

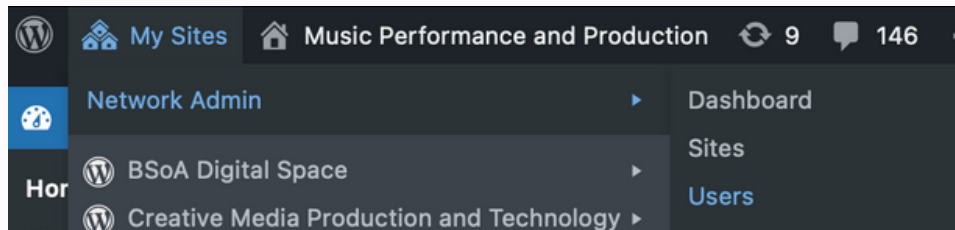


DIGITAL SPACE  
STAFF USER GUIDE

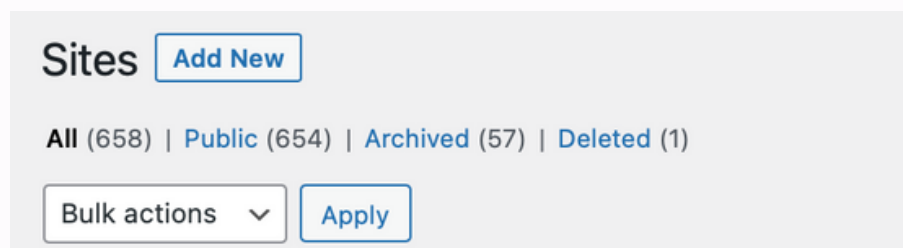


# Creating New User Sites

To create a new user site you will need to log in to digital space and go to NETWORK ADMIN - USERS



Click 'Add New' under sites



Add student number for Site Address

Add student name for Site Title

Add student email address for Admin Email

**Add New Site**

Required fields are marked \*

**Site Address (URL) \***  Only lowercase letters (a-z), numbers, and hyphens are allowed.

**Site Title \***

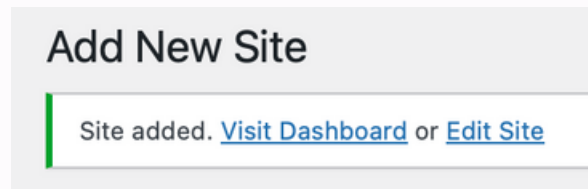
**Site Language**

**Admin Email \***

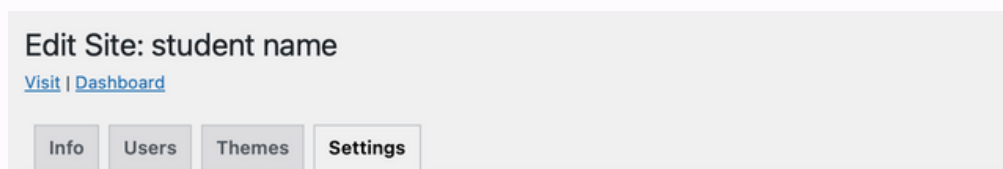
A new user will be created if the above email address is not in the database.  
The username and a link to set the password will be mailed to this email address.

# Creating New User Sites

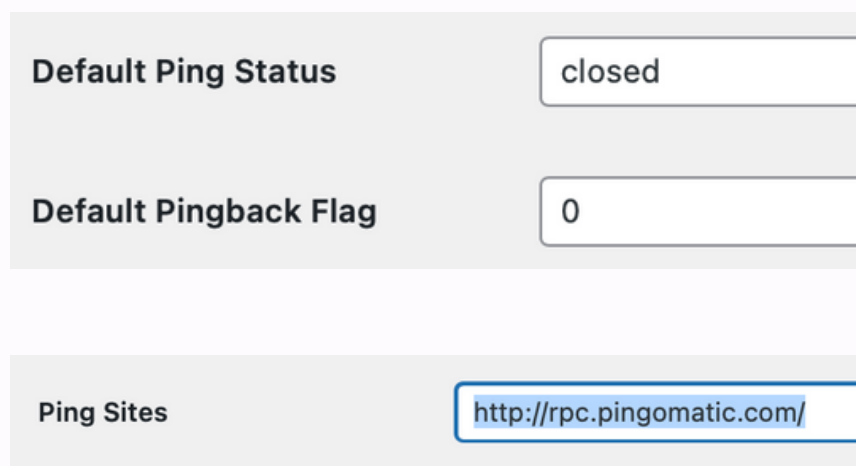
You should now see 'Site added' click 'Edit Site'



click 'Settings'



