

# **MCAST ICA**

## Website Redesign Documentation

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## Introduction

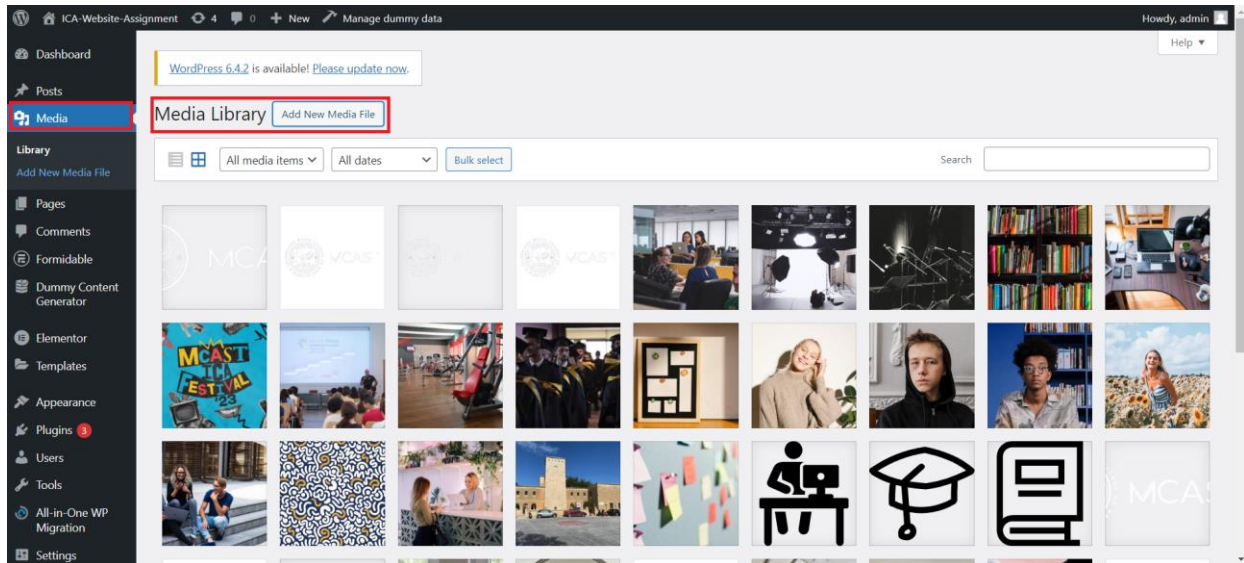
This project presents a template website that can serve as a new website specifically for MCAST's Institute of Creative Arts (ICA). Its main purposes will be to provide students with detailed information about the courses, create a simple way for users to communicate with the school's administration team, as well as providing information about services offered at the ICA such as the library, clubs, equipment rental facilities and so forth.

## Uploading New Media

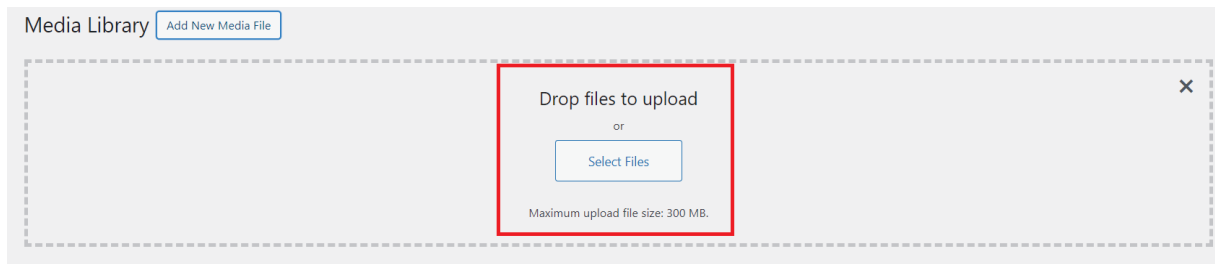
To upload new media to the site, navigate to the dashboard, click on the 'Media' tab on the left of the screen. Then click on 'Add New Media File', (see img. 1 and img. 2) to be able to upload

the necessary media to the site. Once uploaded the file you would have uploaded will be visible in the grid of media as seen below. It is also possible to filter media by different categories such as media type and date, depending on your needs.

