DS

DIGITAL SPACE
STUDENT USER GUIDE
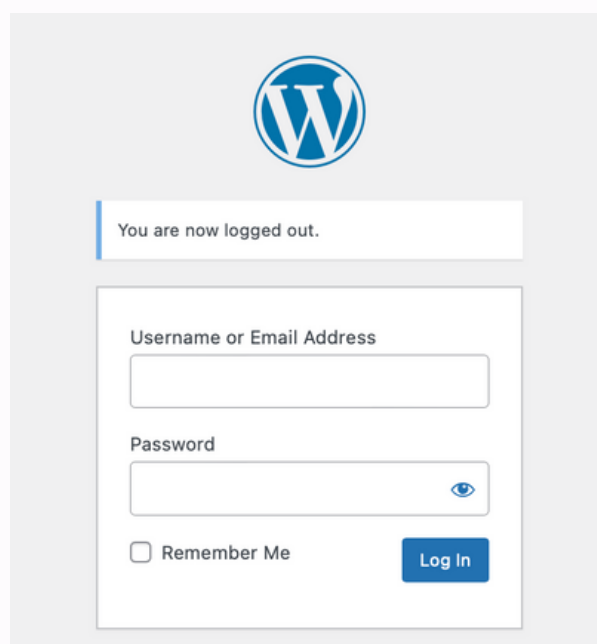
BRADFORD SCHOOL OF ART

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

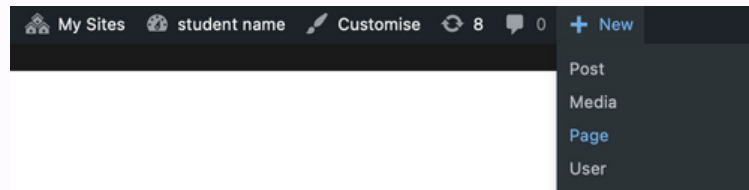**META**

- Register
- Log in
- Entries feed
- Comments feed
- WordPress.org
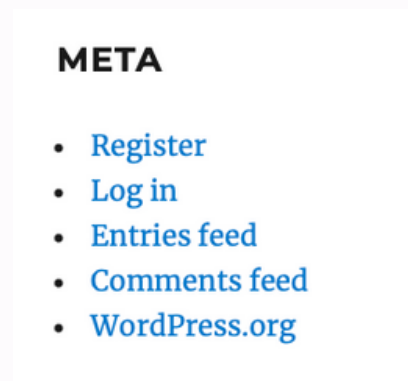
At the log in page type in your college email and digital space password (this is different to your college password)

You are now logged out.

Username or Email Address
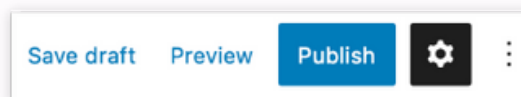
Password

☐ Remember Me   Log In

Adding Content

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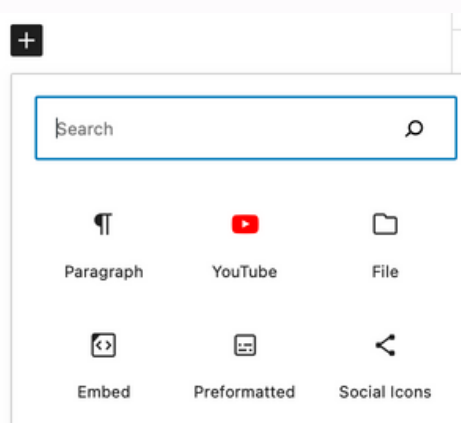

Create a page name by typing a title in, this can be changed at anytime by editing the page

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

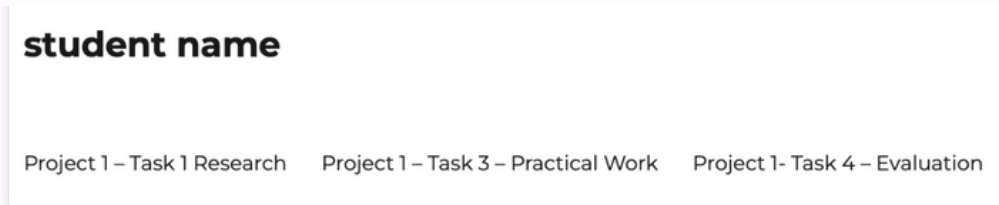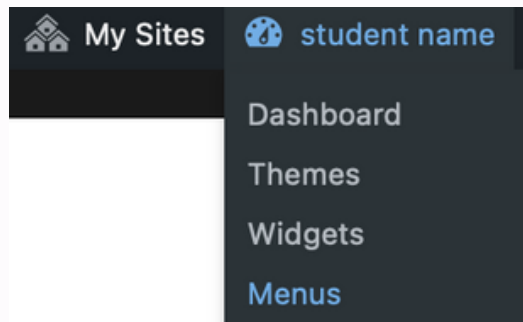Paste the web address here