Scroll down and change  
'Ping Status' to Closed  
'Default Pingback' to 0  
and delete Ping Sites address



Then Save Changes at the bottom of the page

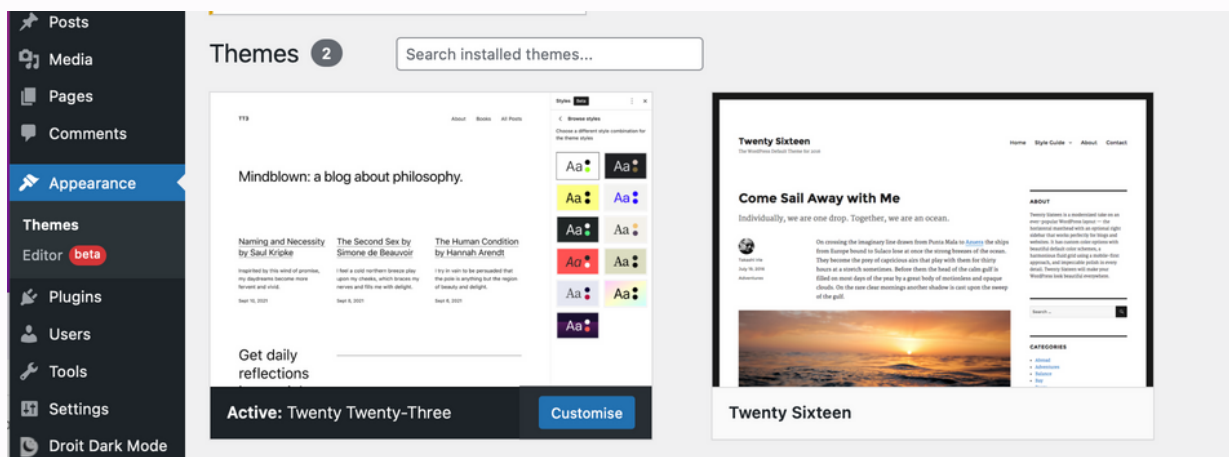
# Creating New User Sites

click 'Dashboard'

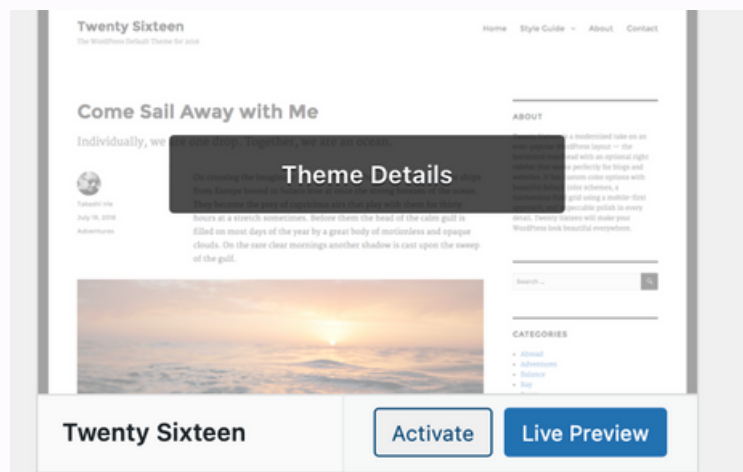
Edit Site: student name

[Visit](#) | [Dashboard](#)

click 'Appearance' then 'Themes'

