**Workshop info from Mike Grosvald follows. Please note** that this is just a summary version of the workshop I gave December 7 and that it’s best to watch the full recording to get the best idea of how these things work and look. Please also note that the meeting that Kamel and I attended a week earlier began by emphasizing that we’re just covering the basics. You may have to play around a bit.

GETTING STARTED: first, you have to ask IT to create an account at **qufaculty.qu.edu.qa**

[AT THE END, when you’re satisfied with your page and want it to go “live”, you’ll need to email

Ms. Khulood at **khulood.m@qu.edu.qa** and ask that she make your page public.

The idea is that your new page will show up on the DELL website under your name at a link called

 “Profile website”

You can see how it worked for me by looking at my profile on the DELL website:

https://www.qu.edu.qa/artssciences/departments/dell-home/faculty-staff

If you click the last link under my name, it’ll take you to my page: http://qufaculty.qu.edu.qa/mgrosvald ]

When IT lets you know your page exists, you’ll begin by logging in at **qufaculty.qu.edu.qa** .

Use your usual QU credentials. IMPORTANT: all of this logging in and editing apparently has to happen either at QU or, if you’re not at QU, by using QU’s VPN “Global Protect”.

After logging in, go to the site that IT created for you. In their message, they’ll have told you what the address for your site is. It should look something like: **qufaculty.qu.edu.qa/[your name or ID]** .

Go there.

“One big formatting rule” = there should be a black column at left and clear/white space to the right.

Overall look of the page = left black column from top to down. Eventually the left part should have:

Your picture, name, title on top, followed by options like Home, Publications, Resume/CV, Teaching.

WHEN EDITING YOU’LL OFTEN BEGIN BY GOING TO THE UPPER LEFT CORNER.

Start at “My Sites” at top left.

 Below that you’ll see your ID and an arrow at right.

 Hover on the arrow and you’ll see

 “Dashboard” (edits happen here) and “Visit Site” (where you can preview how things look)

Go to Dashboard, then Appearance, then “Theme options”.

 From here you can enter your name and job title, and upload a photo. The fourth item in that list, “CV”, doesn’t seem to work (see further below on how to deal with that).

Also under Appearance > Theme options, the 2nd menu item is “Social icons”.

 You can move various sliders to ON and enter web locations for your social media sites.

Next, to put in more content like publications, teaching info, etc, you’ll need to add some “pages”.

Under Dashboard, 3rd item down is “Pages”.

Once there: you can “view all” and then edit a page from there, or “add” a new page.

 These are for things that will show up on main page under your picture and title.

You can save a page as a Draft, preview your page under a New Tab, or Publish it.

 (When using “Publish” there are a few options that you might want to check out, but I didn’t really do that for mine. I assume the defaults are ok.)

The option to edit a page using “Edit w/ WPBakery” is advanced and we probably don’t need it.

 When editing, you can work in units called “blocks” and use various formatting shortcuts.

 I’m not totally up on these shortcuts. It’s easy to type in a title and text for each page.

 Copying and pasting from a Word document into these fields seems to work ok too.

 The icon that looks like (**—**) is a hyperlink option… highlight some text to turn it into a hyperlink.

In order to add my CV, I created a new page called “CV” and then added a file to that page.

To add a file to a page: start from the page editing screen. When you click below your page name, you have various options such as typing directly as described above. Instead of typing text, click on the

black “+” button that shows up at right. There are several options there, but to add a file, click the black button at bottom called “Browse all” and a longer menu appears at left. Scroll down and in the 2nd set of options, you should see a “File” icon. You can upload a file (e.g. a CV) by clicking on that.

Other niceties:

Under Dashboard > Appearance > Menus, you can reorder items on your main page’s left column by creating and saving a menu. The items you want are added from the left side to the right side of screen,

then the area at right is kind of a “work area”.

Things can be dragged up and down, or to the side to create sub-items.

I think at most one menu is needed. For my profile site, I created the pages I wanted (Home, Publications, Teaching, etc), then added them to a new Menu that I called “Menu 1”, and rearranged those pages by dragging them up and down as described above. See the recorded video if unclear.

Below the “Menu structure” area where pages are listed, there’s a “Menu Settings” area, where I left the “Auto add pages” option unclicked, but clicked the 2nd option “Display location” and chose “Main Menu.” I believe that is how I was able to order my pages in the way I wanted on my main page. To be honest there may have been a bit of trial and error there.

[Another note: There seems to be some kind of default page order, so a menu might not really be needed, but as you proceed to add and rearrange things, you probably will want a menu.]

For some reason, the default home page is a kind of blog looking thing, a “post” called “Hello world” instead of a “page”. One way to get rid of it (I think) is to use “edit post” then “Switch to draft.”

You can use a menu to put something else there instead, such as a page called “Home” as I’ve done.

[Extra info follows; it’s not strictly needed.]

If you want to keep a “post” but avoid it being cluttered, you can do this:

Go to Dashboard, 1st item down is Posts. Choose the one you want to edit.

To get rid of some clutter, after you’ve hit “edit post”, you can go to the gear-looking icon at top right.

From there, you can go to Discussion > Disallow comments.

This can help a “post” look more like a page instead of like part of a blog.

It looks like “pages” can receive comments like “posts” and there is a similar option to disable page comments, but it looks like they’re disabled as a default so I never had to look at that option.

We’re all beginners here so lots of playing around will be needed.

There are probably all sorts of shortcuts and other nice things that I don’t know about.

But this should get us all started. OK?

The workshop that Kamel and I attended was run by Dr Ammar Abulibdeh, whose page one can probably use as another example:

http://qufaculty.qu.edu.qa/aa15432/home-2/