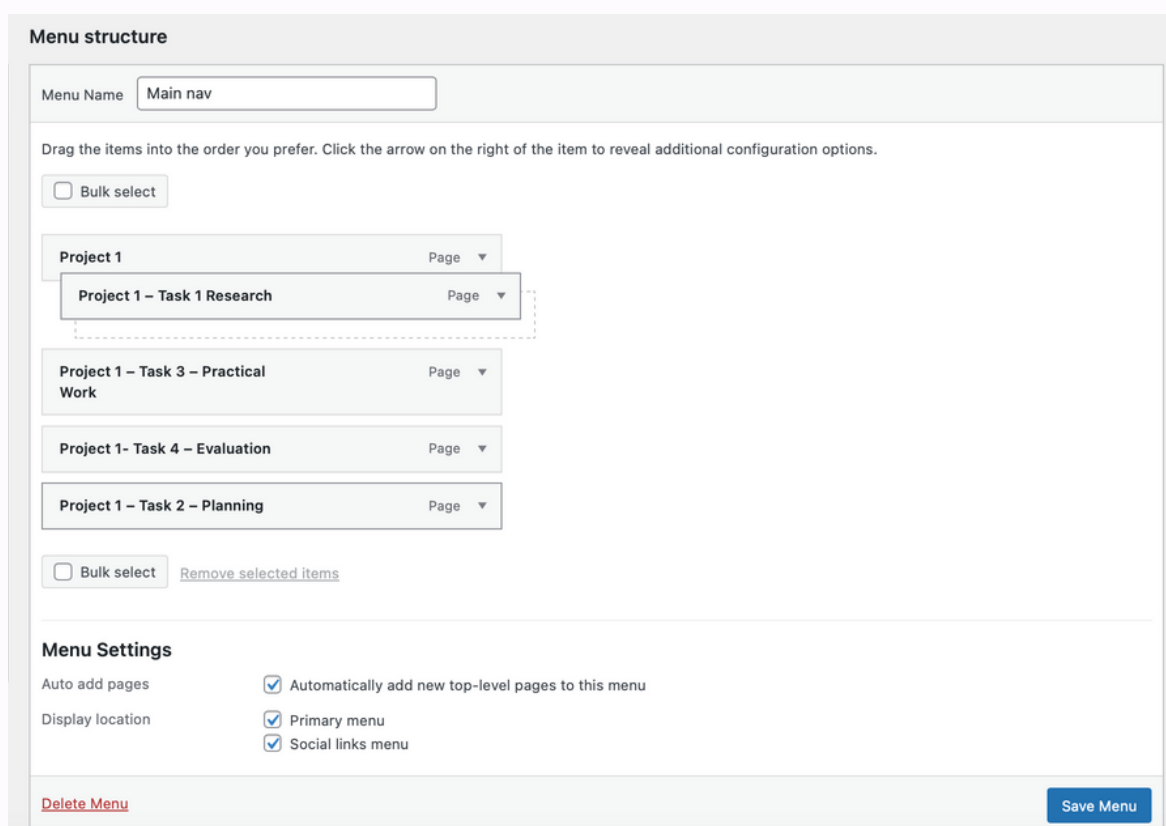
As you add pages they will appear on the main page as titles



To organise these, hover on the website name, and click 'Menus'