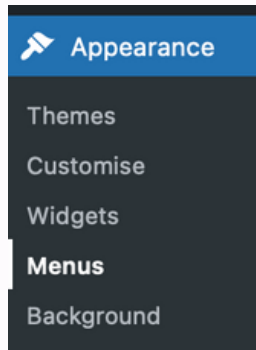


click 'Activate' on the Twenty Sixteen theme



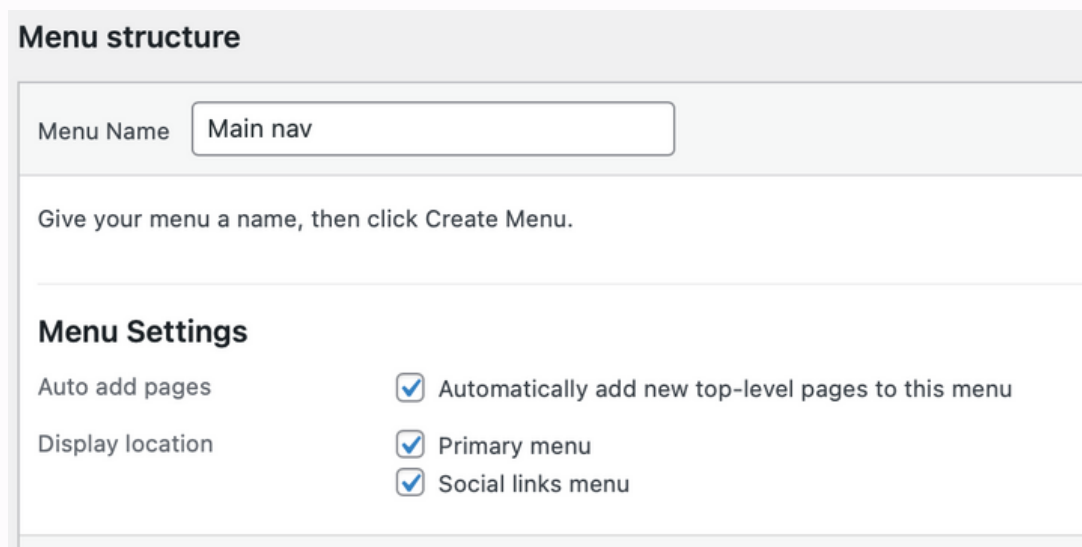
# Creating New User Sites

click 'Appearance' and then 'Menus'

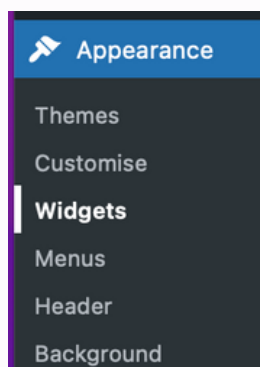


Name the Menu 'Main Nav'

Tick all the boxes below and save menu

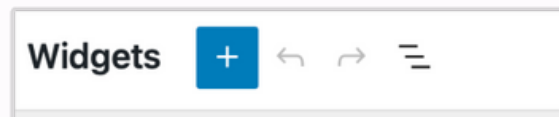
A screenshot of the 'Menu structure' settings page in WordPress. At the top, the title 'Menu structure' is in bold. Below it, there is a 'Menu Name' field containing the text 'Main nav'. Underneath this field is a line of text: 'Give your menu a name, then click Create Menu.' Further down, the section 'Menu Settings' is displayed. It contains two rows of settings. The first row is 'Auto add pages' with a checked checkbox and the text 'Automatically add new top-level pages to this menu'. The second row is 'Display location' with two checked checkboxes: 'Primary menu' and 'Social links menu'.

click 'Appearance' and then 'Widgets'

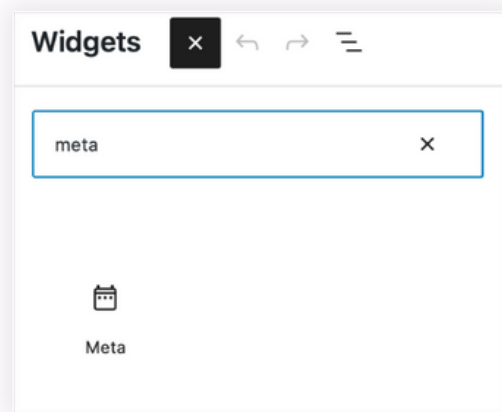


# Creating New User Sites

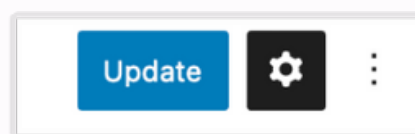
click the add button



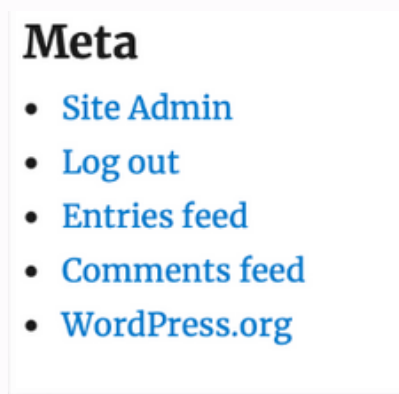
in the search bar type Meta and click on the image below



