

**Instruction Manual**  
**How to use the Integrated English Program Website**

## Teachers

Getting Started ( Registration )

Editing Profile page

Make your own Page / Edit / Delete

Make a Seminar Page / Edit / Delete

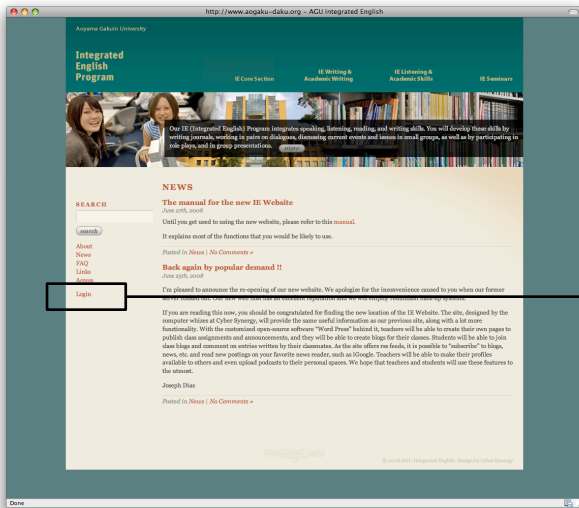
Blogging under a catagory

## Students

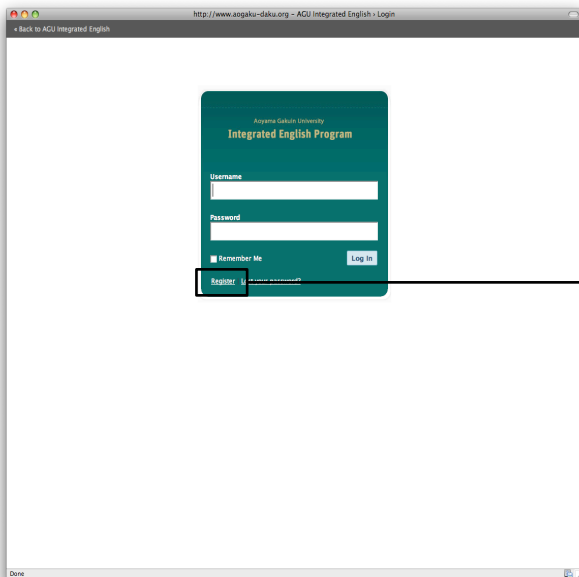
Getting Started ( Registration )

How to Blog

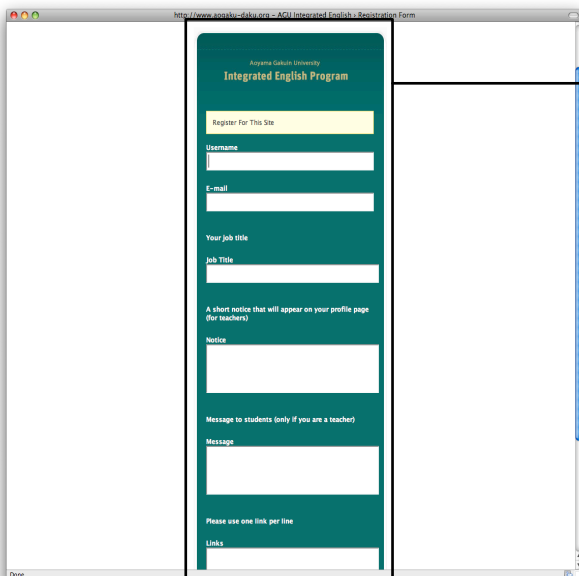
Leave Comment



1 : Go to top page and click on "Login" button



2 : After clicking the "Login" button on top page you will be taken to the login page. Click on "Register"

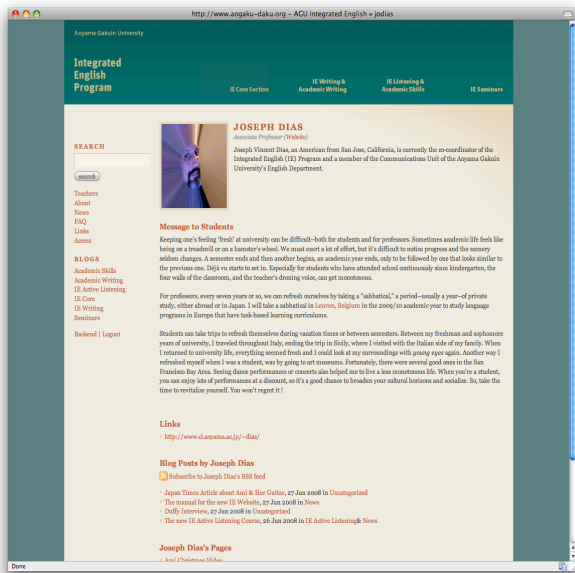


3 : Fill in the fields shown then press the "Register" button.