(IMG. 1)



(IMG. 2)

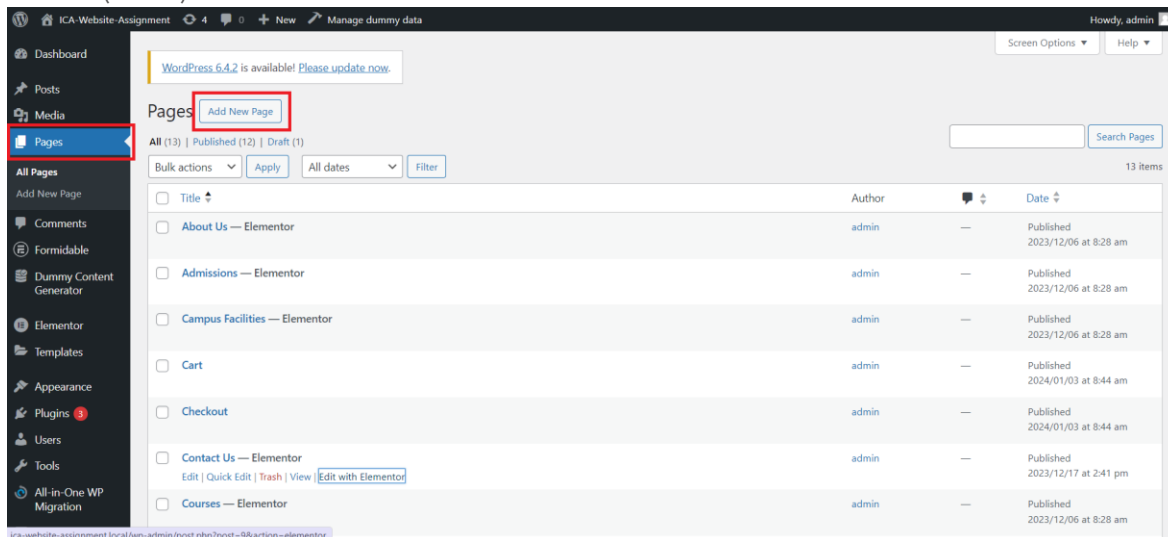


# Creating New Pages & Posts

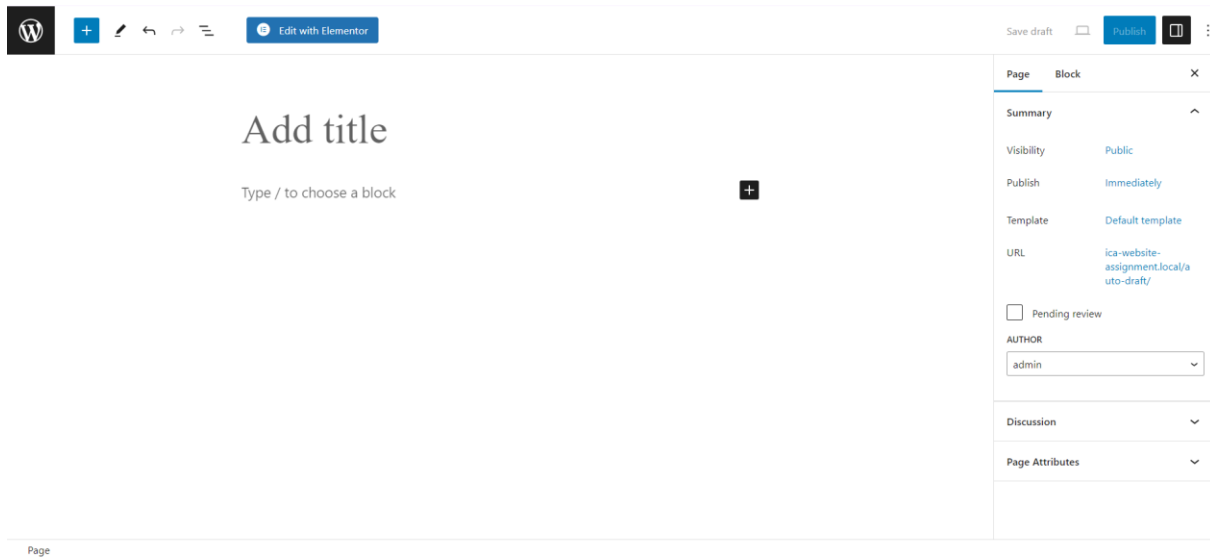
## Pages

To create pages, navigate to the site's dashboard and click on 'Add New Page' (img. 3). This will redirect to the editor page (img. 4) where the administrator can add the page title, author of the page, if multiple administrators are working on the site, and content can also be added using the elements provided by WordPress. However, since this theme is built with