Click 'Update'

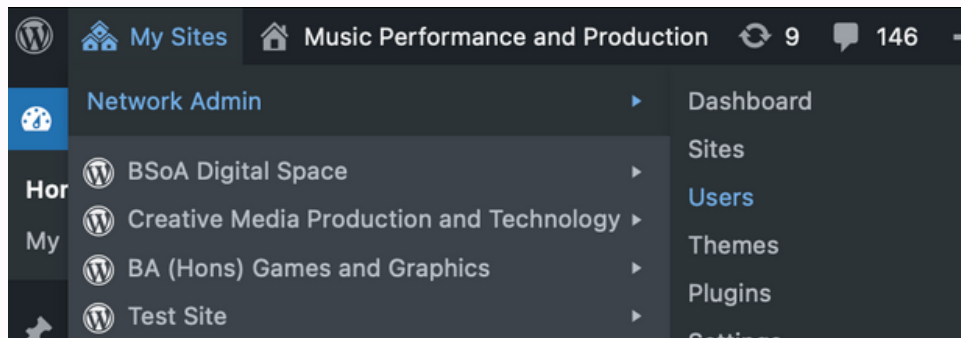


This creates a link to Log in/out on the student page

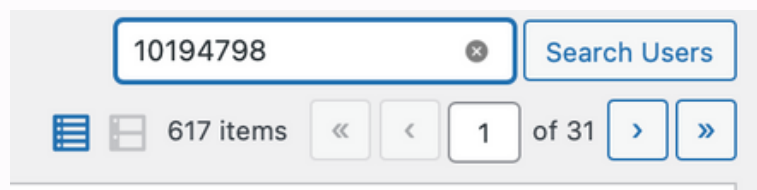


# Changing User Passwords

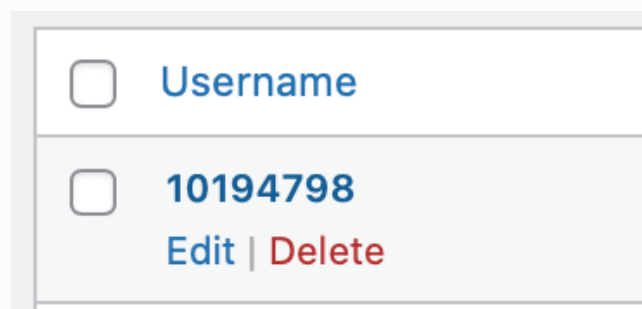
To change a user password you will need to log in to digital space and go to NETWORK ADMIN - USERS