- Username can be whatever you like
- E-mail should be one you are using

After Registration you will receive an e-mail to the registered address with a password and a login ID.

Congratulations ! You have successfully created an account. After Admin validation you will have full access to all the functionalities within the website.

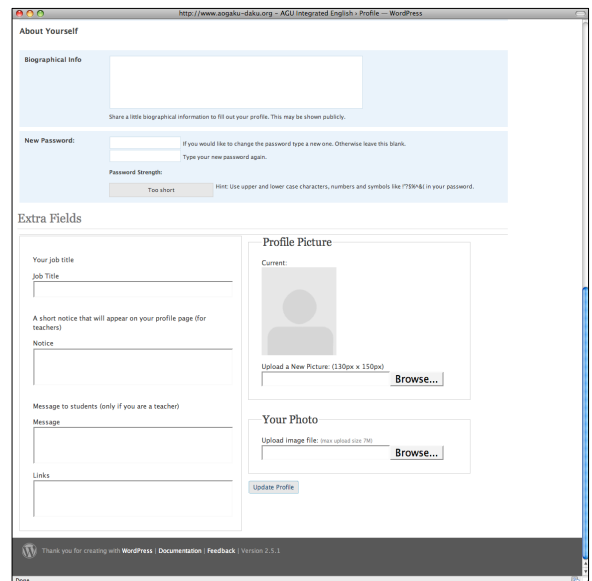
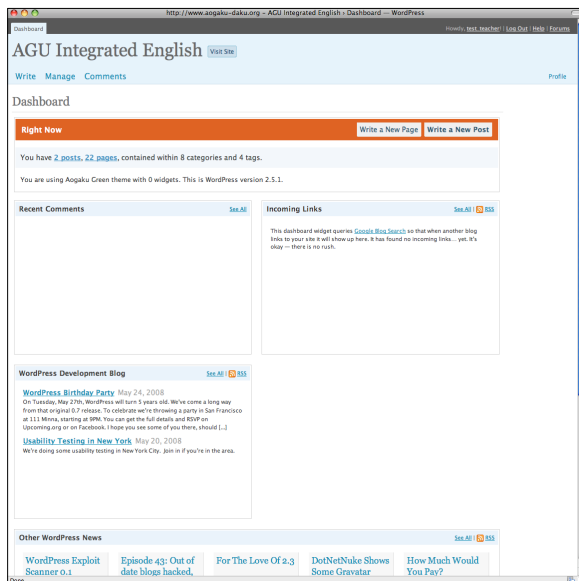


This is your page here you will have

- Small Profile
- Message to students
- Your own pages

All of this will be editable through the backend

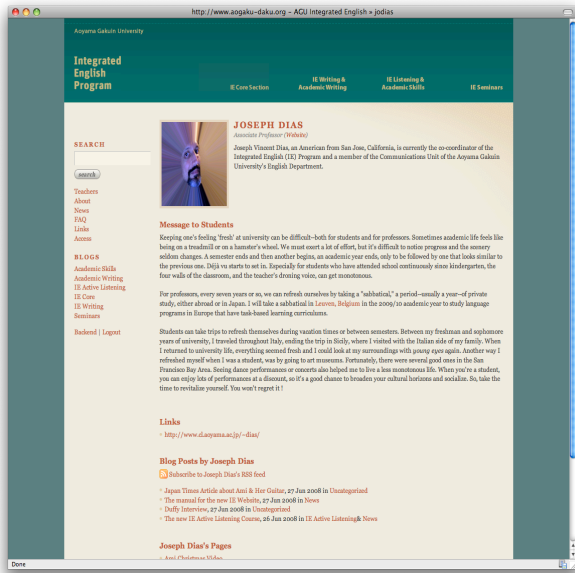
### Editing Profile page



With your username/password login to your account through the top page > From admin page top menu select " Profile"