Elementor, the structure of the pages will be edited through Elementor's editor ([this will be explained further in the document](#)).

(IMG. 3)

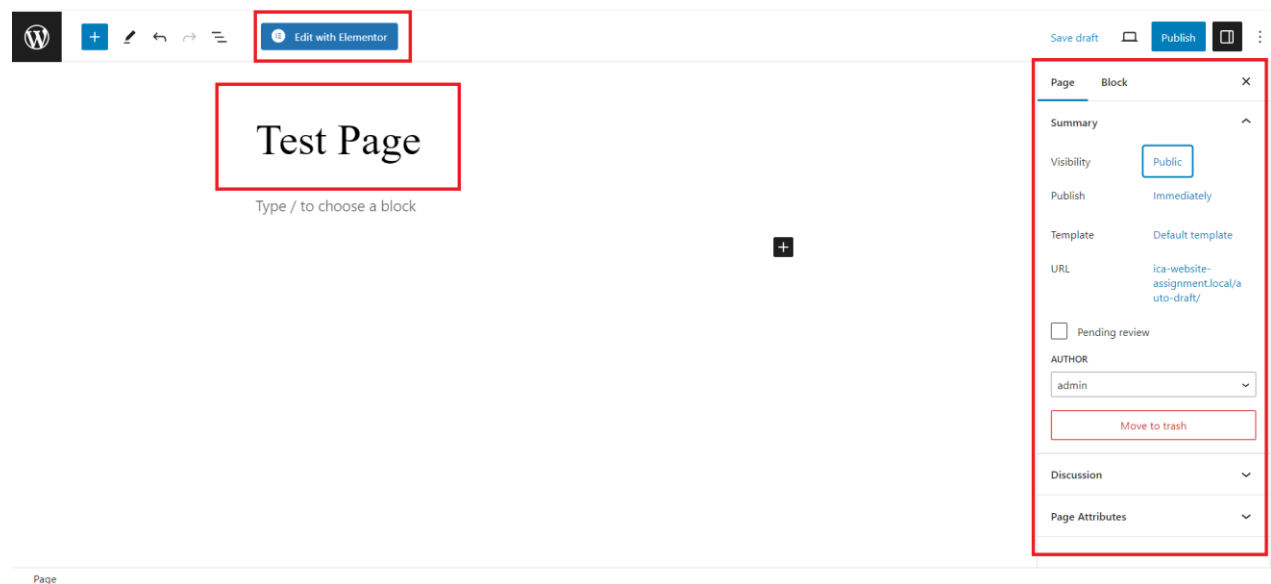


(IMG. 4)



Once you have added the title and edited the necessary details (as seen below in img.5), the page can be published. Upon entering the page title, the options on the right change and become more customisable. Here, one can change the visibility of the page, whether it's public, private, has limited access and so forth.

