

WordPress Back-end User Guide

Prepared for WordPress users

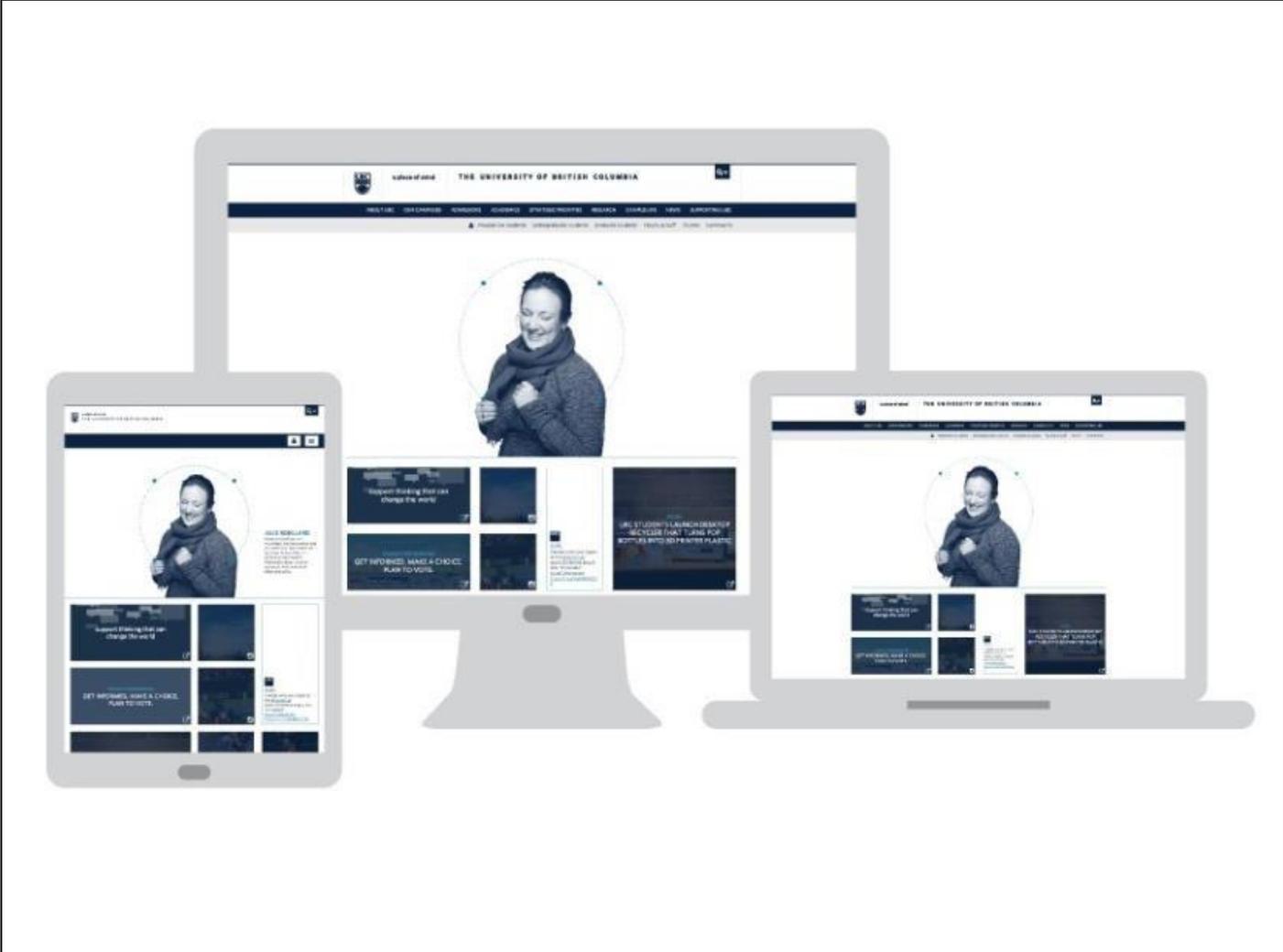


School of Kinesiology
Version 1.0



THE UNIVERSITY OF BRITISH COLUMBIA

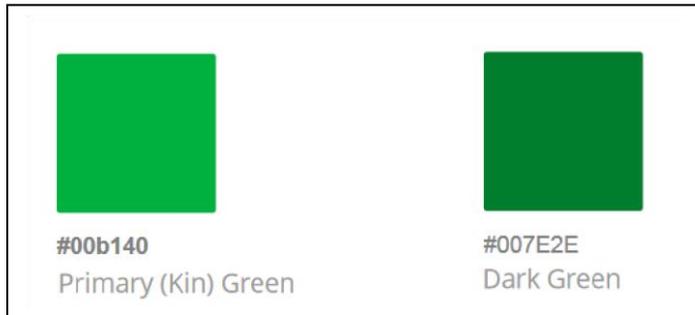
Maintaining the Common Look and Feel



Colour and typography

Colour:

Kinesiology has two primary colours besides the primary UBC theme Blues and Whites:



Colour in text:

Text with links must always be Dark Green, and on pointer hover turn Primary Green with an underline.

For example, the text 'Undergrad (BKin)' as a link:

Undergrad (BKin)

On hover ->

Undergrad (BKin)



To achieve this property, links must be implemented as such:

The text must be placed inside these anchor tags for a link: `<a> `

Opening anchor tag: `<a>`

Closing anchor tag: ``

The structure for a linked-text: ` -text- `

Link: **Inside** the opening `<a>` tag, a reference to the link is provided using: `href="URL"` The URL for Undergrad (BKin) is: <https://kin.educ.ubc.ca/programs/undergrad-bkin/>

So, the linked-text is implemented as:

` Undergrad (BKin) `

Adhering to the structure: ` text ` Giving us:



Colour in Buttons:

In default, Buttons must be white with Primary Green text and border, and on pointer hover turn Primary Green with white text as such:



As buttons are also links, they must be implemented with anchor tags as well.

` -text- `

In this case, `class="see-more-link"` must be added before `href`. The same way as text, the Learn More button above will be implemented as:

` Learn More `; with the URL being the link to where we want the button to take us to when clicked.

Typography:

Font Family: Open Sans

Headings and Titles:

Headings provide clear hierarchy for content. Headings should always use the black colour and never green— unless it is a link. This is important for user experience. Please refrain from bolding titles, it keeps titles consistent with the rest of the site.

Headings are put inside `<h> </h>` tags. For Example:

Current Undergraduate

The undergraduate Bachelor of Kinesiology (BKIN) degree p
in active health, biomechanics, anatomy, physiology, motor

`<h1> Current Undergraduate </h1>`

Current Undergraduate

