

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://staging-benningtoncurriculum.kinsta.cloud/fall2020/wp-admin/post-new.php>

Spring:

<https://staging-benningtoncurriculum.kinsta.cloud/spring2021/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 browser address bar displays the URL: <https://staging-benningtoncurriculum.kinsta.cloud/fall2019/wp-admin/post-new.php>. The page title is 'Add New Post'. The interface includes a left sidebar with navigation options: Dashboard, Posts (highlighted), All Posts, Add New (circled with a yellow '6'), Comments, Profile, Tools, and Collapse menu. The main content area features a title input field (circled with a yellow '1'), a rich text editor with a toolbar (circled with a yellow '2'), and a 'Word count: 0' indicator. Below the editor is the 'Custom Fields' section with several checkboxes and radio buttons for course details. The 'Is this a full-term course, or a module or seven week course?' section has radio buttons for 'Full-term' (selected) and other options (circled with a yellow '3'). 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 empty. The 'Cross-list requests:' field is also empty. On the right sidebar, the 'Publish' section shows 'Save Draft', 'Preview', 'Status: Draft', and 'Visibility: Public' (circled with a yellow '5'), with a 'Submit for Review' button. The 'Format' section has radio buttons for 'Standard' (selected), 'Aside', 'Image', 'Link', 'Quote', and 'Status'. The 'Categories' section has a search box and a list of categories, with a watermark 'Categories are for Dean's Office use only'. The 'Tags' section has an input field and an 'Add' button (circled with a yellow '4'), with a watermark 'Categories are for Dean's Office use only'. The 'Credits' section has a search box and a list of credit options, with a watermark 'Categories are for Dean's Office use only'.