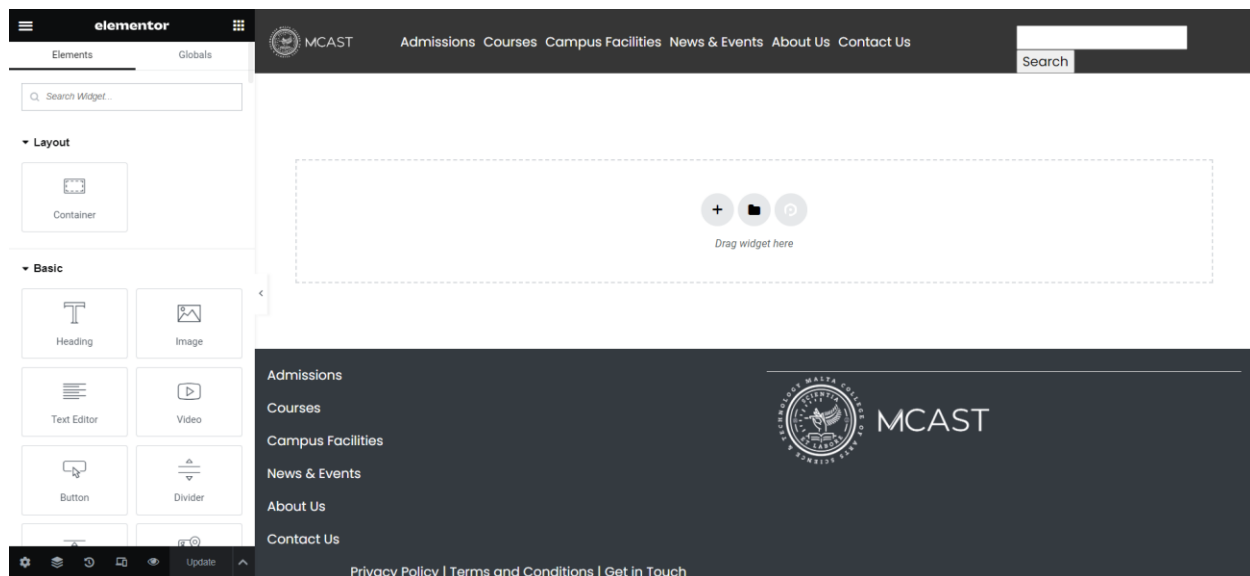
(IMG. 5)



As previously mentioned, the content and layout of pages for this theme is based on the use of Elementor. Seeing that Elementor makes use of drag and drop components, it is very simple to learn how to use, making the template more user friendly. Once a page is published, as explained in img. 5, the administrator can click on 'Edit with Elementor', (refer to img. 5), to enter the editing mode (img.6).

The header and footer of the page can be edited and customised from different parts of WordPress. This process will be explained in more detail later.

