

Waltham Forest International Site

A simple mobile website that can be viewed on full screen, ipad, android and mobile.



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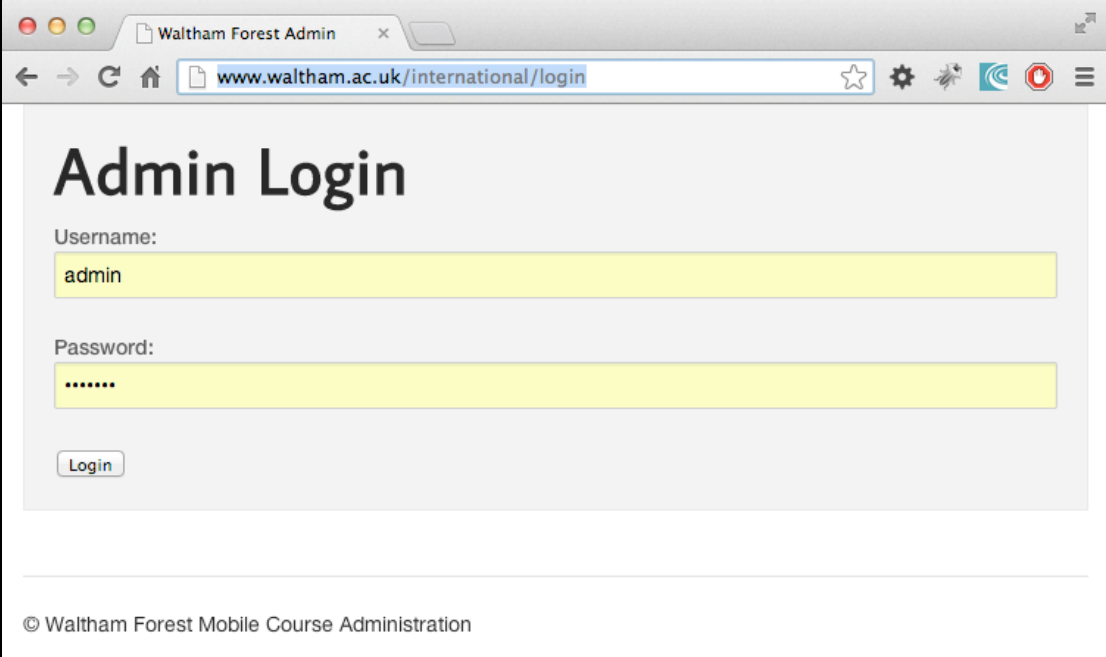
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Admin

To login and update the site, use the following address with your user-name and password:

<http://www.waltham.ac.uk/international/login>

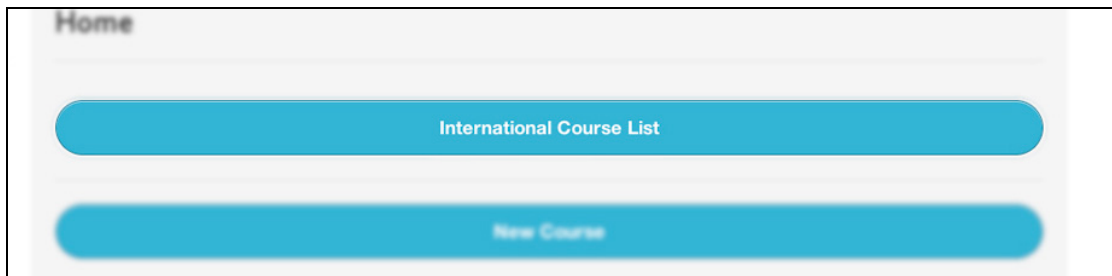


The screenshot shows a web browser window with the title "Waltham Forest Admin". The address bar contains the URL "www.waltham.ac.uk/international/login". The main content area has a heading "Admin Login". Below the heading, there are two input fields: "Username:" with the text "admin" and "Password:" with masked characters "*****". A "Login" button is positioned below the password field. At the bottom of the page, there is a copyright notice: "© Waltham Forest Mobile Course Administration".