You will then see the image displayed

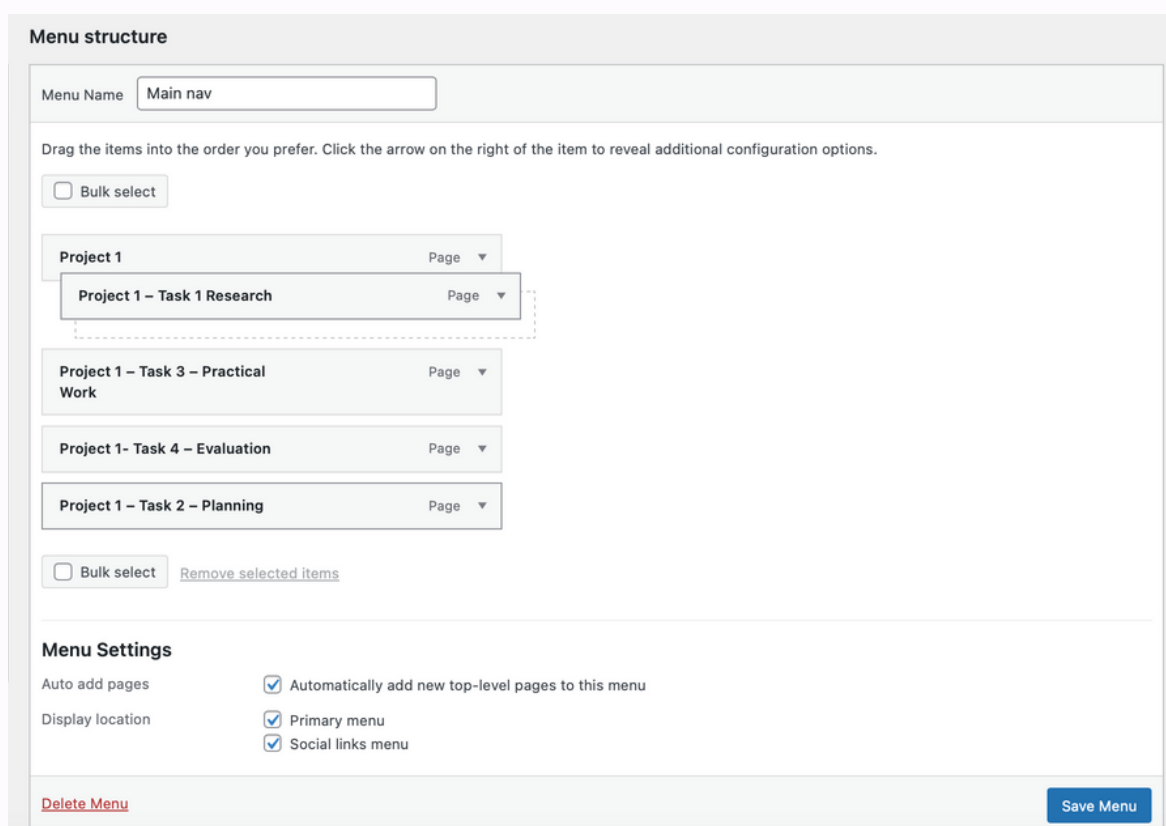To delete content, highlight the box and press delete.

Organising Menus

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

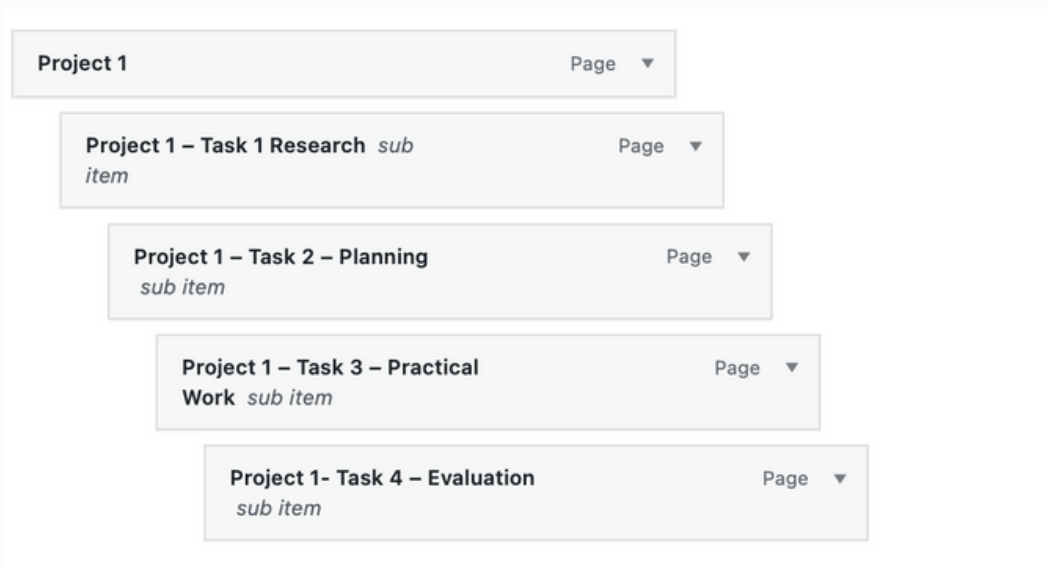To organise these, hover on the website name, and click 'Menus'

