# SP2 Website Training

# Agenda

Discuss roles & responsibilities Introduction to WordPress Training Follow-up questions

# Introduction to WordPress

Log-in URL: www.sp2.upenn.com/wp-login	
Username: sp2_firstname Password: sp2_password This password can be changed once you have logged in. Go to Users >Your Profile in the Admin Bar.	
00 / WordPress.com - Log In ×	R <sub>M</sub>
Email or Username	
	Log-in URL: www.sp2.upenn.com/wp-login Username: sp2_firstname Password: sp2_password This password can be changed once you have logged in. Go to Users > Your Profile in the Admin Bar.



# **Training Topics**

Notes	Home Page
	Review all Type Styles
	Primary Pages Editing an existing page Creating a new page Adding & editing quicklinks & resources Adding story slider Changing footer module (Discover & Calendar) Images and Videos
	Resources
	Charts
	People
	Portals
	Press
	Publications
	Discover SP2
	Calendar

# Homepage



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🕥 🔗 School of Soc	al Policy & Practice 👴 5 💭 0 🕂 New Events			Howdy, j2_kat
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Posts	Pages Add New			
] Media	To start using Social, please <u>add an account. [Dismiss]</u>			
Forms				Search Page
Pages	All (359)   Published (358)   Private (1)   Trash (9)   Sort by Order   Expand All   Collapse All Bulk Actions \$ Apply All dates \$ Filter	359 items «	< 1	of 18
I Pages	Title	Author		Date
age Order	Students	Daniel Olson	Ø	2014/08/06 Published
Comments Press	Involuntary Leave of Absence Policy	J2 Design Partnership	Ø	2014/05/14 Published
Publications Resources	Purpose	j2_kate	Ø	2014/07/18 Published
People	People B	Shaun Baer	Ģ	2014/07/31 Published
TablePress	□ — School Administration ⊖	Shaun Baer	Ģ	2014/07/31 Published
Appearance	Office of the Dean	Shaun Baer	Ģ	2014/07/31 Published
Users	— — Degree Programs	Shaun Baer	Ø	2014/07/31 Published
Tools	— — Admissions and Recruitment	j2_kate	Ģ	2014/08/06 Published
Custom Fields	— — Development & Alumni Relations	j2_kate	Ø	2014/08/07 Published
BulkPress				ruuisneu



# **Type Styles**

#### http://www.sp2.upenn.edu/help



# **Primary Pages**

#### Pages > Select Page Name or 'Add New'

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Add New	Title	Author	•	Date
Page Order	Students	Daniel Olson	Ø	2014/08/06 Published
Comments	Involuntary Leave of Absence Policy	J2 Design Partnership	Ø	2014/05/14 Published
Publications Resources	Purpose	j2_kate	<b>O</b>	2014/07/18 Published
iii People ★ Tweets	People B	Shaun Baer	Ø	2014/07/31 Published
TablePress	School Administration	Shaun Baer	Ģ	2014/07/31 Published
<ul> <li>Appearance</li> <li>Plugins (1)</li> </ul>	Office of the Dean	Shaun Baer	Ø	2014/07/31 Published
🚢 Users	— — Degree Programs	Shaun Baer	Ø	2014/07/31 Published
Settings		j2_kate	Ø	2014/08/06 Published
Custom Fields	Development & Alumni Relations	j2_kate	Ø	2014/08/07 Published
25 COT 18	——Field Education	j2_kate	<b>P</b>	2014/08/07

#### Things to Remember

- All external links should open in a new window.
- Make sure there are no extra spaces after periods or paragraphs.
- All text should be left aligned.
- If formatting looks incorrect, clear font formatting (click 'toolbar toggle', 'clear formatting')





# Website Help Section

#### http://www.sp2.upenn.edu/help



## **Resources**

#### Resources > Select Resource Title or 'Add Resource'





#### 08

# Charts

#### TablePress > Select Table or 'Add New'

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Comments	plugin website.						
Press	Hide this message						
Publications	This is a list of your tables. Click t	e corresponding links within the	list to edit conv delete or p	review a table			
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🖶 People	be adjusted in that Shortcode. Yo	can also click the "Table" buttor	in the editor toolbar to sele	t and insert a table.			
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# People

