

Instructions for entering courses into WordPress:

Each term has a different web address, as below. When prompted, log in with your Bennington email address and password, or click your Bennington account to access.

Fall:

<https://curriculum.bennington.edu/fall2022/wp-admin/post-new.php>

Spring:

<https://curriculum.bennington.edu/spring2023/wp-admin/post-new.php>

To enter course information, click on the link for the corresponding term, and then: ① enter course title; ② enter or paste course description; ③ provide additional course details; ④ enter any tags, separated by commas; ⑤ click *Submit for Review*. If you want to enter an additional course in the same term, click “Add New” ⑥, or simply close the browser window.

The screenshot shows the WordPress 'Add New Post' interface for the Bennington College Fall 2019 Curriculum. The form is titled 'Add New Post' and includes a sidebar with navigation links. The main content area has a title field (1) and a large text area for the description (2). Below the description is a 'Custom Fields' section (3) with checkboxes for 'Is this a repeated Course?', 'If this is a repeated course, is it open to students who have taken it before?', and 'If this is a repeated course, did you change the description?'. It also includes a 'How often will this course be taught?' section with radio buttons for 'One time only', 'Every 2-3 years', 'Once a year', and 'Every Term'. The 'Faculty Name(s):' field is also present. The 'Is this a full-term course, or a module or seven week course?' section has radio buttons for 'Full-term', '1st seven weeks', '2nd seven weeks', '1st module block', '2nd module block', '3rd module block', and '4th module block'. The 'Please indicate the level of the course:' section has radio buttons for '2000-level', '4000-level', and '5000-level (Graduate)'. The 'Primary discipline/subject, using desired course prefix (eg ANT, APA, MIN, PHY, etc):' field is also present. The 'Cross-list requests:' field is at the bottom. The right sidebar contains the 'Publish' section with 'Save Draft', 'Preview', and 'Submit for Review' buttons (5). The 'Format' section has radio buttons for 'Standard', 'Aside', 'Image', 'Link', 'Quote', and 'Status'. The 'Categories' section has a 'Filter Categories' dropdown and a list of categories with checkboxes. The 'Tags' section has a 'Tags' field (4) and an 'Add' button. The 'Credits' section has a 'Filter Credits' dropdown and a list of credits with checkboxes. The sidebar on the left has a 'Posts' section with 'All Posts' and 'Add New' buttons (6).