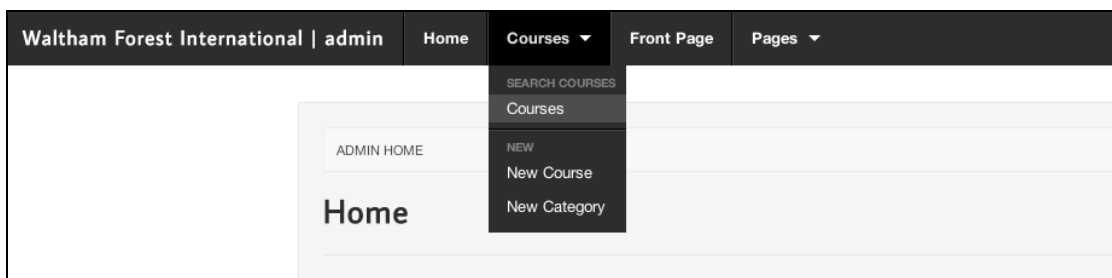
Editing Existing Courses

To access **International Courses** from the database, either:

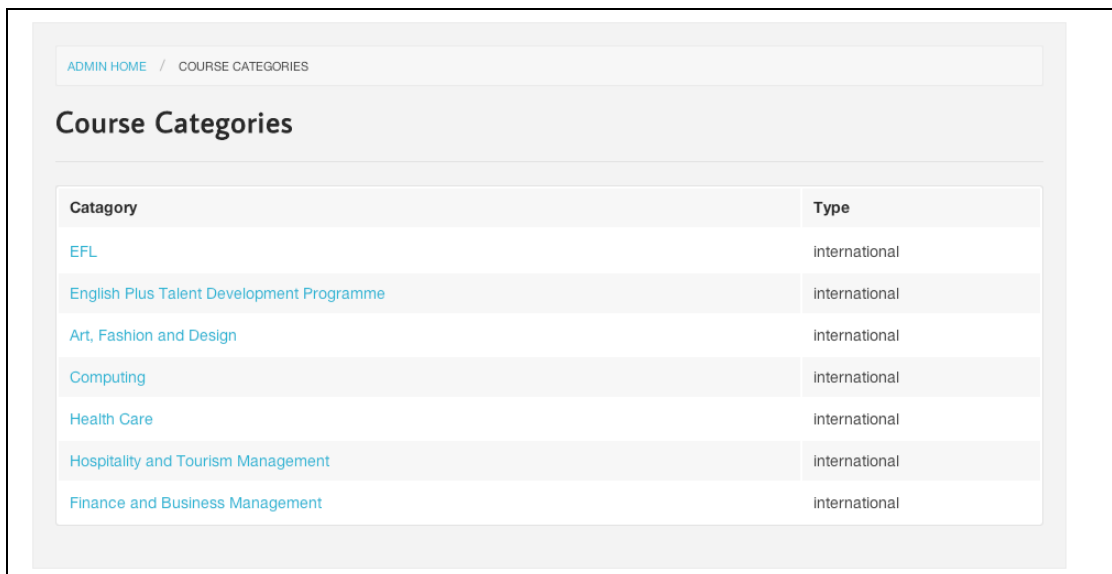
- 1) On the admin home page, select **International Course List** button



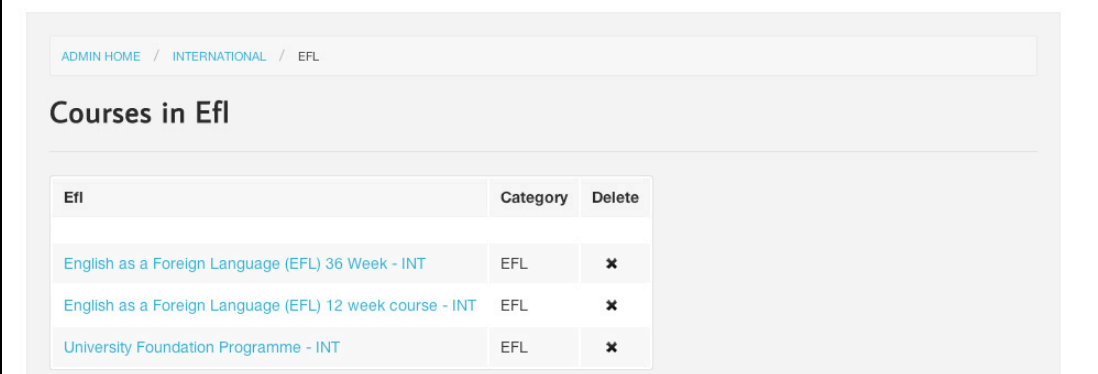
- 2) Or use the top menu to select **Courses**:



Once selected, you will see a list of the Course Categories:



Selecting any of the blue category links will reveal courses within that category:



The screenshot shows a web interface with a breadcrumb trail: ADMIN HOME / INTERNATIONAL / EFL. Below this is the heading 'Courses in Efl'. A table lists three courses, each with a 'Delete' button (a cross icon).