Here the field besides username will be editable and displayed on your teachers page

After editing press "Update Profile" to make changes

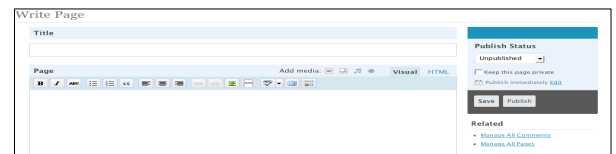
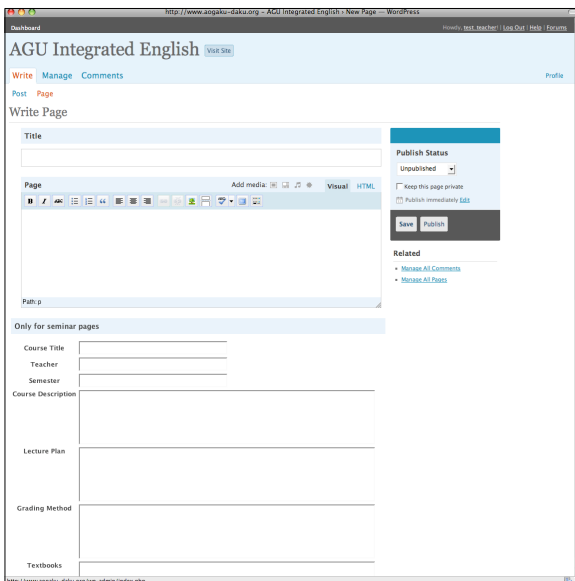


On your profile page you will be able to make your own pages. Here we will explain the simple steps to do so.

On the pages you create you will be able to

- Add attachments
- Students will be able to leave comments

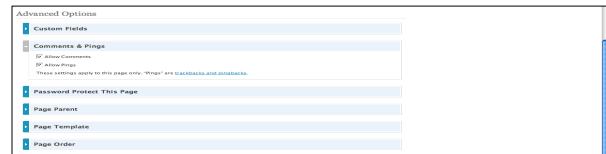
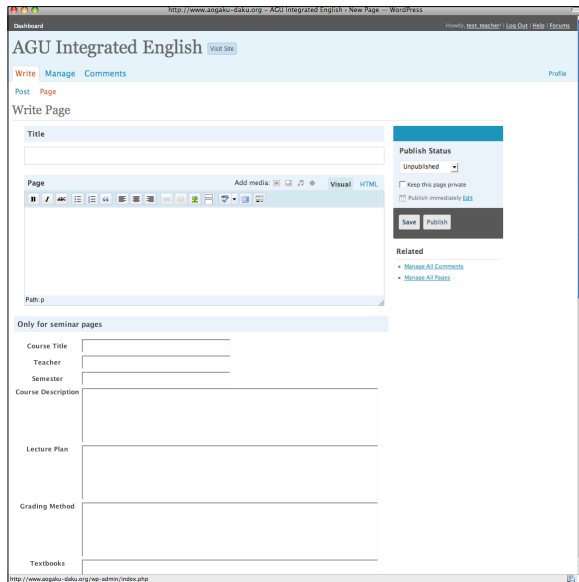
## Make your own Pages



With your username/password login to your account through the top page > From admin page top menu select "Write a New Page"

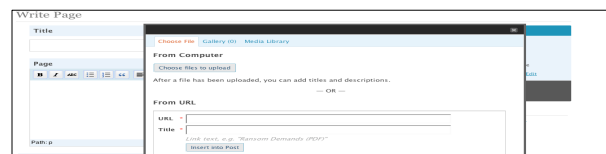
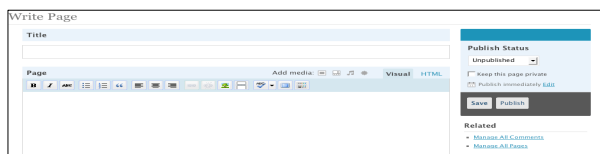
After filling in "Title" field and "Page content" field press "Publish" button to publish or "Save" button to save the page in database.

