

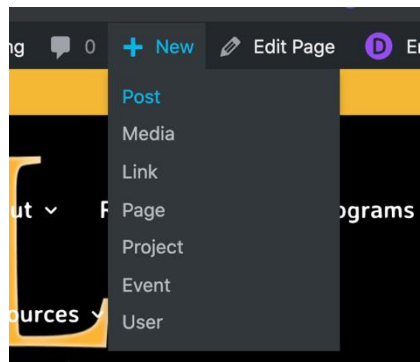
Creating Posts and Pages On CampusPress

Centre's uses CampusPress (a Wordpress platform) as the web hosting for departmental and course websites. Once a site is created, you will have the option to make a page, post or comment. If you are using your site as a blog, by nature, blogs are public so keep this in mind as you decide what to write.

Creating a Post

Posts are automatically date and time stamped. To create a post:

1. Go to <https://sites.centre.edu>
2. Click the SSO
3. Login with your username and password
4. Locate our course blog in the top left corner and click on it
5. Click on the link **New < Post** at the top or on the left side of the dashboard.
6. Give a title to your post and add your text
7. Click the **Publish button** to save your changes
8. Your post should automatically appear on the main page of your course blog.

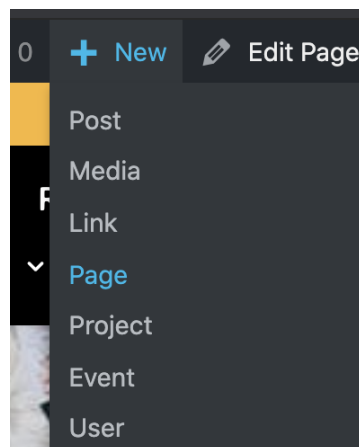


Adding a Post

Creating Posts and Pages On CampusPress

Creating a Page:

1. Go to <https://sites.centre.edu>
2. Login with your username and password
3. Locate our course blog in the top left corner and click on it
4. Click on the link for “**pages**” on the left side of the dashboard.
5. On the top of the page there is a blue button that says “**Add New**” which will add a new page.
6. Enter the appropriate title.
7. Type or paste in your text.
8. Click the button that says “**Allow Comments**”
9. If needed, on the right side of the page, use the drop-down menu that says “Parent” to find the parent page. Think of this in terms of a sub-menu. Where should your page exist, from the main page, off of another page?
10. Click the **Publish button**
11. If you need to edit it, be sure to click the “update” button on the right side.
12. Congratulations, you have successfully added text on your own page!



Adding a Page