Efl	Category	Delete
English as a Foreign Language (EFL) 36 Week - INT	EFL	✕
English as a Foreign Language (EFL) 12 week course - INT	EFL	✕
University Foundation Programme - INT	EFL	✕

You can **delete** a course, by pressing the cross beside the course name.

To view or edit a course, select the course name in blue.

Update a Course

Edit any of text fields:



The screenshot shows a web interface with a breadcrumb trail: ADMIN HOME / INTERNATIONAL / EFL / ENGLISH AS A FOREIGN LANGUAGE (EFL) 36 WEEK - INT. Below this is the heading 'Update a Course'. There are two main form fields: 'Title' and 'Course Type'.

Title

Course Type

To save and update changes press the cyan button at the bottom of the page:



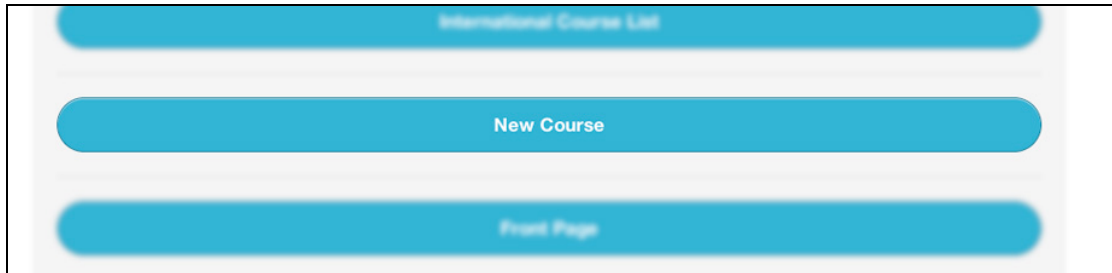
The screenshot shows the bottom of the form. There is a text field labeled 'Path: p' and a cyan button labeled 'Save and Update'.

Path: p

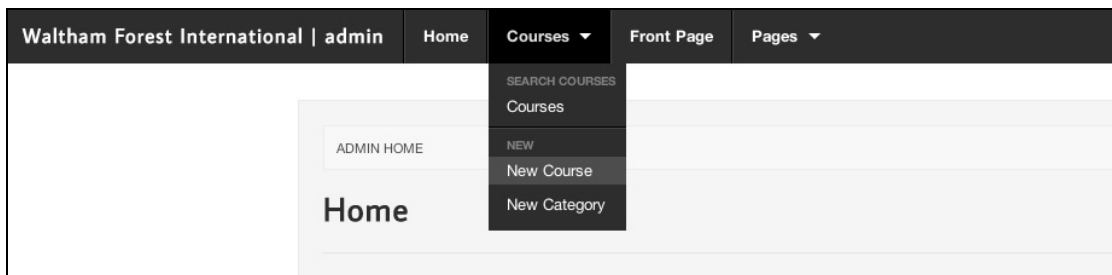
Insert New Course

To create a **New Course**, either:

- 1) On the admin home page, select **New Course** button



- 2) Or use the top menu to select New Course button:



Add to any of text fields (the title field is required):

A screenshot of the 'Create New Course' form. At the top, there is a breadcrumb trail: 'ADMIN HOME / CREATE A NEW COURSE'. Below this is the title 'Create New Course'. The form includes a 'Course Type' dropdown menu with 'International' selected. Below the dropdown is a 'Title' label followed by a text input field.

To save the course, press the cyan button at the bottom of the page:

Path: p

Create Course

Front Page Image

This section refers to the un-blurred images below on the front of the public site:



To edit and re-arrange these images via the admin panel, find:

- a) The **front-page** button on the admin home page
- b) Or from the main menu at the top of all the admin pages.