## Make your own Pages / How to allow comments




## How to allow comments

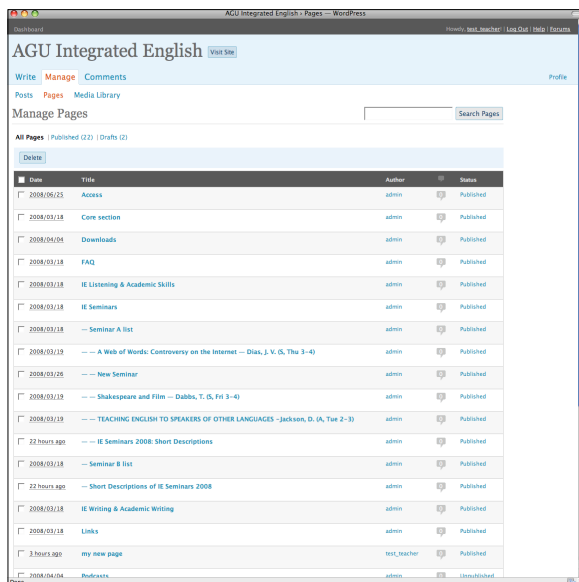
- Click on "Comments & Pings" at the bottom of the page
- Make sure the boxes "Allow comments" and "Allow Pings" are checked.



## How to attach a document

1. With your username/password login to your account through the top page > From admin page top menu select "Write a New Page"
2. Click on the  mark on the top of the text field > As result you will get a pop up > Press the "Choose files to upload" button to upload any type of file from you computer

## Make your own Page / Edit and Delete



### How to edit a page

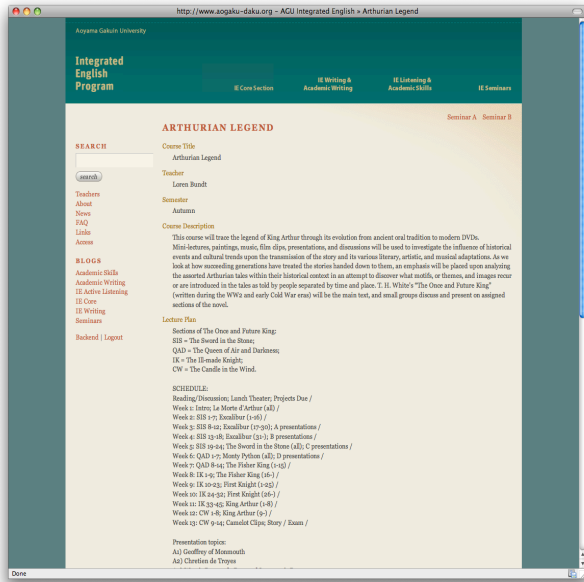
With your username/password login to your account through the top page > From admin page top menu select "Manage" and then "Pages"

From the list provided click on the page you would like to edit.

### How to delete a page ore post you've created

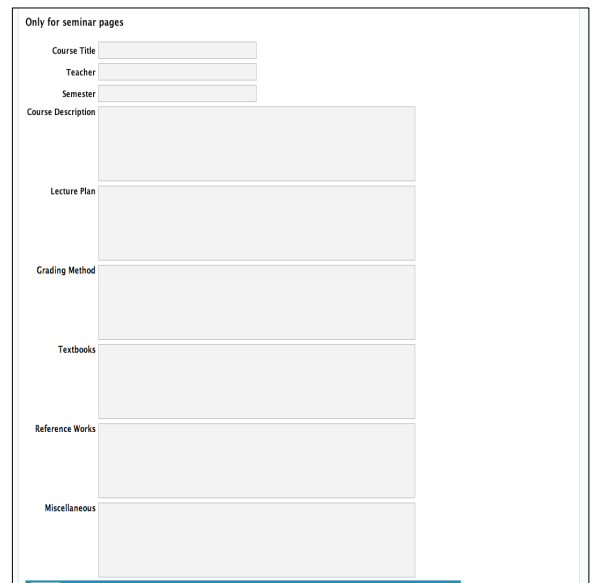
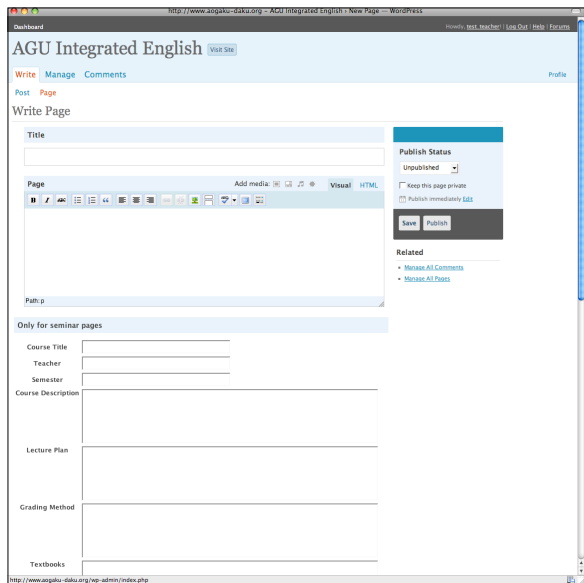
With your username/password login to your account through the top page > From admin page top menu select "Manage" and then "Pages" or "Posts"