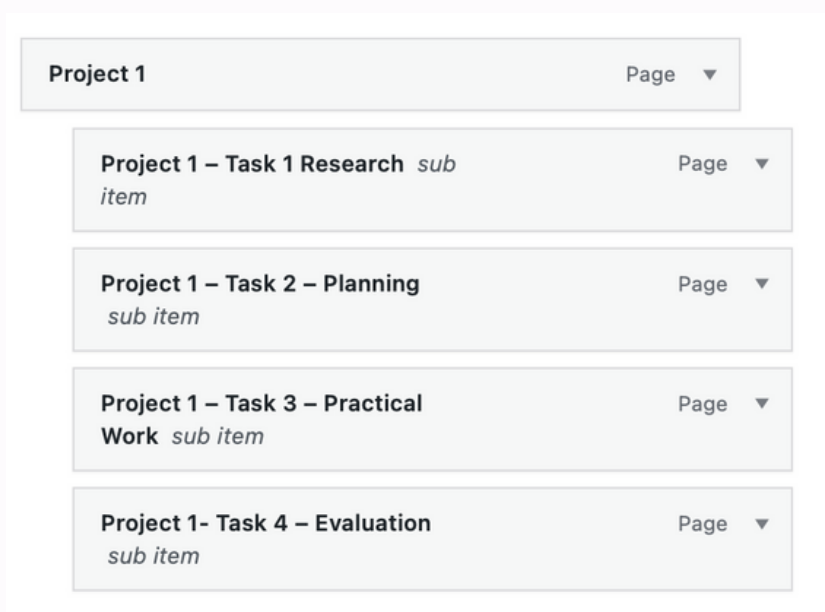The menu page enables you to organise the page layout

Organising Menus

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

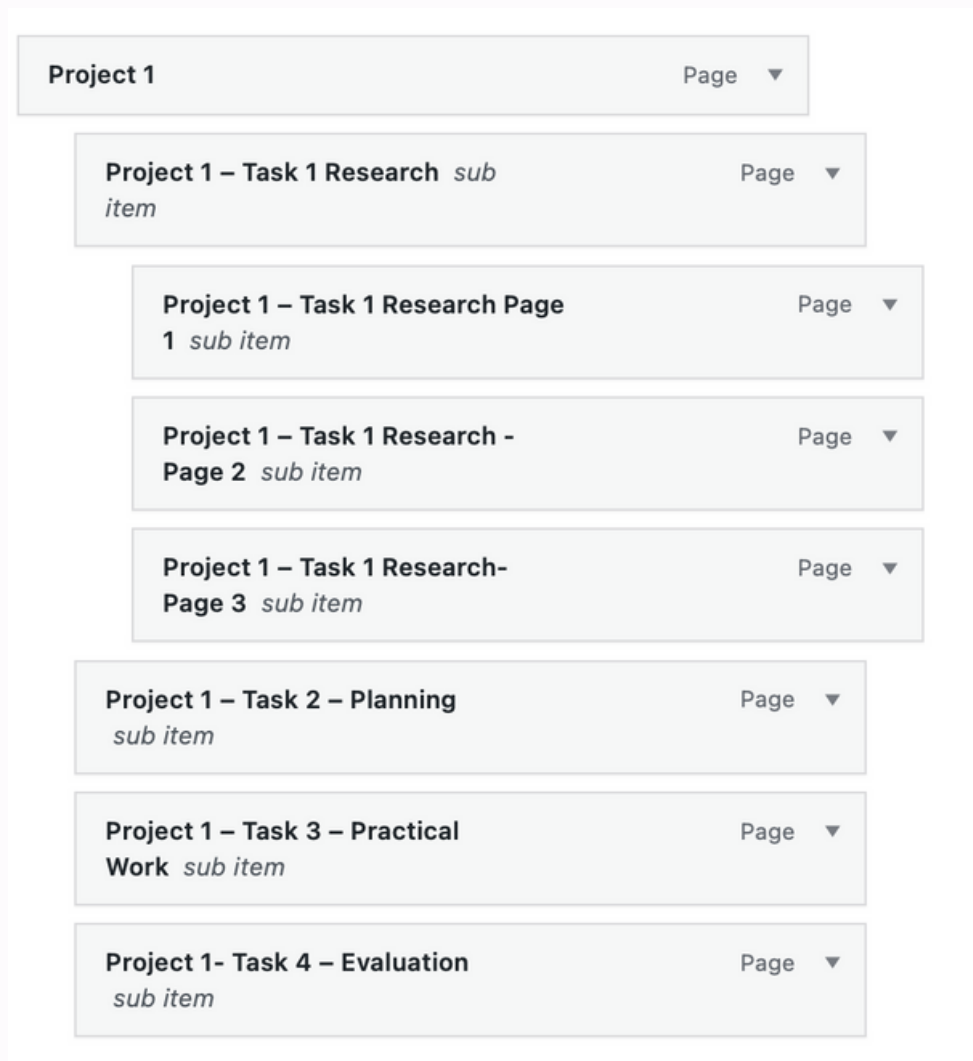The format below will create several subpages

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.

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