#### People > Select Person or 'Add People'

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Comments	Bulk Actions    Apply All dates    Filter	254 items 《 < 1 of 13 > »
Press	Title	Date
Publications	Aaron Truchil, MSSP'13	2014/07/22 Published
<ul> <li>Resources</li> <li>People</li> </ul>	Abby Rix Degge, MSW11	2014/07/22 Published
People Add People	Adiza M. Ezell, MSW	2014/07/16 Published
Departments Taxonomy Order	Alleen B. Rothbard, ScD	2014/07/10 Published
	Ajeenah Amir, MSSP12	2014/07/22 Published
Appearance	Albert Louie	2014/07/16 Published
🖉 Plugins 🕦	Aldis Kurmis	2014/07/16 Published
Services	Alexandra Schepens	2014/07/22 Published
Settings Custom Fields	Alisha Scruggs, MSSP'07, PhD'12	2014/07/22 Published
🔅 BulkPress	Allan Irving, MSW, PhD	2014/07/21 Dublished



# **Portals**

#### Pages > Select Portal Page

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Add New	Title	Author	Ψ	Date	
Page Order	Students	Daniel Olson	<b>P</b>	2014/08/06 Published	
Comments     Press	Involuntary Leave of Absence Policy	J2 Design Partnership	Ø	2014/05/14 Published	
Publications Resources	Purpose	j2_kate	Ø	2014/07/18 Published	
∰ People Interests	People B	Shaun Baer	Ø	2014/07/31 Published	
TablePress	□ - School Administration □	Shaun Baer	Ģ	2014/07/31 Published	
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👗 Users	— — Degree Programs	Shaun Baer	Ģ	2014/07/31 Published	
Settings	Admissions and Recruitment	j2_kate	Ģ	2014/08/06 Published	
Custom Fields	Development & Alumni Relations	j2_kate	Ģ	2014/08/07 Published	
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## **Press**

#### Press > Select Article or 'Add Press'

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Forms		Search Press
Pages	All (44)   Published (44)   Trash (12)   Sort by Order   Expand All   Collapse All	dilama a ( 1 of 2 ) a
Comments	Title	Date
Press	Audio: Aging Homeless Face More Health Issues Facily Death	2014/07/11
Press		Published
Publications	Audio: Financial Safari	2014/07/11 Published
Resources	Audio: Getting the Most Bang for Your Charity Buck	2014/07/11 Published
reopie ≁ Tweets	Audio: In the Wake of Federal Shutdown, Philanthropists Step Up	2014/07/11 Published
TablePress	Audio: Local Profs Sign Letter Urging Biden to Restore Gun Research	2014/07/11 Published
Appearance Plugins ()	Audio: Young Adults in the Foster Care System	2014/07/11 Published
🚢 Users 差 Tools	Brave New World	2014/07/11 Published
I Settings	Center in Phila. Helps Battle Veteran Homelessness	2014/07/11 Published
BulkPress     BulkPres	Fast-food Workers' Low Pay Costs the Government	2014/07/11 Published
ф срти	Field Center at Penn Announces Third Alan Lerner Fellow in Child Welfare Policy	2014/07/11 Published



# **Publications**

Notes

Publications > Select Publication Title or 'Add Publication'

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Forms Pages	All (43)   Published (43)   Trash (2)   Sort by Order   Expand All   Collapse All Bulk Actions & Acoby All dates 1   Filter	Search Publicati
Comments	Title	Date
Publications	2013 SP2 Review: The Culture of Social Change     Edit   Quick Edit   Trash   View   Clone   New Draft	2014/07/1 Published
ublications dd Publication	2012 SP2 Review: The Bridges of Social Change	2014/07/15 Published
ublications axonomy Order	2011 SP2 Review: The Impact of Social Change	2014/07/1 Published
Resources	2010 SP2 Review: The Business of Social Change	2014/07/1 Published
Tweets	2008 SP2 Review: Centennial Edition	2014/07/1 Published
TablePress	2007 SP2 Review	2014/07/1 Published
Plugins 🚺	2006 SP2 Review	2014/07/15 Published
Users Tools	SP2 Matters Spring 2014	2014/07/1 Published
Settings Custom Fields	SP2 Matters Spring 2013	2014/07/0 Published
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# **Discover SP2**