The undergraduate Bachelor of Kinesiology (BKIN) degre
in active health, biomechanics, anatomy, physiology, mot

`<h2> Current Undergraduate </h2>`

Current Undergraduate

The undergraduate Bachelor of Kinesiology (BI
in active health, biomechanics, anatomy, physi

`<h3> Current Undergraduate </h3>`

'lead' and 'intro-paragraph' classes:

For paragraphs, a short lead helps to make the content of the upcoming text clear. For Example:

Research

Innovation drives research in the School of Kinesiology

The School of Kinesiology is internationally recognized for its distinguished research and innovation in human movement, sport, physical activity, and health. The School is home to over 25 active research centres and programs, all linked through collaborative, multidisciplinary networks with other institutions, research centres, and industry partners.

Implementation:

```
<p class="lead">Innovation drives research in the School of Kinesiology</p>
```

```
<p class="intro-paragraph">The School of Kinesiology is internationally recognized for its distinguished research and innovation applied to the study of human movement, sport, physical activity...</p>
```

Bold text:

To turn text bold, we wrap the text we want to be bold in `` tags.

For example:

Kinesiology is the study of physical activity

```
<strong>Kinesiology</strong> is the study of physical activity
```

Images

Header and slideshow carousel images:

Ideally each page should have a header image that comes under the navigation and above the page content.

Images should be at least '1920px by 700px' to appear good quality on most screens. No grainy/pixelated images should be used for header images.

Images with links:

Ideally, links to internal pages should be accompanied by an image and one or two lines giving more information.

The link will be using the dark green, and on hover will change to the primary green with an underline.

For example:



Jump Start

This year, join us for a multi-day orientation designed to introduce you to the University, your faculty, and new friends. Whether you're an international or domestic student, whether you plan to live on or off campus, Jump Start is for you!