From the list provided, make sure that you have ticked the boxes next to the Pages or Posts that you want to delete > Click the "Delete" button at the top of the list to delete



This is the Seminar Page. Here you will be able to create your seminar under "Seminar A/B" page. All of the information will be editable through the admin page.

### Creating a Seminar Page

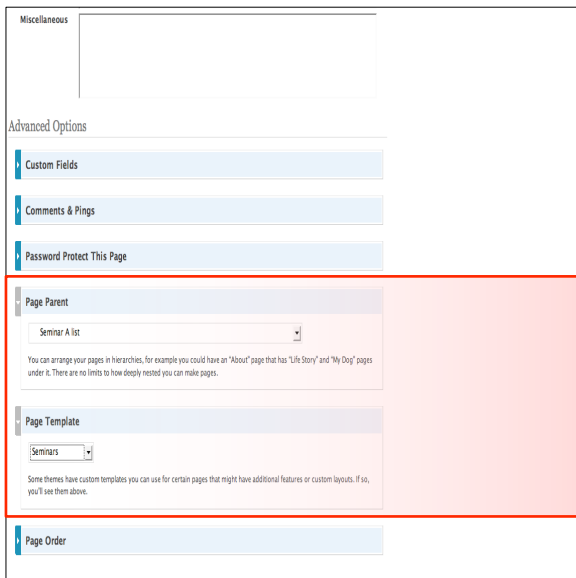


With your username/password login to your account through the top page > From admin page top menu select "Write" and then "Write Page"

1. Fill in the "title" field for the Seminar.  
This will be the content that will be displayed in the first level of the seminar page and on the very top on the second level.
2. Most important fields to fill in are displayed under the **"ONLY FOR SEMINAR PAGES"** make sure you fill them in carefully. Filling in "Page Content" field is optional and will be displayed at the bottom of the page.



## Creating a Seminar Page



The screenshot shows a WordPress page editor interface. At the top, there is a 'Miscellaneous' tab. Below it, under 'Advanced Options', are tabs for 'Custom Fields', 'Comments & Pings', and 'Password Protect This Page'. The 'Page Parent' tab is selected, showing a dropdown menu with 'Seminar A list' selected. Below this, there is a note: 'You can arrange your pages in hierarchies, for example you could have an "About" page that has "Life Story" and "My Dog" pages under it. There are no limits to how deeply nested you can make pages.' The 'Page Template' tab is also selected, showing a dropdown menu with 'Seminars' selected. Below this, there is a note: 'Some themes have custom templates you can use for certain pages that might have additional features or custom layouts. If so, you'll see them above.' At the bottom, there is a 'Page Order' tab.

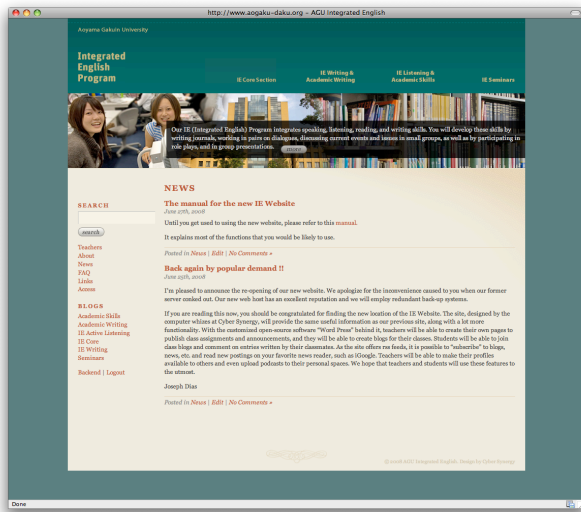
**Important**

This will be a little bit tricky. But hang in there.

