

MERIDIAN TECHNOLOGY CENTER THEME DOCUMENTATION

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SECTION ONE: A Brief WordPress Overview

To log in to your website, visit <http://www.meridiantech.edu/wp-admin>. This will bring you to the admin login screen, where you will be prompted to enter a username and password. After entering the correct information, you will automatically be taken to the Administrator Dashboard, as seen below

DASHBOARD IMAGE HERE

The dashboard gives you a very broad overview of information pertaining to your website. On the left hand side of the screen you'll notice a variety of icons and names, all which are a part of the WordPress CMS. Starting from the top, you have:

- **Posts** - These are your generic blog-style posts. All news and blog content will be input here.
- **Majors** - This is where the information for all Majors and Programs is input.
- **Events** - Here you will create campus-wide events.
- **Jobs** - This section holds the information for both the Community Job Board and the MTC open positions.
- **Media** - This is the website's media library.
- **Forms** - GravityForms is a plugin that makes creating and implementing forms very simple. This is where you will go to edit and create forms.
- **Pages** - This is where you manage the majority of pages on the site.
- **Ads** - This section allows you to create custom ads to display in-page.

- **Comments** - When a user comments on a blog or posting, this is where you will be able moderate.

The following Dashboard sections should rarely be accessed, as editing or changing settings could drastically change the way the website behaves.

- **Appearance** - The options in this section control what template is displayed, gives access to the file editor, and customizer. One section that you may need to update is **Menus**. For more information, please see the Menus section of this guide.
- **Plugins** - This is where plugins are installed, updated, and activated.
- **Users** - All active users of the website can be managed from this section.
- **Tools** - This section contains advanced options for importing and exporting WordPress content.
- **Settings** - These are the general WordPress settings including reading, writing, permalinks, media, and others.
- **Custom Fields** - These are custom-made settings to ensure your website functions as we designed and developed it. Please do not edit the existing fields without consultation!

SECTION TWO - Majors & Programs

This section will guide you through the process of creating or editing the majors and programs on your website. To get started, hover over the **Majors** section in the dashboard. You will see a sub-menu appear that says Majors, Add New Major, and Programs.

Majors

This displays all of the created Majors on the website. To edit an existing Major, simply click on the name of the Major you would like to edit. This takes you to the Major editing screen.

SCREENSHOT of MAJOR TEXT EDITOR

On this screen you can edit all of the general content of the Major, including the header image, the featured image (which shows up on the program page), options to add in-page graphics, and in-page ads.

Adding a Graphic

Clicking on the Graphic tab displays a set of options to create and insert a graphic into the page. The options for the graphics are:

List - This is a graphic with alternating background-colored rows.

SCREENSHOT OF LIST

Rectangles - These are colored rectangles with arrows to guide the user.

SCREENSHOT OF RECTANGLES

Table - This allows you to create a table with a max of four columns, alternating colored rows, and individual cells.

SCREENSHOT OF TABLE

Two-column Table - This allows you to create two columns of text, one left-aligned, and one right-aligned (the Academic Calendar is a great example of this use).

SCREENSHOT OF TWO-COLUMN TABLE

CATEGORIZING A MAJOR WITHIN A PROGRAM

On the right side of the Major editing screen, you will see a box that shows all of the Programs you have created. By checking the box of the appropriate Program, this allows the Major to display on that specific Program page.

Add New Major

Clicking on this option will display a blank Major editing screen. You will need to add the title of the Major, the information, images, etc. After the content is entered, select the Program in which you want the Major to display, and it will show up on the specific Program page.

Programs

Clicking into Programs allows you to both see the programs you have created, and add a new Program. Adding a new Program requires the following:

Name - Add the name of the Program

Slug - This is what the program URL will be. For example, Air Conditioning & Refrigeration will display as “air-conditioning-refrigeration”.

Description - This should be a brief text overview about the Program. This will display on the Program page.

Program Featured Image - This is the image that will display within the square on the Full-time Program Listing page.

Program Header Image - This is the header image that displays on the Program page.

Show Ad? - Clicking this allows you to select an ad to display on the specific Program page.