Imagine UBC Day

The first day of classes is replaced with Imagine UBC. The entire UBC community comes together to welcome new students and celebrate the beginning of the new academic year. You'll have a chance to make friends and meet our Director, professors, and senior students from the School.

The linked text is implemented as previously shown.

Since it is a title, we will use <h3> tags as well.

For example, the 'Jump Start' text will be:

```
<h3><a href="https://students.ubc.ca/jumpstart">Jump Start</a></h3>
```

To have links on images, the image 'div' is wrapped in anchor tags with links, as previously shown for texts.

For example, the Jump Start image will be wrapped in the same anchor tags with the URL as the Jump Start text:

```
<a href="https://students.ubc.ca/jumpstart"><div class="photo-button-square" style="background-image: url('https://educ-kin2016.sites.olt.ubc.ca/files/2018/07/Imagine-Crowd.jpg');"></div></a>
```

Editing posts, news, events, and pages

Editing Pages:

For minimal changes, such as correcting spellings, changing a few lines or adding new body to paragraphs, there is no need to save changes as Draft and wait for Publishing approval.

For major changes such as removing or adding images, entire paragraphs, editing links, menus, buttons, please do not publish page without seeking admin approval first.

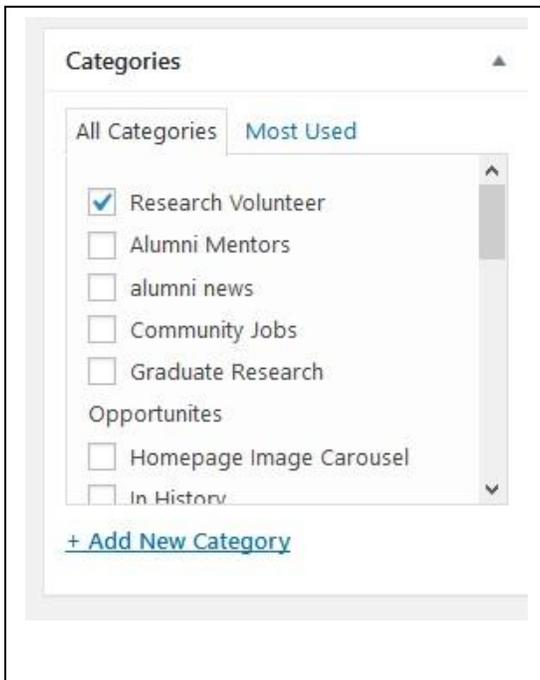
Save page was a draft, and contact: kate.castelo@ubc.ca

Publishing/Editing Job Postings:

After a job posting form has been filled out, you will find a new post come up in the **Posts** section of the WordPress dashboard that says "- **Pending**". Click the 'Edit' option to edit the post.

Depending on the post you will need to choose the appropriate category (Volunteer, Employment or Job Posting, etc.) Employment is chosen by default, so please *uncheck* if it's one of the other two types.

The "Job Postings" category is for Kinesiology internal posting, such as sessional positions, BodyWorks, etc.



The categories column can be found on the right-hand side, below the 'Publish' options menu.

Select the appropriate category for the post.

You can then click publish and it will automatically populate in the appropriate category on the job postings page we have set up!

Note: The job postings that expire won't delete automatically. If you see an expired posting, click on it to edit and then click "Move to Trash".

Editing Expiration Dates

1. Click "Edit" on the job posting that you need to extend.
2. Scroll down past the main content area to **Custom Fields**.

Name	Value
employer	Canadian Red Cross
posting_expiration_date	12/12/2022

3. In the box beside posting_expiration_date, change the date to whatever it should be.
4. Make sure that it's in the format: mm/dd/yyyy
5. Click Publish.

