

## CampusPress User Guide 2018-19

### Introduction

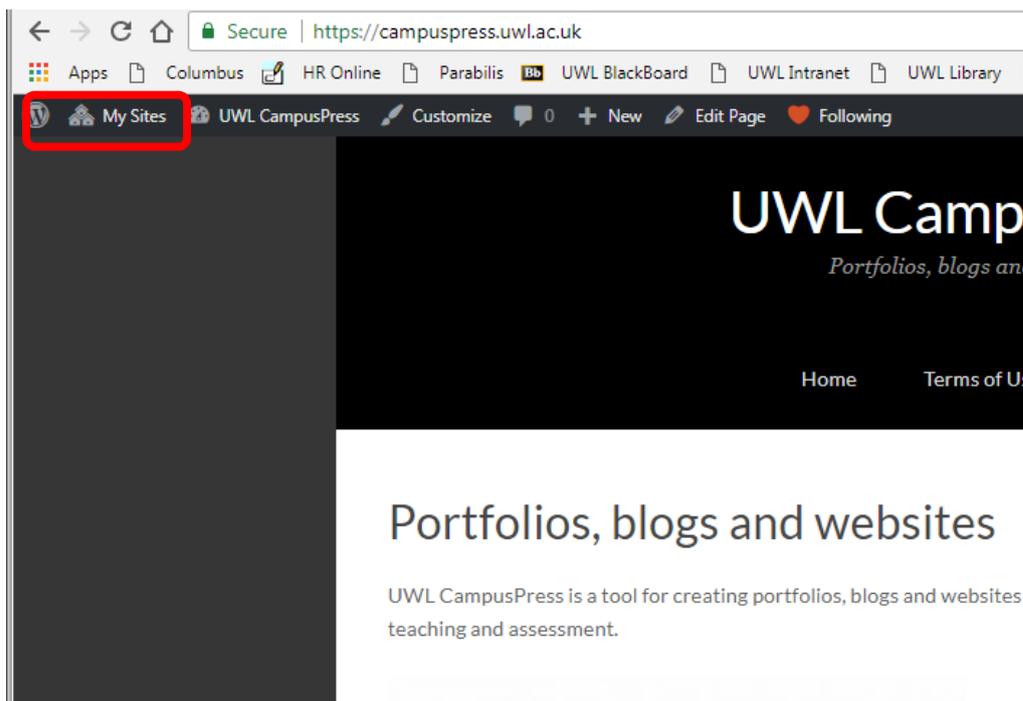
CampusPress is an educational WordPress based tool that can be used for producing portfolios, blogs and websites. This guide will help you:

1. [Create a new site from a template](#)
2. [Access existing sites](#)

### 1. Create a new site from a template

You can create as many CampusPress sites as you wish. However if you have been asked to use CampusPress as part of your course then it is likely your lecturer has created a template

- 1.1 Log on to <http://campuspress.uwl.ac.uk/> with your IT Account and click on 'My Sites'. **Note: if you cannot see 'My Sites', click on 'Create site'.**





Site Title:

Site Language:

Privacy:

- Public
- Search Engine Blocked
- Visitors must have a login - anyone that is a registered user of University of West L
- Only registered users of this site can have access.
- Only administrators can visit - good for testing purposes before making it live.
- Anyone that visits must first provide this password:

Note: Anyone that is a registered user of this site won't need this password.

1.4. Insert a title of your site  
 This can be changed at any time

1.5. Select site privacy  
 This will be overridden by the template settings.  
 This can be changed at anytime

**Note:** If you are **not** using the site for a course activity or have been instructed not to use a template by your tutor you should use the default template already selected

- UWL Portfolio / Website Template  
 This template is ready for you to create a portfolio or website. The template includes an optional blog.
- PPDP (College of Nursing, Midwifery and Healthcare)  
 Choose this template if the details below suit you:  
 Course: BA (Hons) Adult Nursing  
 Module: Introduction to Professional Practice
- Classblog template  
 Choose this template if the details below suit you:  
 1. You are a staff member  
 2. You wish to use the CampusPress classblog function
- Chartered Manager Degree Apprenticeship  
 Individual Learning Plan template for Chartered Manager Degree Apprenticeship students  
 NOT TO BE USED.

**CREATE SITE**

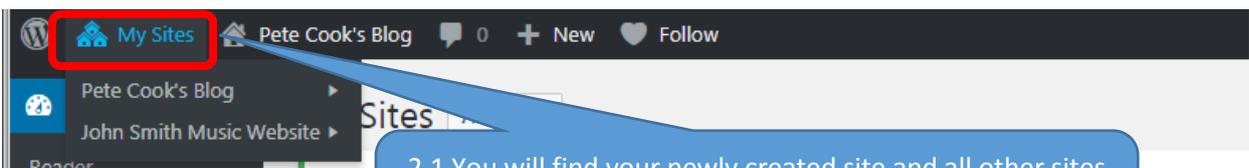
1.6. Choose your template. This could be:

- A. Your tutors name
- B. Module name
- C. Course name

The template you are required to select will be made obvious by the description, however if you are unsure contact you tutor for clarity

1.7. Click 'create site'

**2. Accessing you existing sites.**



2.1 You will find your newly created site and all other sites you have access to under your 'My Sites' list. If you do not see your site, click refresh.