SECTION THREE - GENERAL CONTENT PAGES

To edit the pages on your website that are not Programs, Majors, Events, Blogs, or Job Postings, click on Pages from the dashboard. This displays all of the pages created on your site. To edit an existing page, click the title of the page.

SCREENSHOT OF THE PAGES PAGE

This screen displays the Page editing options, very similar to editing a Major. You will enter the majority of content in the text editor. Below, there are tabs with options for the Header Image, Ad, and Add Graphic.

Header Image - This is the large image that displays at the top of the screen.

Ad - Here you will select what ad to show, if any, in the page. Ads are created in the Ad section of the dashboard, which will be covered later.

Add Graphic - This contains the same options as the Add Graphics section under Majors.

On the right hand side of the screen, you can select if the page has a parent, and what template to use. If the page is part of Business and Industry Services, or the Center For Business Development, it needs to have the appropriate page selected as its parent.

SCREENSHOT OF PARENT

The template selected should be based on that content the page needs to display.

General Content - This is the majority of the pages, generally just text with an optional graphic.

FAQs - If you are displaying a set of FAQs, this is the template you should select.

People - This displays a description of people, staff/team members, etc.


All other templates are page-specific and should not be selected.

When you are finished editing the page, simply hit the Publish button and your page will be ready to be viewed. Wait for page to fully reload before clicking out of the page to ensure the page has been published.

GENERAL CONTENT

FAQ

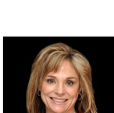
PEOPLE



Jeanie Zagor
 Executive Director, Career Planning/Career Development
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Jeanie works with students from the time they first express interest in enrolling at Meridian throughout the completion of a career major and beyond. She is involved in the processes of recruitment and enrollment and oversees the areas of enrollment, assessment, student organizations and testing. Jeanie is a liaison between Meridian and the community and district high schools.

Jeanie's professional background includes more than 20 years of working with adolescents in the psychiatric, higher education and career and technology education sectors. Jeanie holds a bachelor's in social work and a master's in educational administration.



Judy
 District Coordinator, Career Planning/Career Development
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Judy coordinates and assists with recruiting efforts across the Meridian district. She is frequently found in classrooms across campus working with students on career development activities that include preparing or college, creating a resume or practicing for job interviews. Judy manages the Area Jobs resource page on Meridian's website, where connects job seekers and employers. Judy also serves as a liaison between Meridian and state colleges, where she oversees post-secondary student enrollment.

Judy's professional background includes 10 years in public school.

ADMISSIONS

Academic Calendar
 Admissions Team
 Adult Application
 Adult Students
 Campus Visit
 Counselors
 Disbursement
 Eligibility
 ESL
 FAFSA Process
 GED
 High School Enrollment
 High School Students
 Net Price Calculator
 Parents
 Scholarships & Tuition Waivers
 Tuition & Fees
 Types of Aid

SECTION FOUR - JOB BOARDS

The way the Job postings are structured on the website makes it simple to create and display new job listings on both the Community Job Board and the MTC Job page. Job listings will be stored on the site indefinitely, but will only display on the page for 30 days from the date the posting is published.

Clicking on Jobs will display all of the currently listed Job postings, including those which are past the 30-day limit and are not being displayed.

To add a new job posting, simply click Add New Job, give the job a title, and enter the content. Below the content editor, you will see a line where you are able to select the date in which the post starts displaying on the job board page. Then, on the right-hand side, choose which job board on which you would like the listing to display - either Community Job Board, or MTC Jobs. That's it! The job will begin displaying for 30 days after the date you selected.

SECTION FIVE - EVENTS

When you click to add a new Event, you will be taken to the Event editing screen. This screen differs from most other editing screens as there is a box with event details that need to be completed for the event to display correctly. These fields include Event Header Image, Event Start Date, Event End Date (only needed if it differs from the start date), Start Time, and End Time (if needed). Following these fields, you will be able to enter the event description and information.

The Event will display on the Campus Events page until the current date passes the event date.

The Academic Calendar has been recreated using a general content page and an in-page graphic type of Two-Column Table. This gives the users an easy reference for important events.

SECTION SIX - ADS

Creating and displaying internal ads is a simple process. Click into the Ads section from the dashboard, where you will be greeted with a list of all the currently created ads. Then, click Add New Ad at the top of the page. This brings you to a page with a few ad-specific options:

Ad Image - This is the image that will be displayed as an ad. We have sent over a .psd file with the template for design consistency.