The screenshot shows a web interface for managing the front page of the Waltham Forest International 2013 website. At the top, there is a breadcrumb trail: 'ADMIN HOME / FRONT PAGE'. Below this is a section titled 'Rearrange Images'. It contains a vertical list of six items, each with a small thumbnail image, a text label, and a small 'x' icon for deletion. The items are: 'Student Life', 'Courses', 'Immigration', 'How to Apply', 'Accommodation', and 'Life in the UK'. Below the 'Rearrange Images' section is another section titled 'Upload Front Page Image'. This section has a sub-label 'image upload' and a 'Choose File' button next to the text 'No file chosen'. Below this is an 'Image Link' label and a text input field. At the bottom of this section is a blue 'upload' button.

Re-arrange order of images

To re-arrange the order of existing images, move your cursor over the grey bar until the cursor changes to a cross. You can now click and drag to re-order, just let the cursor go in the required position.

Delete an image

Click the cross within the grey box to delete the image, you will be prompted to confirm and the image will be deleted.

Upload Front Page Image


Press **choose file** and select an image from your computer, once ready, press the **upload button**

You can link to any other page or website via the **Link** field, paste a URL / Web address in the field and the image you have uploaded will link to that page or website. If you don't want it to link to anything, just leave the hash #.

Edit image

Click on the text beside the image in the grey bar. This will open a new page to enable the replacement of the image and update the name, link and description of the image.

COURSES



Update image






Choose File

No file chosen

Title

Courses

Description

**B***I*U |    HTML

Course image description text here

Path: p

Link

courses

Create a New Main Page

To create a **new main page**, either:

- 1) On the admin home page, select **New Main Page**
- 2) Or use the top menu to select **New Main Page**






Add the **title** and **content**, (the title is a required field) and press the **New Main Page** button at the bottom. You will then be redirected to the **Main Page List** page.

[ADMIN HOME](#) / [MAIN PAGE LIST](#) / NEW MAIN PAGE

Insert New Main Page

title

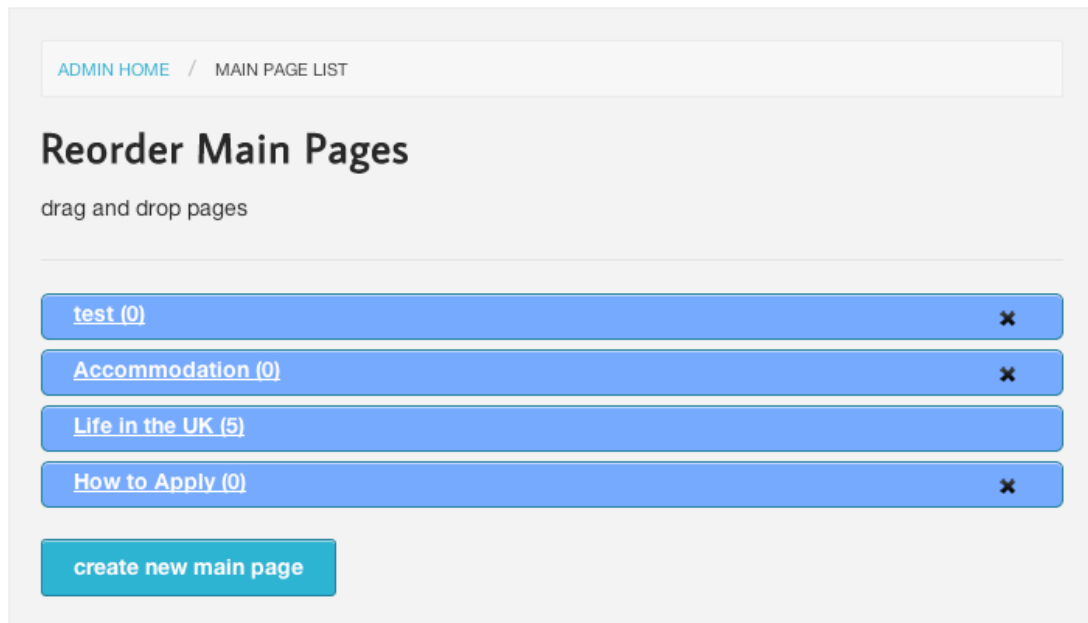
content

 **B** *I* U |     HTML

Path: p

New Main Page

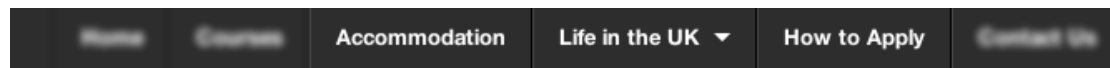
Main Page List



The screenshot shows an admin interface for managing main pages. At the top, there is a breadcrumb trail: 'ADMIN HOME / MAIN PAGE LIST'. Below this is the title 'Reorder Main Pages' and the instruction 'drag and drop pages'. A list of four main pages is displayed, each in a blue bar with a cross icon on the right for deletion. The pages are: 'test (0)', 'Accommodation (0)', 'Life in the UK (5)', and 'How to Apply (0)'. Below the list is a button labeled 'create new main page'.