Then Search the student by their number



Click on the student number

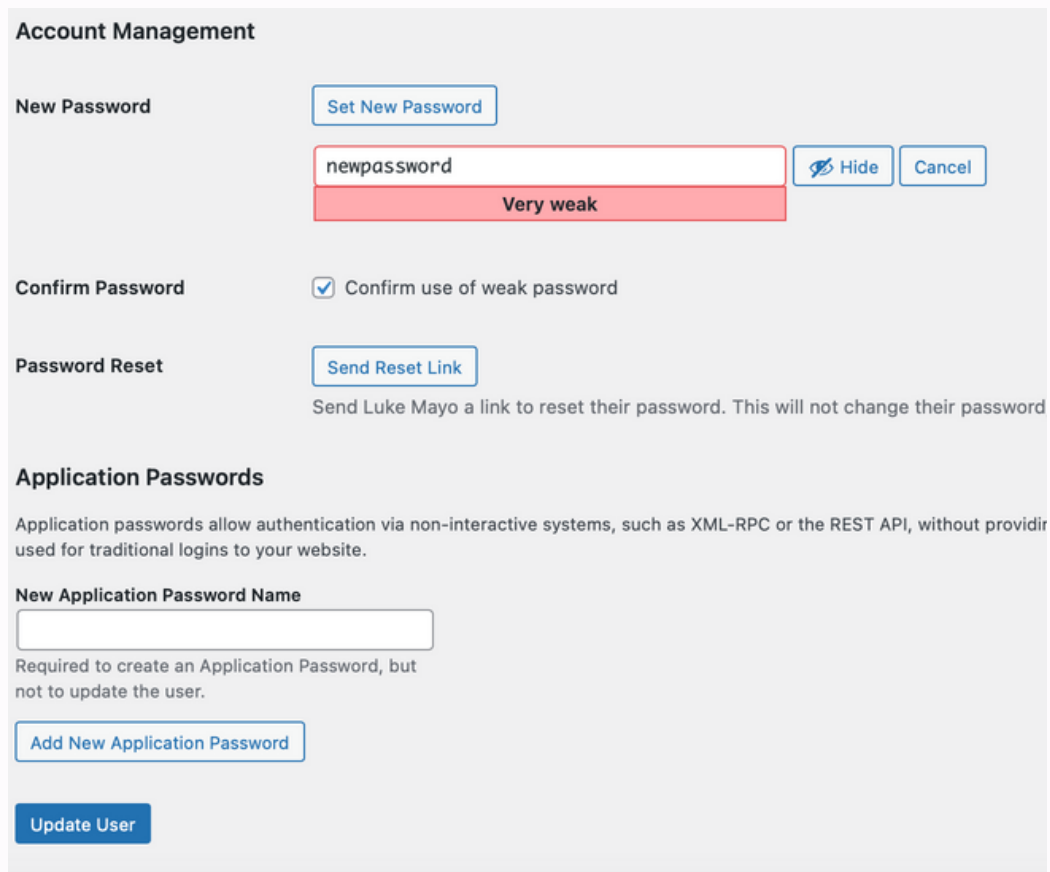


# Changing User Passwords

Click 'Set New Password'

You may need to tick 'Confirm use of weak password'

Type in a new password and click 'Update User'



The screenshot displays the 'Account Management' section of a user interface. It features three main sections: 'New Password', 'Confirm Password', and 'Password Reset'. The 'New Password' section includes a 'Set New Password' button, a password input field containing 'newpassword', a 'Hide' button, and a 'Cancel' button. Below the input field, a red banner indicates the password is 'Very weak'. The 'Confirm Password' section has a checkbox labeled 'Confirm use of weak password' which is checked. The 'Password Reset' section contains a 'Send Reset Link' button and a descriptive text: 'Send Luke Mayo a link to reset their password. This will not change their password'. Below these sections is the 'Application Passwords' section, which explains that application passwords allow authentication via non-interactive systems. It includes a 'New Application Password Name' input field, a note that it is required for creating an application password but not for updating the user, and an 'Add New Application Password' button. At the bottom of the form is a large blue 'Update User' button.

**Account Management**

**New Password** [Set New Password](#)

[Hide](#) [Cancel](#)

Very weak

**Confirm Password** ☒ Confirm use of weak password

**Password Reset** [Send Reset Link](#)

Send Luke Mayo a link to reset their password. This will not change their password

**Application Passwords**

Application passwords allow authentication via non-interactive systems, such as XML-RPC or the REST API, without providing a password used for traditional logins to your website.

**New Application Password Name**

Required to create an Application Password, but not to update the user.

[Add New Application Password](#)

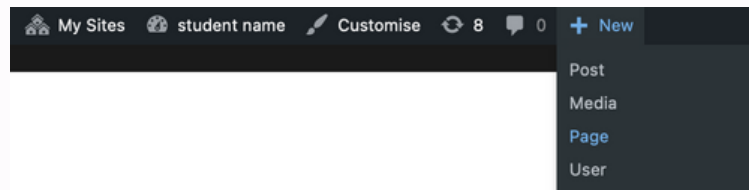
[Update User](#)

You can also use the 'Send Reset Link' which sends an email to the students email account to reset it themselves.



# Adding Content

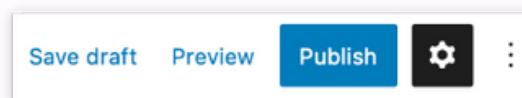
To create a page, hover the mouse over 'New' and click 'Page' (Always use Pages not Posts)



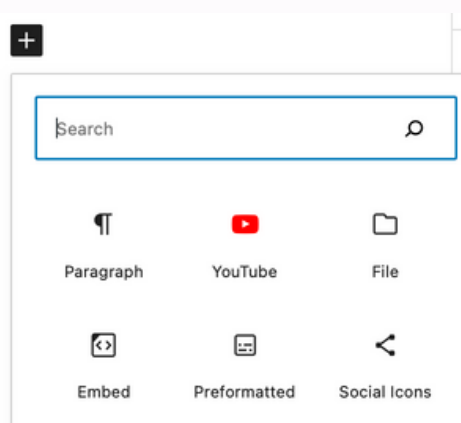
Create a page name by typing a title in, this can be changed at anytime by editing the page



