

Instructions for entering courses into WordPress:

Each term has a different web address (log in with your Bennington password):

Fall: <http://curriculum.bennington.edu/fall2016/wp-admin/post-new.php>

Spring: <http://curriculum.bennington.edu/spring2017/wp-admin/post-new.php>

To enter course information, click on the link for the corresponding term, and then: ① enter course title; ② enter or paste course description; ③ provide additional course details; ④ enter any tags, separated by commas; ⑤ click *Submit for Review*; and then ⑥ either click *Add New* if you'd like to submit another course for the same term, click *All Posts* to see your other courses for the same term, or simply close the browser window.

The screenshot shows the WordPress 'Add New Post' interface for the Bennington College Fall 2015 Curriculum. The page is annotated with numbered yellow circles 1 through 6 indicating the steps for adding a new course:

- 1**: The title input field at the top of the post editor.
- 2**: The main content area for the course description.
- 3**: The 'Custom Fields' section, which includes a checkbox for 'Check box if this is a repeated course', a dropdown for 'If this is a repeated course, did you make any changes to the description?', and several input fields for 'Faculty Name(s)', 'Is this a full-term course, or a module or seven week course?', 'Is this a 2000-level or 4000-level course?', 'Primary discipline/subject, and cross-list requests:', 'Credits', 'Maximum Enrollment', 'Prerequisites', 'Corequisites', 'Please select meeting times from one of these common time slots:', 'If your desired meeting time(s) is not listed, please use the box below:', and 'Do you require a DVD player, projector, or other A/V support? (Please specify)'.
- 4**: The 'Tags' input field on the right sidebar.
- 5**: The 'Submit for Review' button on the right sidebar.
- 6**: The 'Add New' link in the left sidebar menu.

The right sidebar also includes a 'Publish' section with 'Save Draft', 'Preview', 'Status: Draft', and 'Visibility: Public' options, and a 'Format' section with options like 'Standard', 'Aside', 'Image', 'Link', 'Quote', and 'Status'. A 'Categories' section is also visible, listing various categories with a note: 'Categories are for Dean's Office use only'.