*Note: If you added a job posting that wasn't created with the form, this is how you would add an expiry date and employer. You would first have to select the field, enter a value and click Add Custom Field

```
Volunteers (1-2) will spend their time
measures on participants as they exerc
exercises for limited mobility partici
Orenstein's office doing data entry, c
<strong>Contact Information:</strong>
If you are interested, please contact
current resume and a short blurb about
specifically encouraged to apply. All
<strong>Posting expiration: </strong>
[cf posting_expiration_date]

Word count: 138
```

Alternatively:

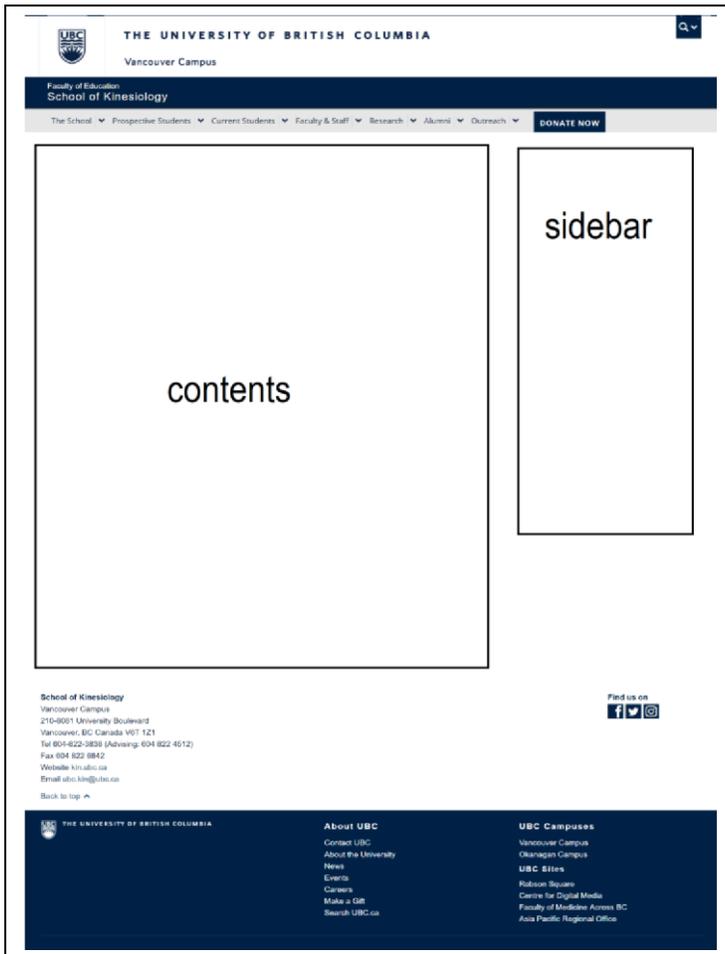
At the very bottom of the text area, posts with Expiration Dates will have a field '[cf posting_expiration_date]'

You can replace this with the new date in the format: mm/dd/yyyy

Sidebars and Accordions

Sidebars:

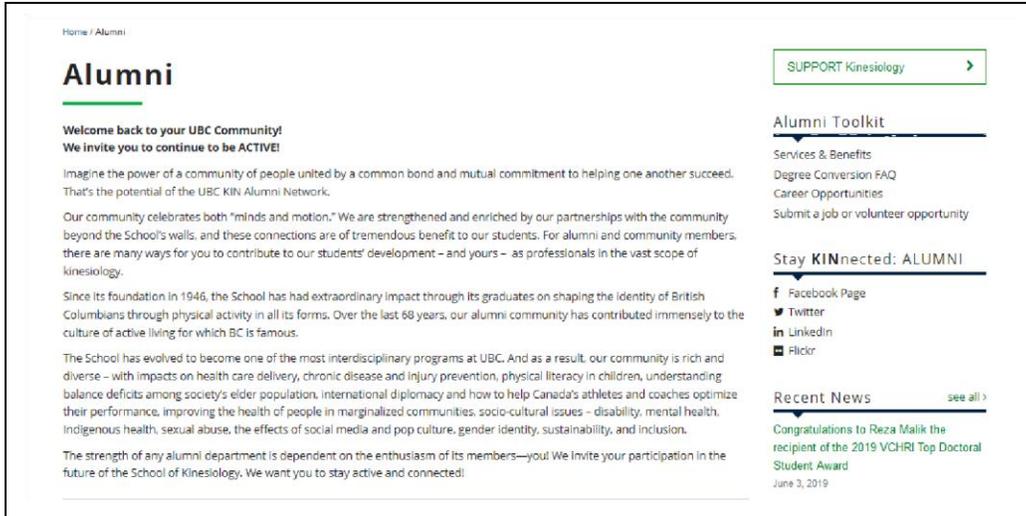
The General Structure of our pages are:



The sidebar contains all relevant page widgets, page links, relevant buttons, news, events, social media, etc.