Then click 'Publish' to save the page



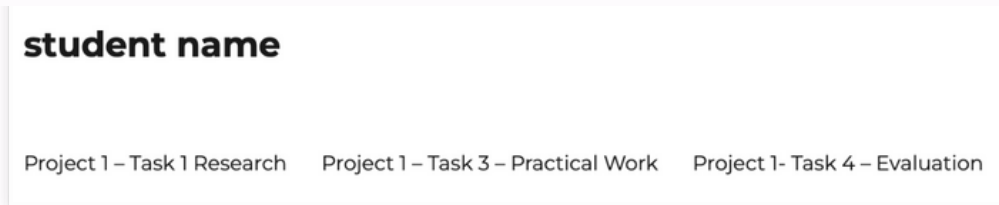
Click the add button and search the type of content to you want to add



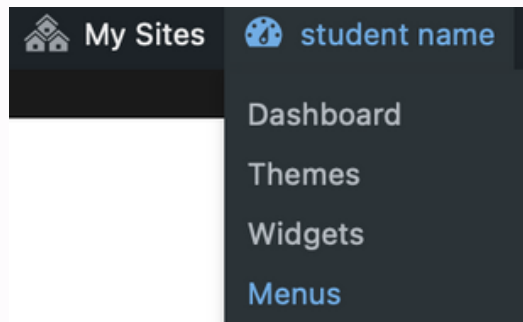
Please Note - Max upload is 10mb so you will need to embed large files, e.g. videos files via YouTube

# Organising Menus

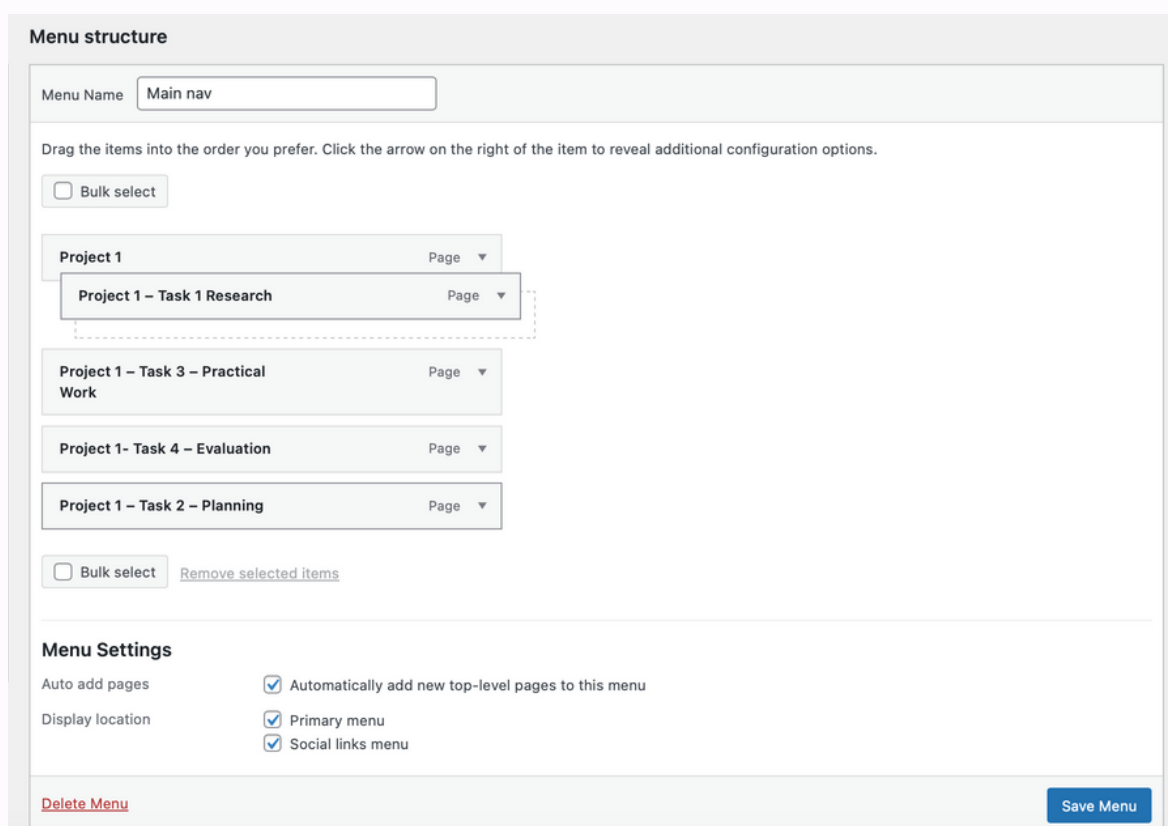
As you add pages they will appear on the main page as titles