#### Posts > Select Entry Title or 'Add New'

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the France	Title	Author	Categories	Tags	•	Date
P1 Media	Student Spotlight	Lucy Price	Student Life	-	Ø	2014/07/30 Published
Forms						
<ul> <li>Pages</li> <li>Comments</li> </ul>	Schwartz Family Penn Social Impact House Empowers Entrepreneurs	Lucy Price	Gifts & Giving	Alumni Stories, Global Engagement, impact, Innovation, MSW, Penn	Ģ	2014/07/11 Published
Press				Social Impact House, Student Life		
Publications Resources	Donor Highlight: The Ann Nolan Reese Penn Aging Concentration Program, Ann Nolan Reese, CW74	Lucy Price	Gifts & Giving	The Ann Nolan Reese Penn Aging Certificate	Ģ	2014/07/11 Published
<ul> <li>Image: Image: Im</li></ul>	Helping Young Adults Aging Out of Foster Care	Lucy Price	Faculty & Research	-	Ø	2014/07/11 Published
	Celebrating the Impact of SP2's Campaign	Shaun Baer	Gifts & Giving	-	Ģ	2014/05/01 Published
≗ Users ≁ Tools	John L. Jackson Jr. Named Dean of the School of Social Policy & Practice	Lucy Price	Faculty & Research	-	Ģ	2014/03/19 Published
Settings	Dr. Iversen and Dr. Gellis Named Society for Social Work	Zach Gieske	Faculty & Research	SP2 Matters Winter	0	2014/01/01

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s lications	Celebrating the Impact of SP2's Campaign			Social Broadcasti	ng	
onomy Order	Permallink: http://dev.j2designpartnership.com/sp2/web/gifts-giving/celebrating-thsp2s-campaign/ Edit Get Shortlink	View Pos	st	Publish		
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Pages				Visibility: Public	Edit	
Comments	Gelles commented at the School of Social Policy & Practice's (SP2) Board of Overseers [Link to: People	> Board	i of	Revisions: 3 Bro	wse	
Press	Overseers] Meeting. The event took an interesting approach to highlight the School's programs, centers research by hosting a Post-Campaign Expo.	, and		m Published on: M	ay 1, 2014 @ 16	i:46
Publications	SP2's Post-Campaign Expo displayed the impact The Campaign for Social Change Leadership had on	the scho	ol.	Copy to a new draft		
Resources	The Campaign, which exceeded its \$33M goal, was part of the University's Making History Campaign. Representatives explained the benefit of the Campaign to each program, center, and the six Campaign	n prioritie	es at	Move to Trash	Up	date
People	tables set up along the third floor of the Caster building, an area that was completely renovated during	the				
Tweets	Campaign. At each table uses a card childre on exemption of the activities of each recorder or center. Quests users a	akad ta c	dd	Categories		
TablePress	At each rable was a call gring an overview of the activities of each program of center. Clease were a each card to a binder ring, creating a full booklet with an overview of the School and how each program drives the mission of the School. The cards also give a brief overview of the Campaign (and the six pr	n and cer iorities	nter	All Categories M	ost Used	
Appearance	impacted) as well as the mission and vision of the School.			Gifts & Giving		
Plugins 🕕	The seven-year campaign closed in December 2012 with a total of \$33.6M Raised by 2,626 Donors – r double the amount raised in the previous 97 years of the school's existence.	nore than	1	Faculty & Res	earch	
Users	The Compaign for Social Change supported SD9's mission to evenlightly educate future cosial work, or	solal adia		Alumni Storie	s	
Tools	P Word count: 253 Last edited by Lucy Price on July 11.	2014 at 2:2	5 om	Global Engag	ement	
Cattinge				+ Add New Category	~	

# Calendar

#### Events > Select Event or 'Add New'

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m Events	Events Add New View Calendar						
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명] Media	Bulk Actions \$ Apply					📙 7 item	5
Forms	Title Organizer	Venue	Event Categories	Recurring	Start Date	End Date	
Pages							
Comments	Pre-Orientation Events for all SP2 Students		Students	-	August 20	August 22	
Press							
Publications	International New Student Orientation	Caster Building D26/27	Students	-	August 19	August 19	
Resources							
<ul> <li>People</li> <li>Tweete</li> </ul>	SP2 Summer II Classes End		Academic, Students	-	August 7	August 7	
TablePress							
	Field Placement Resumes for Third Year Part-time		Academic, Students, Test	-	August 4	August 4	
Appearance	Students		Cat 1				