3. When making a Seminar page make sure you select the "Page Parent" and "Page Template" from the tabs at the bottom before you publish

- If you want the page you are about to publish to be displayed under **Seminar A**
  - > select "**Seminar A list**" as the page parent.
  - > select "**Seminar**" to the page template.
- If you want the page you are about to publish to be displayed under **Seminar B**
  - > select "**Seminar B list**" as the page parent.
  - > select "**Seminar**" to the page template.

4. After filling in all the fields and selecting the the "Page Parent" and the "Page template" press the "Save" button and notify the administrator for your Seminar page to be validated and published.

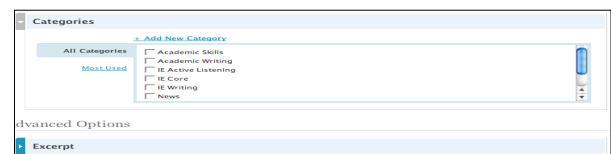
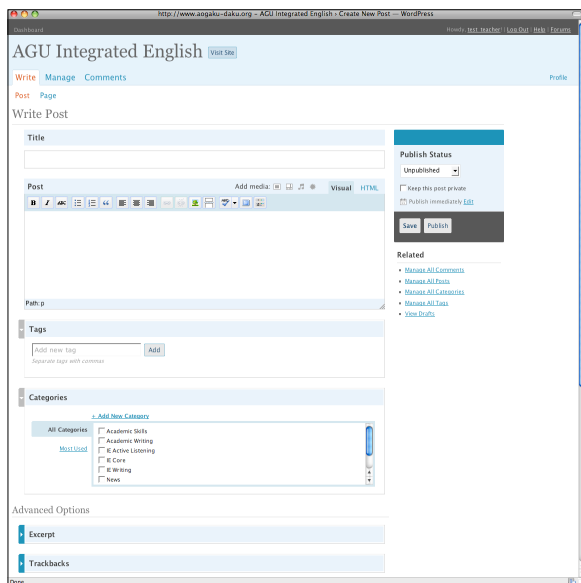


On the top page you have a list of the following categories

- Academic Skills
- Academic Writing
- IE Active Listening
- IE Core
- IE Writing
- Seminars

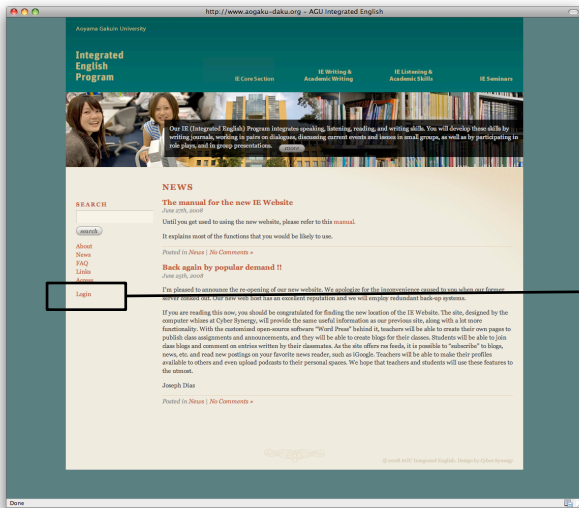
Here students and teachers will be able to blog.

How to Blog under the categories on the top page

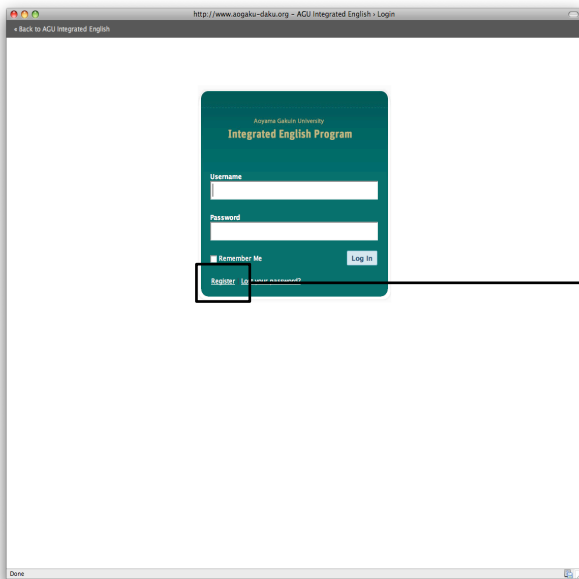


With your username/password login to your account through the top page > From admin page top menu select "Write a New Post"