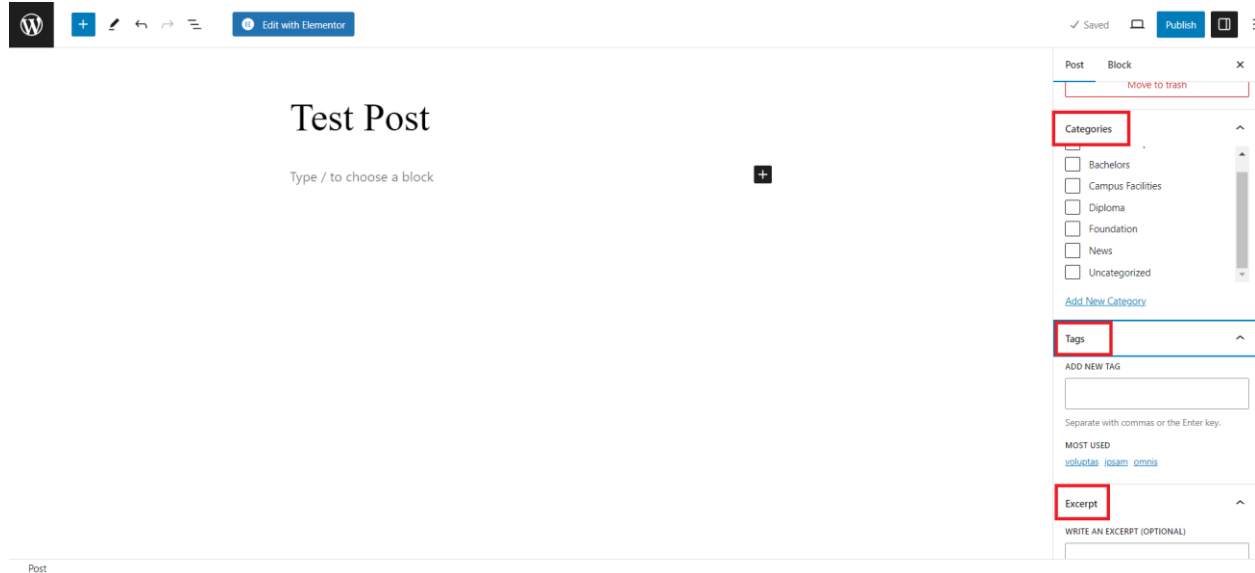
(IMG. 6)



## Posts

The creation of posts is practically the same as creating a page. First, click on the 'Posts' tab from the site's dashboard, then click 'Add New Post' on the top of the screen. You will then see a similar screen to that of a new page, however, the main differences lie in the editable properties on the right-and side panel of the screen. For posts, one can add a Category or Tag to help when it comes to sorting/navigating to posts on the site and can also edit/create the excerpt that will be displayed as a preview on the post when placed in the site. Refer to img. 7 to see this.

(IMG. 7)



## Plugins

### Elementor

Elementor is widely used as WordPress website builder, giving you the ability to build professional websites. Its user-friendly drag-and-drop interface provides full control, allowing you to create diverse websites without the need for coding.

It is very important that this plugin in specific is not deleted or deactivated, as since the theme's layout is built using this plugin, removing it may result in disruption of the site.

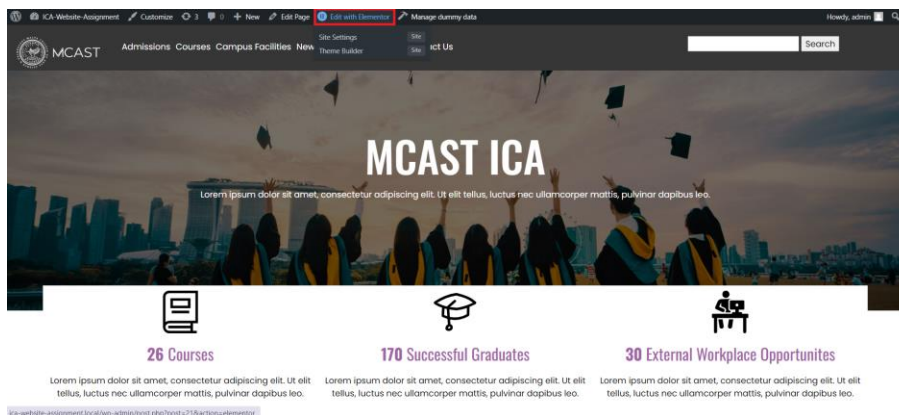
(IMG. 8)



## Example of Plugin in Use:

The widgets offered by Elementor can be accessed from the tool bar at the top of the page you want to edit, as seen in (img. 9). Clicking 'Edit with Elementor' will take you to the editor (img. 10) where in the panel on the left, you will be able to browse and use the elements and widgets made available thanks to this plugin. In the screen shown in img. 10, you can make all the necessary changes to the layout and styling of the elements.

