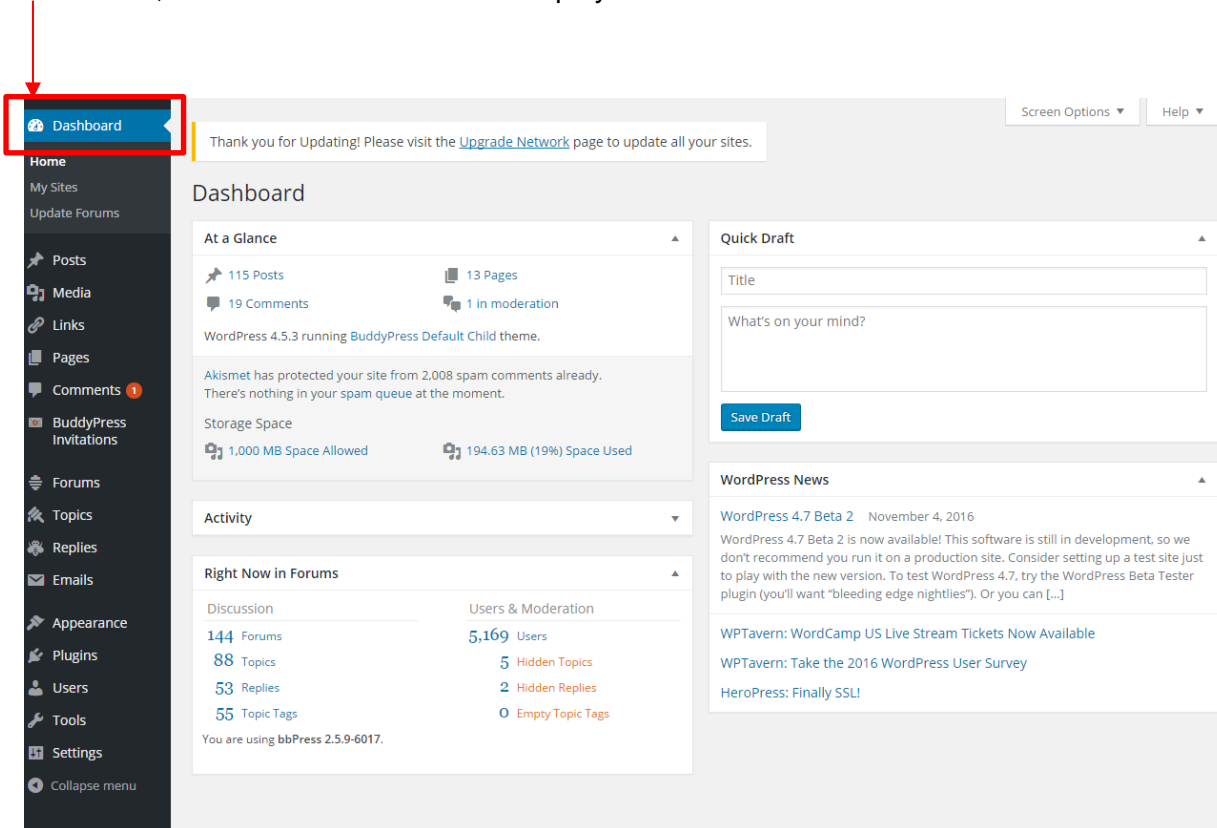


Dashboard

What is the Dashboard?

The left-hand navigation menu provides links to the administration screens in your WordPress application. You can expand or collapse navigation sections by clicking on the arrow that appears on the right side of each navigation item when you hover over it. You can also minimize the navigation menu to a narrow icon strip by clicking on the Collapse Menu arrow at the bottom of the nav menu, below Settings; when minimized, the submenu items will be displayed on hover.



You can arrange your dashboard by choosing which boxes, or modules, to display in the work area, how many columns to display them in, and where each box should be placed. You can hide/show boxes and select the number of columns in the Screen Options tab. To rearrange the boxes, drag and drop by clicking on the title bar of the selected box and releasing when you see a gray dotted-line rectangle appear in the location you want to place the box. You can also expand or collapse each box; click the title area or downward arrow of the box. In addition, some boxes are configurable, and will show a “Configure” link in the title bar if you hover over it.

The boxes on your Dashboard screen are:

The screenshot shows the WordPress dashboard interface. A dark sidebar on the left contains navigation links: Dashboard, Home, My Sites, Update Forums, Posts, Media, Links, Pages, Topics, Replies, Emails, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area includes a notification bar, an 'At a Glance' widget with site statistics (115 Posts, 13 Pages, 19 Comments, 1 in moderation), a 'Quick Draft' form, an 'Activity' widget showing recent comments, a 'Right Now in Forums' widget, and a 'WordPress News' feed. Five callout boxes with red arrows point to specific elements: 'At a Glance', 'Quick Drafts', 'Activity', 'Right now in Forums', and 'WordPress News'.

At a Glance – Displays a summary of the content on your site and identifies which theme and version of WordPress you are using.

Quick Drafts – Allows you to create a new post and either publish it or save it as a draft.

Activity – Shows the most recent comments on your posts and recently published posts

Right now in Forums – Shows forums, topics, replies

WordPress News – Shows the feed from WordPress Planet. You can configure it to show a different feed of your choosing.

Further Support

Additional support is on hand should you require help. Contact the Digital Learning Support team at elearning-support@arts.ac.uk



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