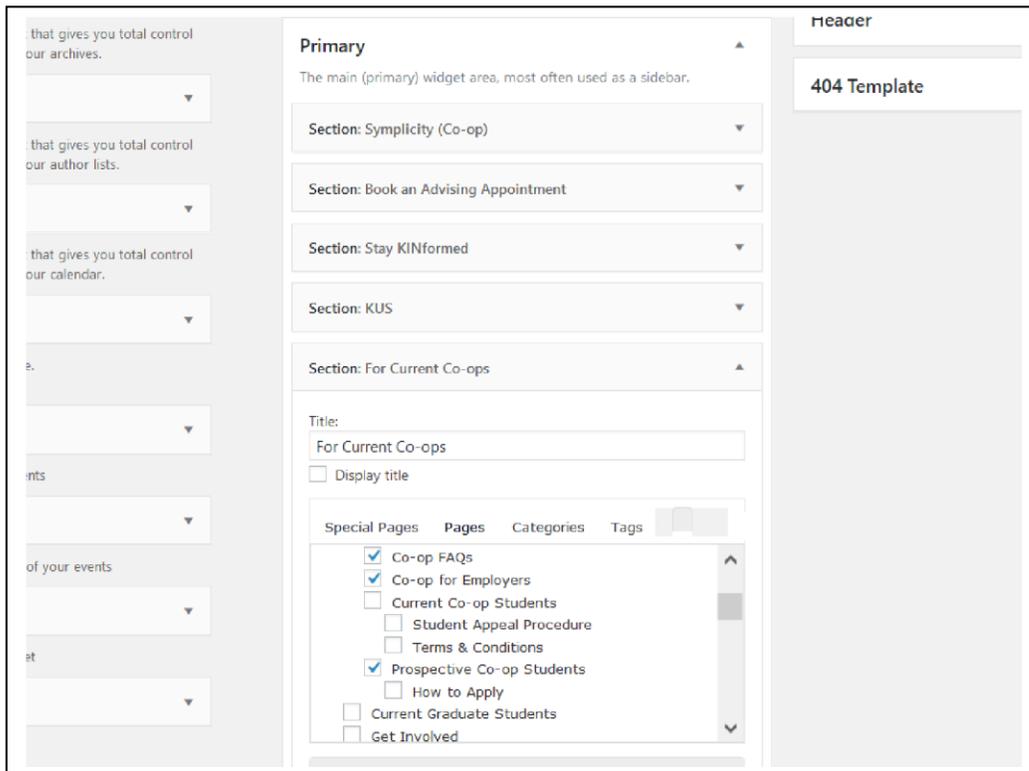
The sidebar is generally not a full menu or a full navigation panel. It is any helpful and relevant options and links.

For example, the alumni sidebar contains the Support button, Alumni Toolkit, Social Media links and Recent News.



Sidebar Widgets can be edited from WordPress from Appearance -> Widgets. For example, if we have a new Co-op page, and we want to add the 'For Current Co-op Students' button that other pages have to our sidebar as well.

We would select the 'For Current Co-op Students' widget from Primary widgets list and select our page from the list of pages it is active on.



Accordions:

Accordions are a useful tool for presenting detailed information and is an alternative to building up multiple subsections within a site, and to long scrolling pages.

It breaks down related units of information into chunks in a similar way to which tabs work, but vertically, and still keeps all the options visible and in one page.

Accordions for page-related sub-topics:

Accordions are preferred when there are directly related smaller sub-topics of the main topic page, with each subtopic that will fit in a few paragraphs.

For example, the Prospective Co-op Students page uses accordions very effectively:

▪ Wellness – community based, corporate
▪ High Performance/Personal training
▪ Sport development agencies/Sport governing bodies
▪ Sport marketing/management
▪ Rehabilitation – work re-conditioning, physical therapy, cardiac rehab
▪ Exercise/physiology testing
▪ Prosthetics and orthotics

As a co-op student you will be well prepared professionally for your future career.