(IMG. 9)



(IMG. 10)

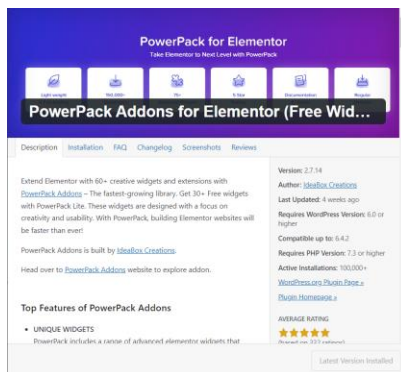




## PowerPack Addons for Elementor (Free Widgets, Extensions and Templates)

PowerPack is a design tool that improves Elementor with advanced widgets, expanding the possibilities of web design. The package includes various widgets, each with carefully designed and styled options. This removes the need for custom code, allowing users to easily create creative layouts with their own styling to meet their brand's needs.

(IMG. 11)

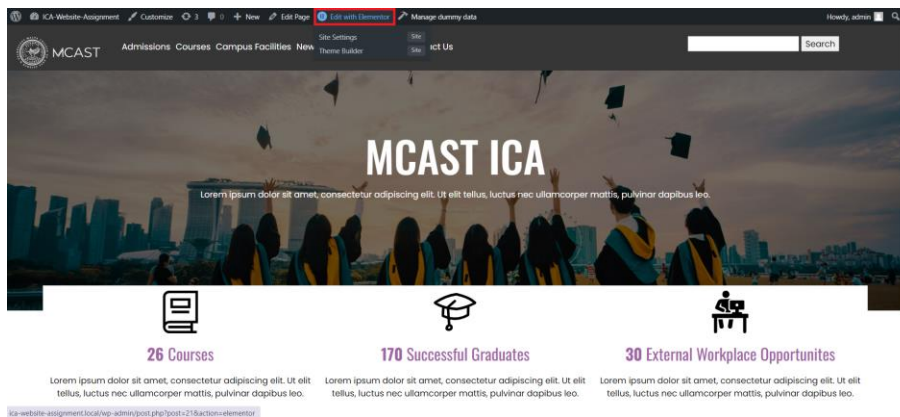


### Example of Plugin in Use:

The widgets offered by this plugin can be accessed from the tool bar at the top of the page you want to edit, as seen in (img. 12) Clicking 'Edit with Elementor' will take you to the editor (img. 13) where in the panel on the left, you will be able to browse and use the elements and widgets made available thanks to this plugin.

Apart from the widgets provided by PowerPack, here you can also find the free plugins that come with Elementor, as well as the plugins available against payment, which as it stands, are unavailable for use in this theme, unless purchased by the administrators.

(IMG. 12)



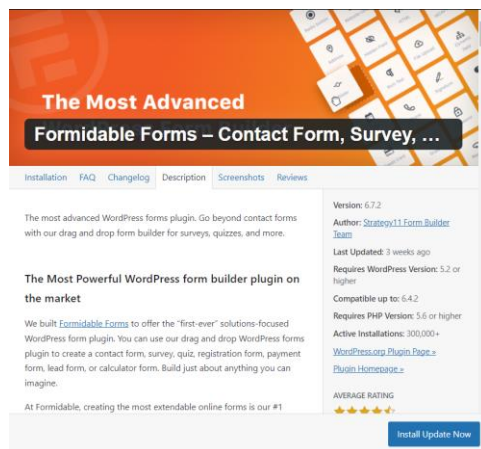
(IMG. 13)



