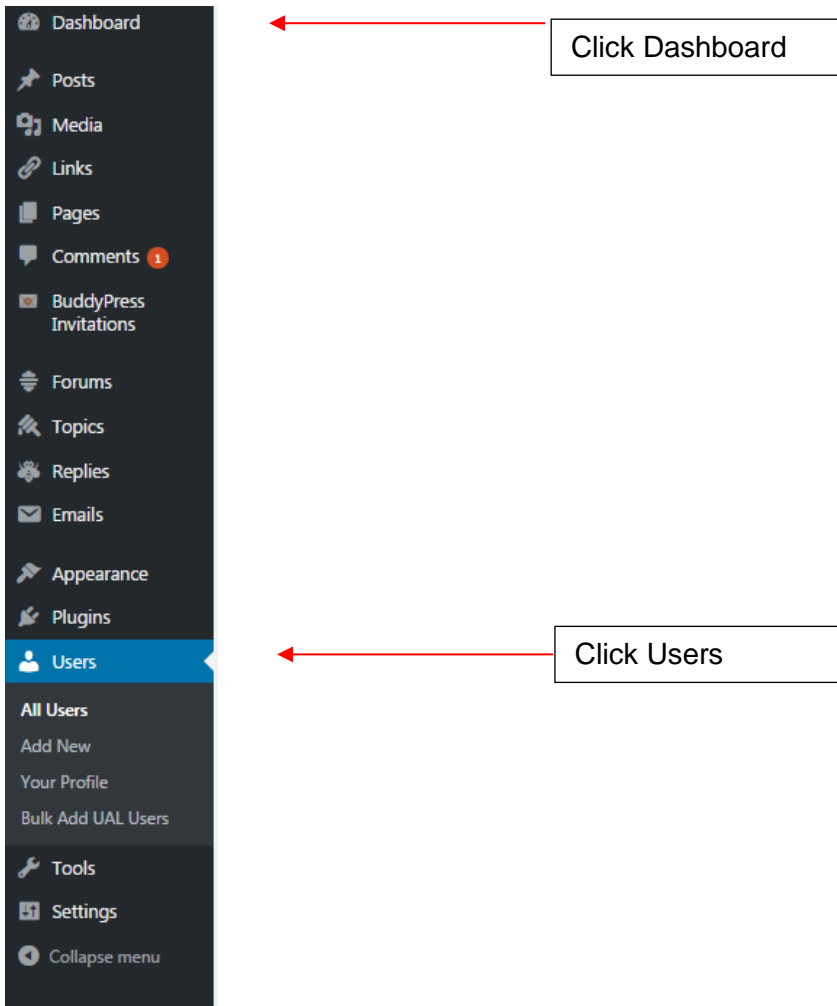


Users

Managing your Members



This screen lists all the existing users for your site blog. Each user has one of five defined roles as set by the site admin: Site Administrator, Contributor, Participant, Keymaster, or Subscriber. Users with roles other than Administrator will see fewer options in the dashboard navigation when they are logged in, based on their role.

Search the user

The screenshot shows the 'Users' management page. At the top left, there is a search bar with the text 'jane russell' and a 'Search Users' button. Below the search bar, there are several filter buttons: 'Bulk Actions', 'Apply', 'Change role to...', 'Change', and 'Change forum role to...'. The main content area displays a table with the following columns: Username, Name, Email, Site Role, Posts, Author Slug, and Forum Role. The table contains one entry for 'jarussell' (Jane Russell) with the email 'j.a.russell@arts.ac.uk' and the role 'Contributor, Participant'. Below the table, there are more filter buttons: 'Bulk Actions', 'Apply', 'Change role to...', 'Change', and 'Change forum role to...'. A red arrow points from the 'Search the user' box to the search bar, and another red arrow points from the 'You can change a role of the user' box to the 'Change role to...' button.

You can change a role of the user

You can customize the display of information on this screen as you can on other screens, by using the Screen Options tab and the on-screen filters.

Add New Members

Click "Add New"

The screenshot shows the 'Users' management page. At the top left, there is a search bar with the text 'jane russell' and a 'Search Users' button. Below the search bar, there are several filter buttons: 'Bulk Actions', 'Apply', 'Change role to...', 'Change', and 'Change forum role to...'. The main content area displays a table with the following columns: Username, Name, Email, Site Role, Posts, Author Slug, and Forum Role. The table contains one entry for 'jarussell' (Jane Russell) with the email 'j.a.russell@arts.ac.uk' and the role 'Contributor, Participant'. Below the table, there are more filter buttons: 'Bulk Actions', 'Apply', 'Change role to...', 'Change', and 'Change forum role to...'. A red arrow points from the 'Click "Add New"' box to the 'Add New' button.

The screenshot shows the WordPress dashboard with the 'Users' menu selected. The 'Add New User' screen is displayed, divided into two sections: 'Add Existing User' and 'Add New User'. Red arrows point from numbered callout boxes to specific elements on the screen.

- 1. Type the username**: Points to the 'Name or Username' input field in the 'Add Existing User' section.
- 2. Choose a role**: Points to the 'Subscriber' dropdown menu in the 'Add Existing User' section.
- 3. Click "Add Existing User"**: Points to the 'Add Existing User' button in the 'Add Existing User' section.
- OR**: A central text box indicating a choice between the two methods.
- 1. Create a new username for non-existing user**: Points to the 'Username (required)' input field in the 'Add New User' section.
- 2. Type email**: Points to the 'Email (required)' input field in the 'Add New User' section.
- 3. Choose Role**: Points to the 'Subscriber' dropdown menu in the 'Add New User' section.
- Click "Add New User"**: Points to the 'Add New User' button in the 'Add New User' section.

Further Support

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



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