Ad Link - This is the URL to which users will be taken when they click the ad.

New Window? - If this box is checked, the target URL will be opened in a new window.

Active? - If this box is checked, the ad will be available to be selected when choosing what ad to insert in Pages.

SECTION SEVEN - THE MEDIA LIBRARY

The Media Library is where all of the files uploaded to your site will live. PDFs, Images, and other file types can all be uploaded here to be linked to in the site. The library gives you a few default options to sort the files within. Adding a new file is as simple as clicking the Add New button, then either dragging and dropping the files into the box, or clicking Browse to locate the file on your computer.

To get the URL of a file for linking purposes, click on the file in the Media Library. Here you will be able to give the file a title, caption, and other information, including copying the URL.

SECTION EIGHT - FORMS

Creating and editing custom built forms is an easy process thanks to GravityForms. GravityForms is extensively documented at <https://www.gravityhelp.com/documentation/>, which covers basic and advanced topics. To create a new form, simply click Forms, New Forms, and follow the onscreen instructions. You may specify where the forms are sent in the Form Settings Notifications options.

SECTION NINE - MENUS

To edit a menu, click Appearance > Menus. At the top of this screen, you are given the option to select which menu to edit. Once you select the appropriate menu, you will see the list presented in a block-like structure.

SCREENSHOT OF MENU EDITOR

These blocks represent pages and custom navigation in the menu. You can drag these blocks to reorder, or create sub-navigation options.

To add a page, you will select the page from the list on the left hand side of the screen, which is sorted by Recent Pages, View All, and a search option. Simply check which pages you would

like to add to the menu, then click Add to Menu. You may then drag and drop the page “blocks” where you would like them to appear in the menu.

SECTION TEN - AT-A-GLANCE INFORMATION

Image Sizes

Header Image - 1600 x 640 pixels

Ad Image - 300 x 600 pixels

Homepage Slides - 1920 x 1080 pixels

Homepage Column Images - 360 x 475 pixels

Program Tile Image - 320 x 320 pixels

Staff Photos - 480 x 600 pixels

Fonts Used

Header Font - Fjalla One

Body Font - Helvetica

SAVING AN IMAGE FOR WEB -

The best method to save an image for web is by using Adobe Photoshop. After you are done resizing/editing the image, click File > Export > Save For Web. This will present you with options to save as a JPG, PNG, GIF, etc, with varying quality options. For the best size to quality ratio, we aim to save at **80%** quality, or the High preset.

HOW TO LINK A PDF -

To link a PDF, simply click the Add Media button above the text area, find the PDF file you would like to link, click it, and then click the blue button that reads “Insert Into Post”. This will automatically create a link that displays the title of the file. To change the name, hover over the link with your cursor, and click the pencil icon. This allows you to change the text that displays on the link.

LINKING A TELEPHONE NUMBER -

To link a telephone number in text, select the text you would like to link (for example, the phone number 918 587 7888), then click the insert link icon in the text editor area. In the URL field, type in the following: tel:9185877888 . That will create a link that will cause a mobile device to call the number linked. The “tel:” before the actual number is what gives it this functionality.

HOW TO INSERT A LOGO/IMAGE INTO A PAGE -

To insert a logo or image into a page, place your cursor where you would like the image to embed, click, and then click Add Media. You will then be able to select which image to insert into the page/post via your media library. After you have selected the image you want to insert, click the blue Insert button. The image will be displayed in the text editor. Clicking on the image will allow you to format the image location, size, and descriptions.

USER ROLES -

Subscriber - This is the default role. Any staff member who needs to be notified of new posts on the site should be assigned this role.

Programs & Major Editor - This role allows the user to edit Programs and Posts/Majors, but does not give them access to more advanced features or delete pages.

Posts Forms Pages - This role gives the user access to edit all Posts, Pages, and access to insert and edit forms.

Page Editor - This role only allows the user to edit Pages, without access to any of the post types.

Administrator - This is the highest access level and gives the user the power to add and delete at will. This should be assigned with caution, and only to users fully trained in the site.