If you are looking for more information, please contact us at 604-822-4794, by email at kin.coop@ubc.ca, or drop by our offices to speak directly with the Co-op Coordinator.

▼ What will you gain?

▲ Co-op and your degree

The Kinesiology Co-op Program will add a year to your Bachelor of Kinesiology degree. The Sample Co-op Degree Schedule shows our recommended timetable of study and work terms, however there is flexibility for you to personalize your Co-op and academic plan. Three work terms are required to graduate with Co-op standing, and at least one must be completed in a fall or winter term.

Prior to applying for your first work term, you will be required to participate in Co-op Pre-Employment Training that prepares you to search for, apply to, and succeed in jobs. This training is completed during the school year and your first work term is typically in the summer following your entrance to the program.

Sample Co-op Degree Schedule

Bachelor of Kinesiology	FALL (Sept-Dec)	WINTER (Jan-Apr)	SUMMER (May-Aug)
Year 1	Study	Study	Vacation
Year 2 (Junior)	Study	Study	Work Term #1
Year 3 (Intermediate)	Work Term #2	Study	Work Term #3
Year 4 (Senior)	Study	Work term #4*	Work Term #5*
Year 5 (Senior)	Study	Study	Ready to Work!

*Optional

▼ What will your Co-op Experience look like?

▼ Fees & Return on Investment

▼ International Students

Accordions for menu:

Accordions can also be used as a menu with some details about each option, as the Active Kids page does:

Programs

∨ **Community, Sport, and Physical Literacy Programs**

∧ **Gymnastics**

Active Kids offers various gymnastics programs:

- Gymnastics Programs
- Gymnastics Summer Camps
- Gymnastics Drop-In
- Gymnastics Group Bookings and Private Lessons
- Gymnastics Birthday Parties

∨ **FAQ, Policies, and Info for Parents**

∨ **Academic Collaboration, Research Support, and Community Resources**

∨ **Job & Volunteer Opportunities**

Building Accordions:

Accordions are built inside these pre-made tags: `[accordions collapsible=true active=false] [/accordions]`

Opening tag: `[accordions collapsible=true active=false]`

Closing tag: `[/accordions]`

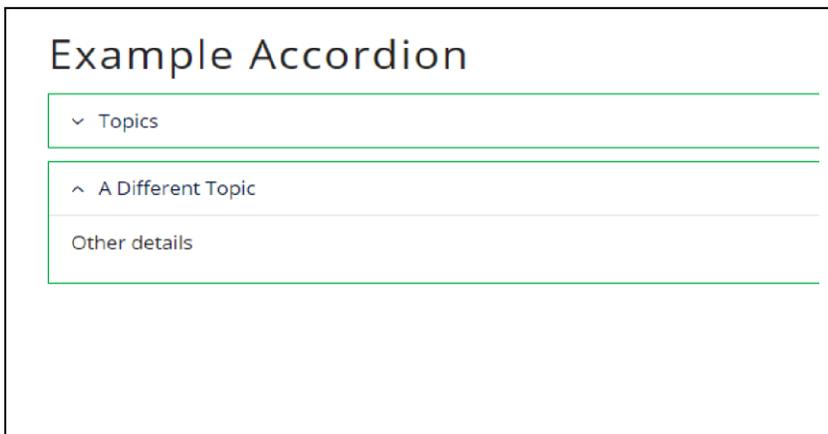
Inside these tags, each individual accordion tab is created with these tags: `[/accordion title="title"] [/accordion]` Each accordion tab has the accordion title and the contents inside these tags.

For example, the following code would produce the pictured accordion:



```
<h2>Example Accordion</h2>  
[accordions collapsible=true active=false]  
  
[accordion title="Topics"]  
Some information about the topics  
[/accordion]  
  
[/accordions]
```

Adding another tab titled 'A Different Topic':



```
<h2>Example Accordion</h2>  
[accordions collapsible=true active=false]  
  
[accordion title="Topics"]  
Some information about the topics  
  
[accordion title="A Different Topic"]  
Other details  
[/accordion]  
  
[/accordions]
```

The color and design of accordions will be set-up automatically when using these tags. The accordions will also be any mobile device friendly.