

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 2023:

<https://curriculum.bennington.edu/fall2023/wp-admin/post-new.php>

Spring 2024:

<https://curriculum.bennington.edu/spring2024/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. The URL in the browser is <https://staging-benningtoncurriculum.kinsta.cloud/fall2019/wp-admin/post-new.php>. The left sidebar shows the 'Posts' menu with 'Add New' highlighted. The main content area has a title field (1) and a large text area (2). The right sidebar shows the 'Publish' section with 'Status: Draft' and a 'Submit for Review' button (5). Below the 'Publish' section is the 'Format' section with 'Standard' selected. The 'Categories' section shows a list of categories, with a note 'Categories are for Dean's Office use only'. The 'Tags' section has a text input field and an 'Add' button (4). The 'Custom Fields' section contains several checkboxes and radio buttons for course details, including 'Is this a repeated Course?', 'How often will this course be taught?', 'Is this a full-term course, or a module or seven week course?', and 'Please indicate the level of the course:'. 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.

1. Title field

2. Content area

3. Custom Fields section

4. Tags input field

5. Submit for Review button

6. Add New button in the sidebar