Re-arrange order of Main pages

To re-arrange the order of existing Main Pages, move your cursor over the blue bar until the cursor changes to a cross. You can now click and drag to re-order, just let the cursor go in the required position. The re-ordering of the pages will also show on the main navigation of the public site:



Delete a Main Page

Click the cross within the blue bar to delete the Main page, you will be prompted to confirm and the page will be deleted.

If you don't see a cross beside the text, it means that you have sub-pages assigned to the main page so it can't be deleted.

Note. you can tell how many sub-pages assigned to a main pages by the number in brackets next to the name of the main page.

Edit Main Page

Click on the text in the blue bar. This will open a section to enable editing of the name and content of the Main page:

ADMIN HOME / MAIN PAGE LIST / ACCOMMODATION

Reorder Pages

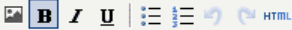
create new page in Accommodation

Update Category

Title

Accommodation

content



Accommodation

Finding the right accommodation during your studies is vitally important. It helps ease the cultural transition and enhances the quality of your stay in the UK.

we understand the benefits for you of staying in an English speaking household and learning the culture of the UK. This is why our College sta? are able to o?er and recommend to you accommodation during your studies.

Homestay

Booking homestay through us You can specify what type of host you live with and your travel time from the College. We will try our best to meet your needs and place you within good travel links to the College.

To book homestay with us you will need to fill in the accommodation section in your application form. Prices start from £135 per week.

You will need to specify what standard of accommodation you will require:

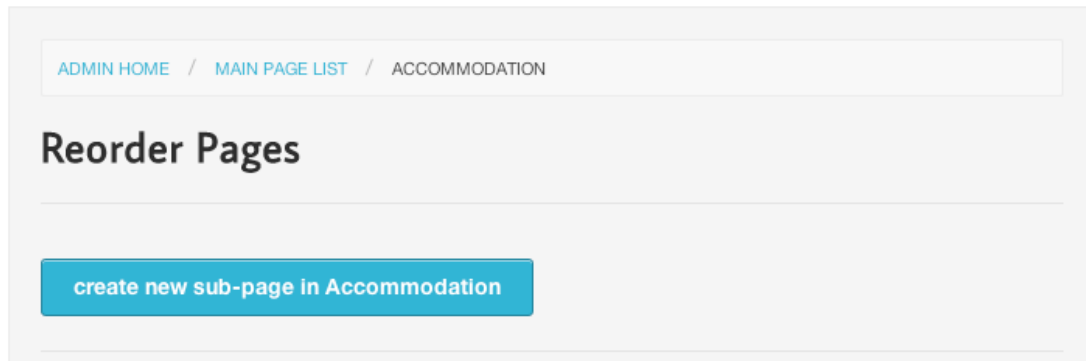
Path: p » strong

Save and Update

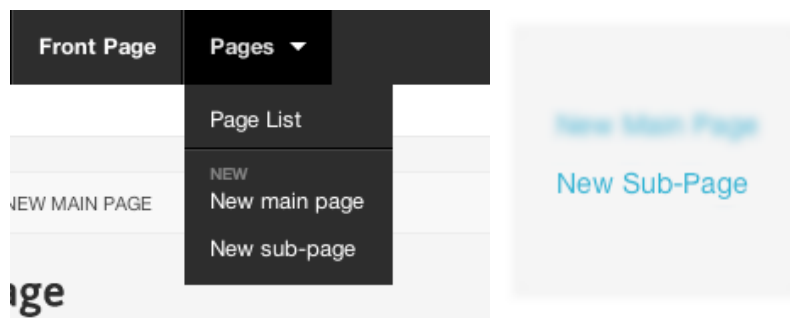
Creating New Sub-Page

There are two ways to create a sub-page select:

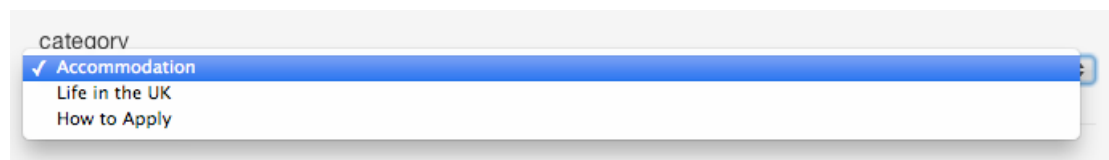
1) If you are in the **Edit** page of a **Main Page**, you can create new page by clicking on the blue button that says “Create new Sub-page in...” eg,



2) From the drop down menu “pages” in Admin, you can also create a new page: By selecting “new sub-page.”



Then you can connect it to an existing main page, via the category section:

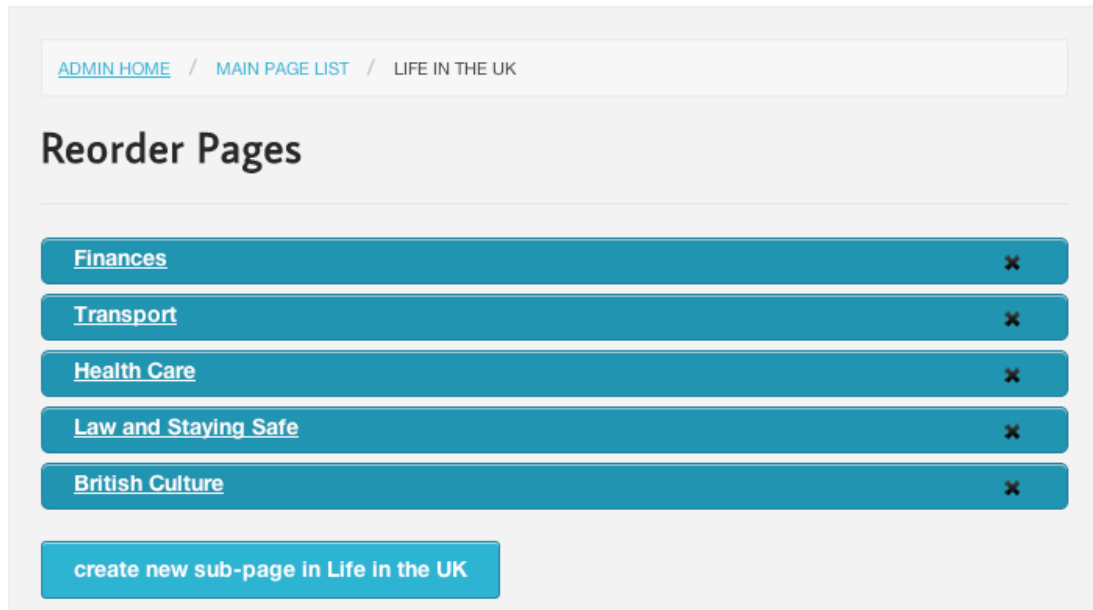


You can now add the title and content to the new sub-page.

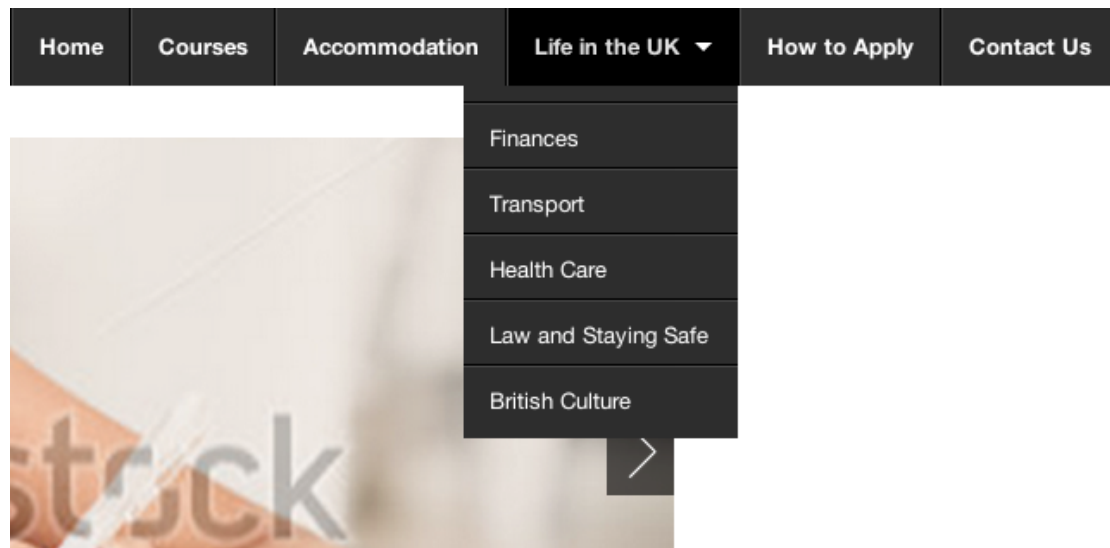
You can save the page by pressing the following:



You will now be redirected to the **Main Edit Page** with new blue bars representing the pages within the main page, e.g.



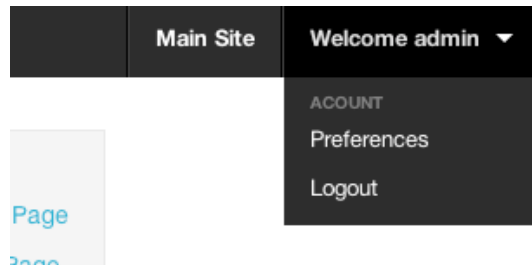
You can drag and drop these in any order and this will also be shown in the order on the main site and they will be seen as a drop down menu of Main pages:



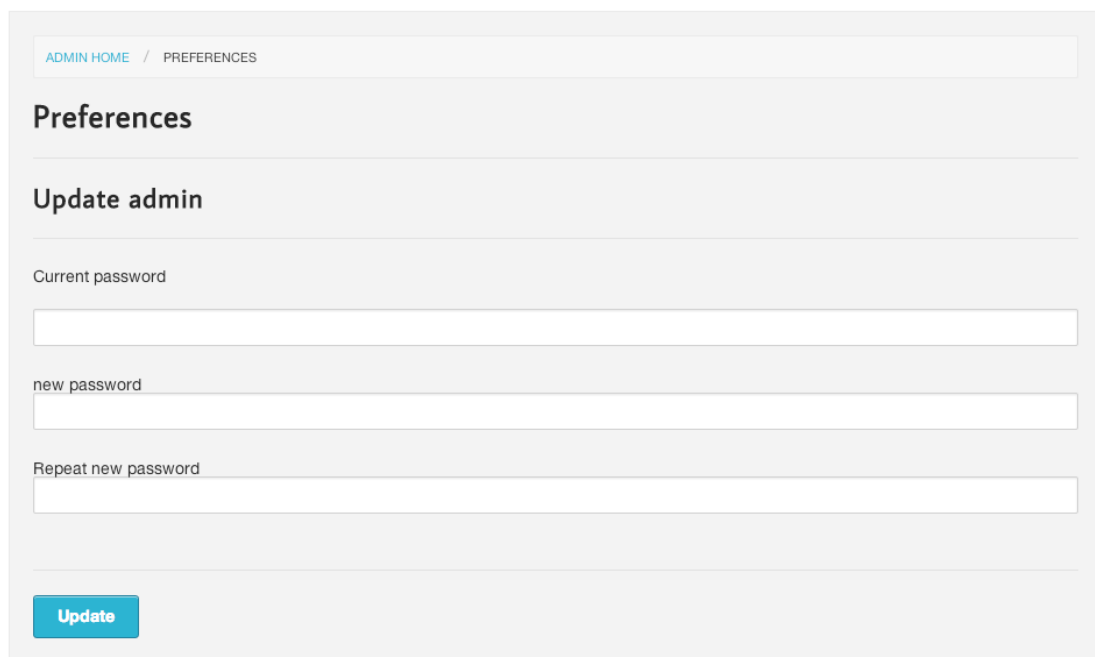
Please note, if a sub-page has been created within a main page, only the title of the Main page will remain in the public site as a button to reveal the sub-pages.

Change Password

You can change your assigned password by going to preferences from the top menu in the Admin panel:



Once you have selected **preferences**, provide your current password and add a new one in each of the fields, the password field must be at least 6 characters in length.



ADMIN HOME / PREFERENCES

Preferences

Update admin

Current password

new password

Repeat new password

[Update](#)