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



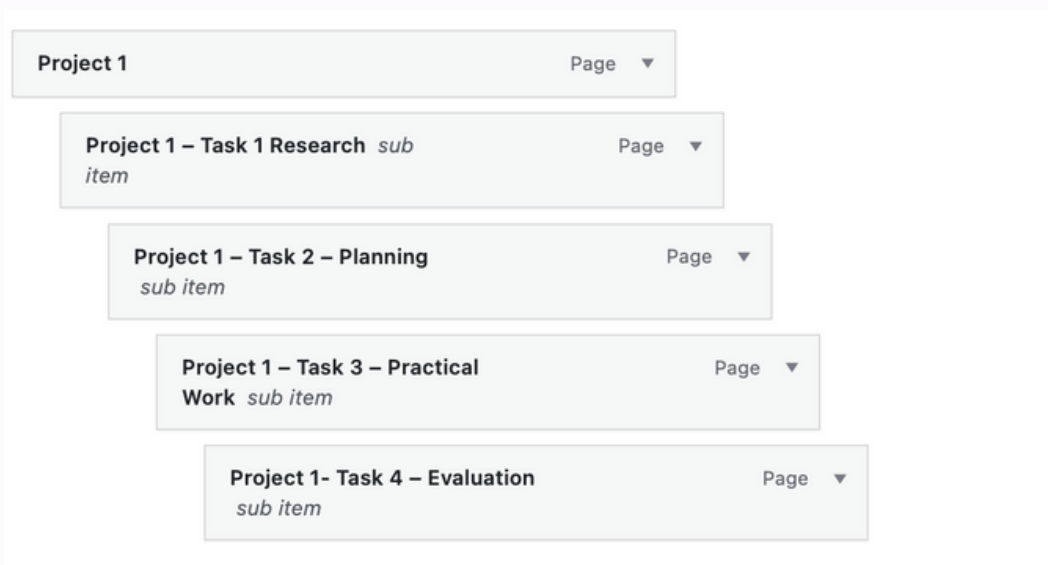
The menu page enables you to organise the page layout

A screenshot of the "Menu structure" page in a CMS. The page has a header "Menu structure" and a sub-header "Menu Name" with a text input field containing "Main nav". Below this, there is a section for organizing menu items. It starts with a "Bulk select" checkbox. Then, there are several menu items, each with a title and a "Page" dropdown menu. The items are: "Project 1" (with a "Page" dropdown), "Project 1 – Task 1 Research" (with a "Page" dropdown), "Project 1 – Task 3 – Practical Work" (with a "Page" dropdown), "Project 1- Task 4 – Evaluation" (with a "Page" dropdown), and "Project 1 – Task 2 – Planning" (with a "Page" dropdown). Below these items, there is another "Bulk select" checkbox and a link "Remove selected items". At the bottom, there is a "Menu Settings" section with three checkboxes: "Auto add pages" (checked), "Display location" (checked), and "Social links menu" (checked). The "Auto add pages" checkbox has a sub-label "Automatically add new top-level pages to this menu". At the very bottom, there are two buttons: "Delete Menu" (in red text) and "Save Menu" (in blue text).