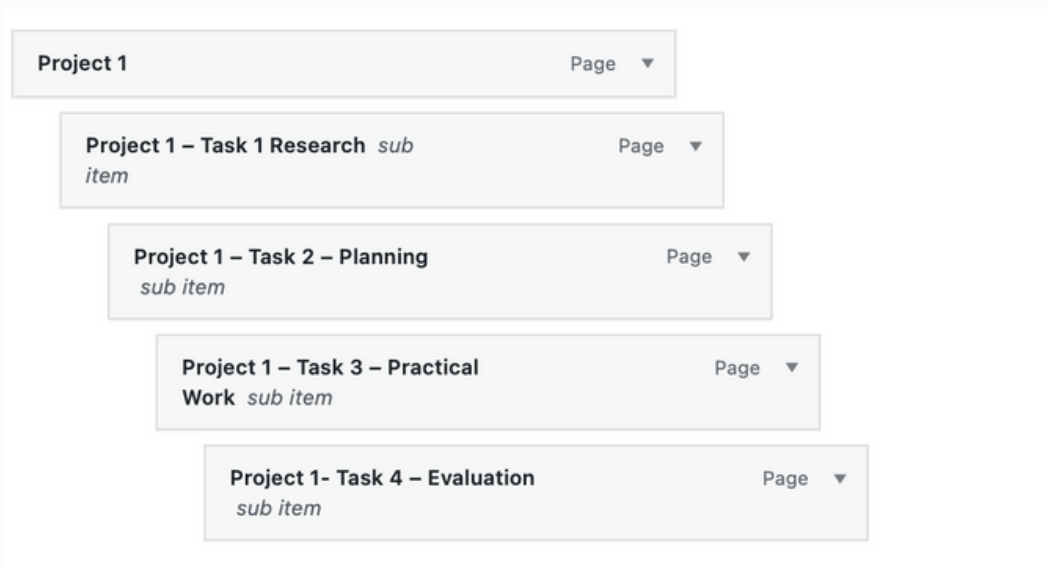
The menu page enables you to organise the page layout



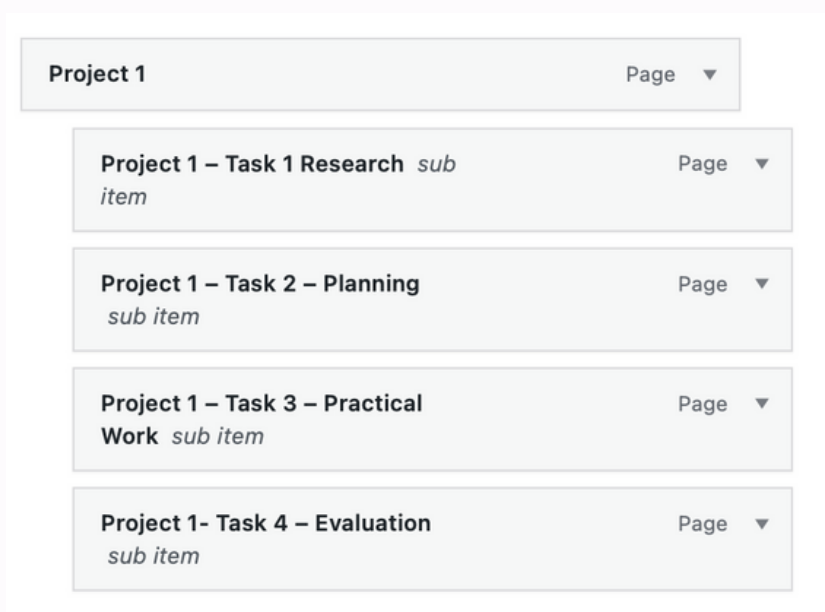
Organising Menus

Dragging pages underneath each other creates submenus, the more layers the more menus.

