

## 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.

Fall:

<https://staging-benningtoncurriculum.kinsta.cloud/fall2019/wp-admin/post-new.php>

Spring:

<https://staging-benningtoncurriculum.kinsta.cloud/spring2020/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 left sidebar shows the 'Posts' menu with 'Add New' highlighted by a yellow circle with the number 6. The main content area has a title input field (1) and a large text area (2). The right sidebar contains the 'Publish' section with a 'Submit for Review' button (5), the 'Format' section, and 'Categories' and 'Tags' sections. The 'Categories' section has a watermark that reads 'Categories are for Dean's Office use only'. The 'Tags' section has an 'Add' button (4). The bottom section contains 'Custom Fields' with several checkboxes and radio buttons for course details, including 'Is this a repeated Course?', 'How often will this course be taught?', 'Faculty Name(s):', 'Is this a full-term course, or a module or seven week course?', 'Please indicate the level of the course:', 'Primary discipline/subject, using desired course prefix (eg ANT, APA, MIN, PHY, etc):', and 'Cross-list requests:'. A yellow circle with the number 3 is placed over the 'Is this a full-term course...' section.