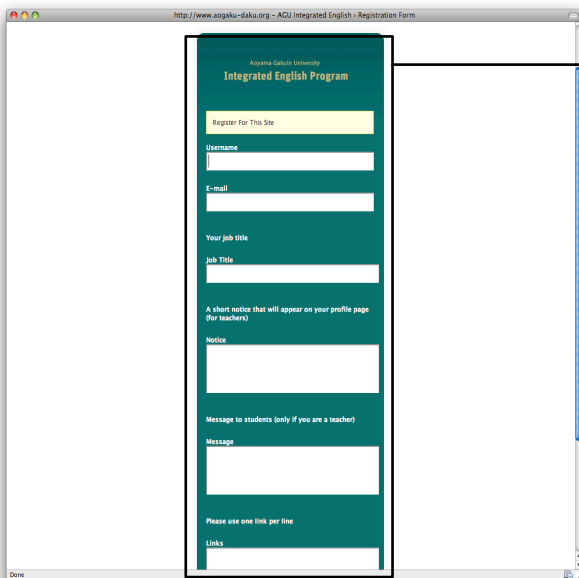
After filling in the "Title" field and "Post" field choose the most relevant category from the "Categories" list > press "Publish" button to publish or "Save" button to save the post in database.



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2 : After clicking the "Login" button on top page you will be taken to the login page. Click on "Register"

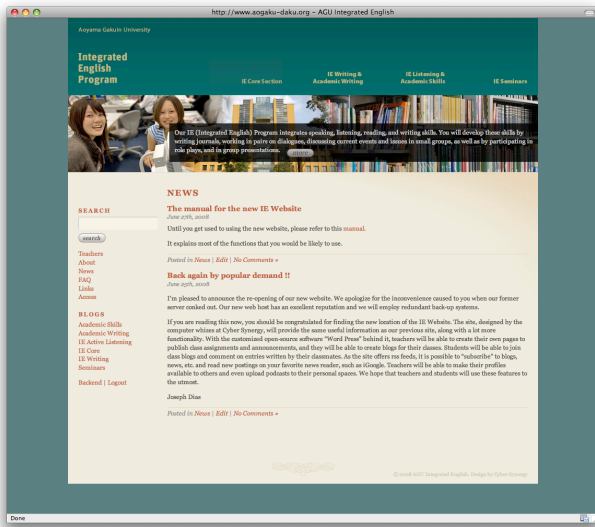


3 : Fill in the top two fields then press the "Register" button.

- Username will have to be your fullname
- E-mail will have to be the e-mail address provided from the university

After Registration students will receive an e-mail to the registered address with a password and a login ID.

Admin validation will be needed to give access to the functionalities within the website.

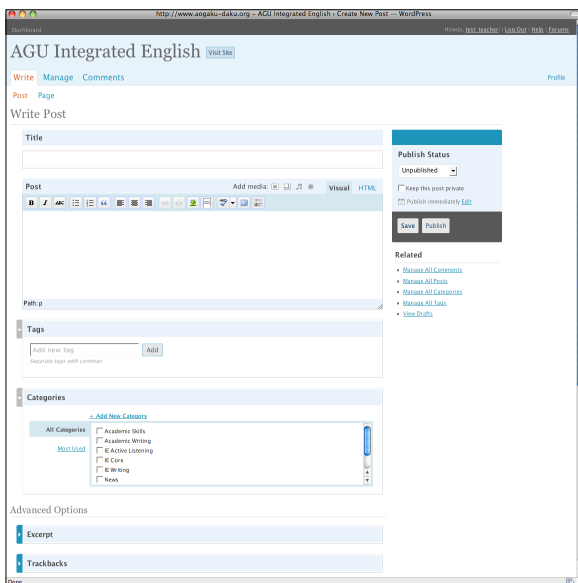


On the top page you have a list of the following categories

- Academic Skills
- Academic Writing
- IE Active Listening
- IE Core
- IE Writing
- Seminars

Here students will be able to blog.

How to Blog under the categories on the top page



With your username/password login to your account through the top page > From admin page top menu select "Write a New Post"

After filling in the "Title" field and "Post" field choose the most relevant category from the "Categories" list > press "Publish" button to publish or "Save" button to save the post in database.