The format below will create several subpages



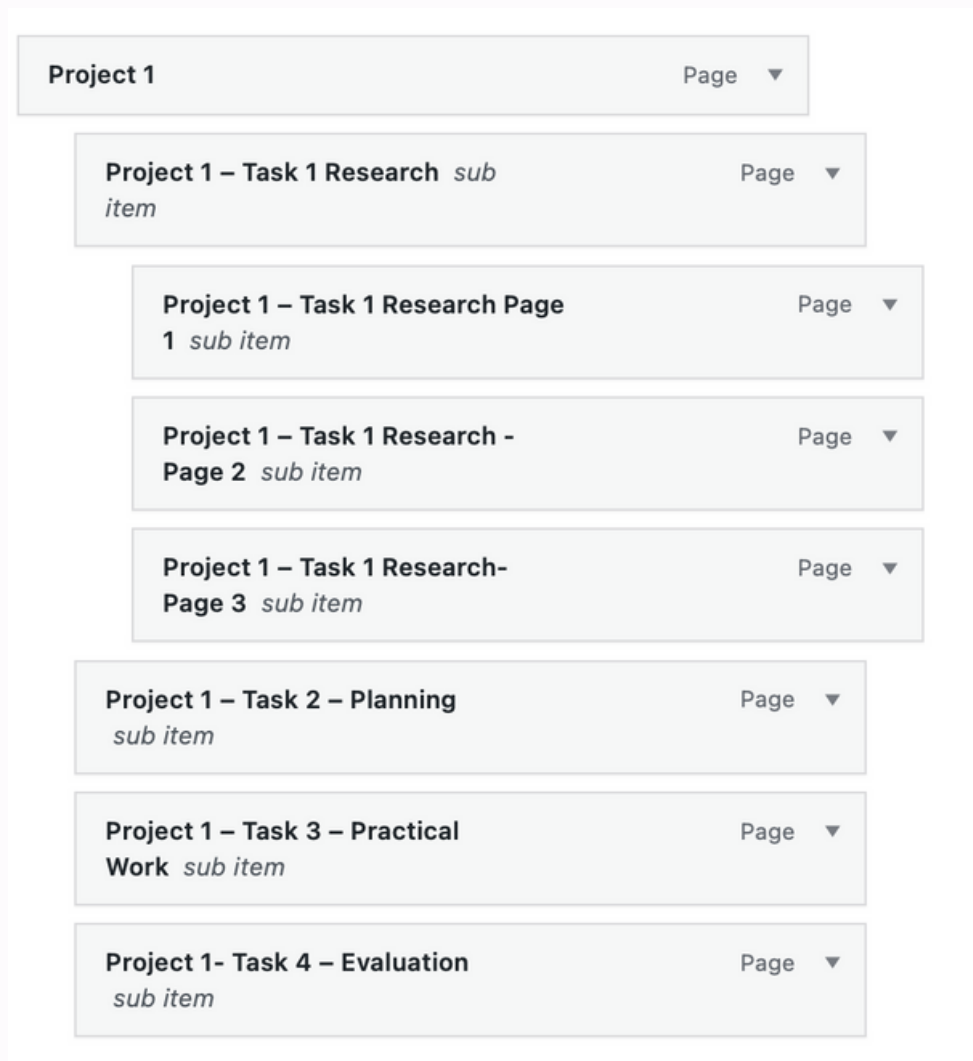
The format below will organise the pages by heading



Click 'Save Menu' to save the layout

Organising Menus

This format below shows how you can layout pages within subheadings



Organise the menu so it is laid out best for your course, ask your tutor for help setting this out.

Organising Menus

You can remove pages from the menu by clicking on the arrow on the righthand side and then clicking remove.

Menu Name

Drag the items into the order you prefer. Click the arrow on the right of the i

☐ Bulk select

Project 1

Page ▲

Navigation Label

Move [Down one](#)

Original: [Project 1](#)

[Remove](#) | [Cancel](#)

The page still exists and you can add it back to the menu from the add menu items.

Tick on the page you want to add and click add to menu

Add menu items

Pages

Most Recent View All Search

☐ Home
☒ Project 1
☐ Research Page
☐ Sample Page
☐ Task 1

☐ Select all [Add to Menu](#)

Posts

Custom Links

Categories

Tags

Formats

Menu structure

Menu Name

Drag the items into the order you prefer. Click the arrow on the right of the item to rev

☐ Bulk select

Task 1

Page ▼

Research Page

Page ▼

☐ Bulk select [Remove selected items](#)

Menu Settings

Auto add pages ☒ Automatically add new top-level pages

Display location ☒ Primary menu ☒ Social links menu

[Delete Menu](#)