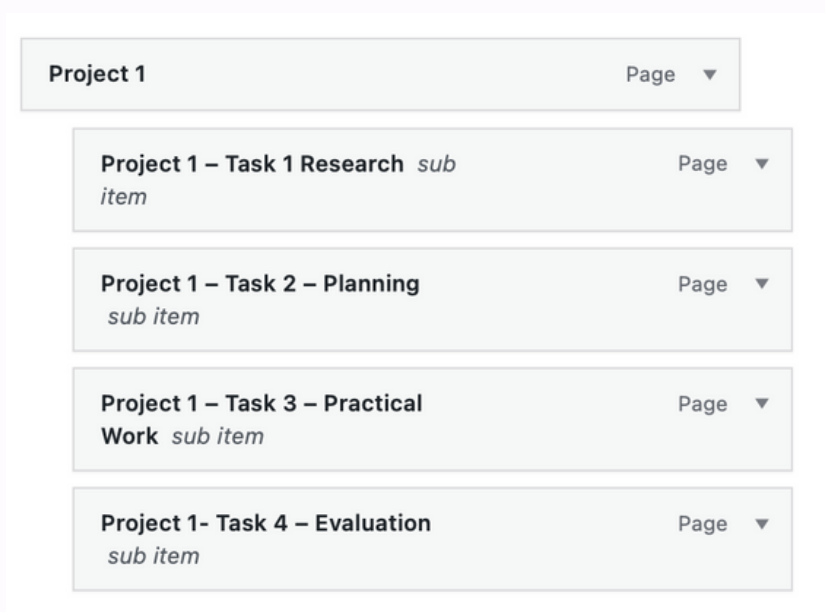
# Organising Menus

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

The format below will create several subpages



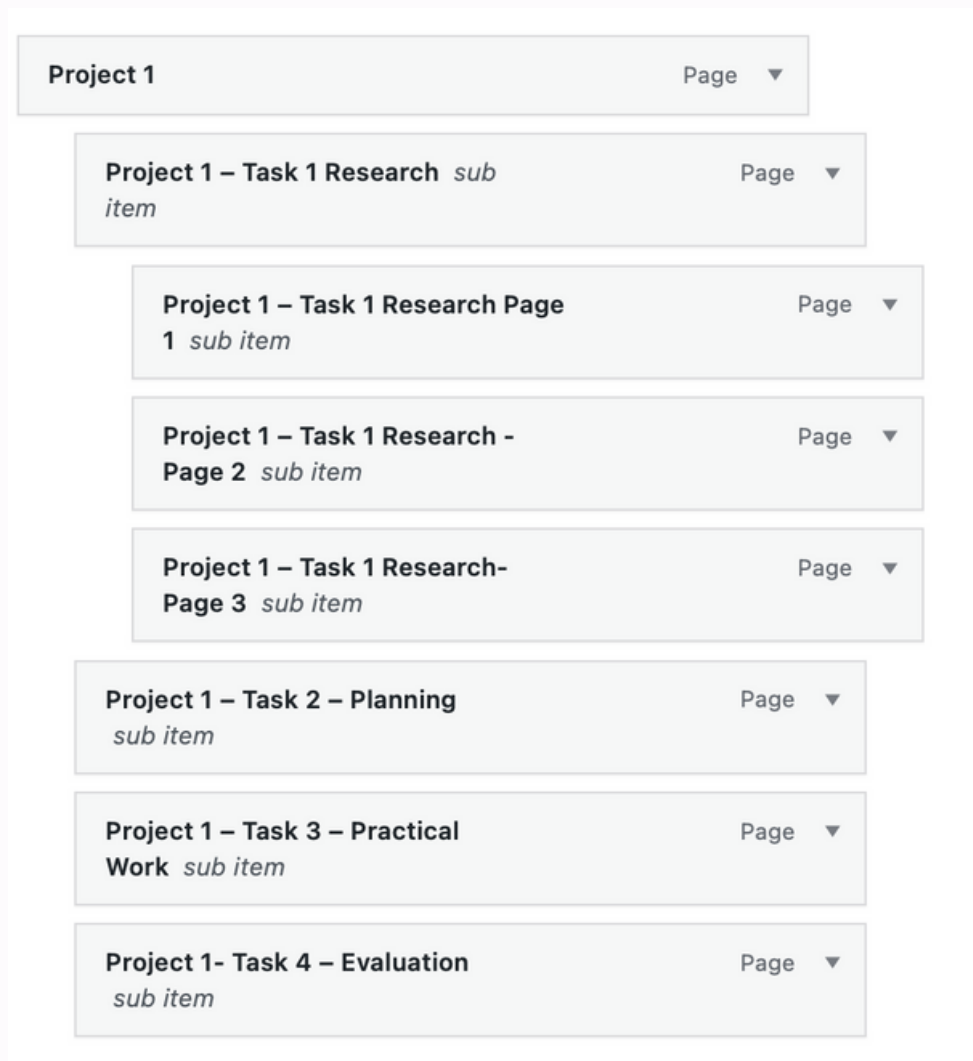
The format below will organise the pages by heading



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 students