## Formidable Forms

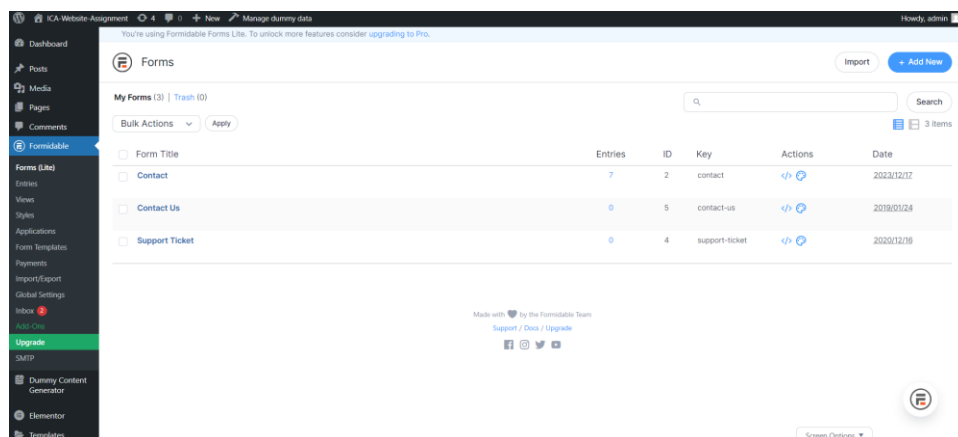
Formidable Forms is a helpful tool for your WordPress website. It lets you easily create different types of forms, like contact forms or surveys, without needing to know a lot about coding. You can use a simple drag-and-drop feature to build your forms.

(IMG. 14)



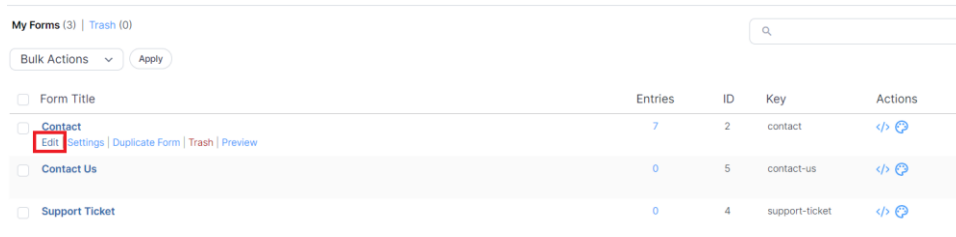
This is what the plugin looks like on the site's dashboard. From here, the administrator can create forms, edit existing ones, and delete those you may not need. By clicking on the number in the 'Entries' column, the administrator can also check who submitted the forms and the details input in each one.

(IMG. 15)



To edit the form, one must hover over the form in question, so in this case the first one is called 'Contact' and click on the 'Edit' button. This will redirect to the editor screen, (img. 16) where all the necessary changes can be made. Administrators can edit the field names, colours, size of boxes, styling, background of the form and so forth. Keep in mind that there may be added features that are only accessible if the site owners pay for the pro version of a plugin.

(IMG. 16)



My Forms (3) | Trash (0)

Bulk Actions ▼ Apply

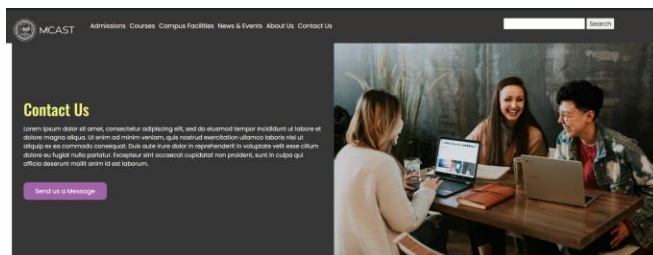
<input type="checkbox"/>	Form Title	Entries	ID	Key	Actions
<input type="checkbox"/>	Contact <a href="#">Edit</a> <a href="#">Settings</a> <a href="#">Duplicate Form</a> <a href="#">Trash</a> <a href="#">Preview</a>	7	2	contact	<a href="#">Code</a> <a href="#">Preview</a>
<input type="checkbox"/>	Contact Us	0	5	contact-us	<a href="#">Code</a> <a href="#">Preview</a>
<input type="checkbox"/>	Support Ticket	0	4	support-ticket	<a href="#">Code</a> <a href="#">Preview</a>

## Example of the Plugin in Use:

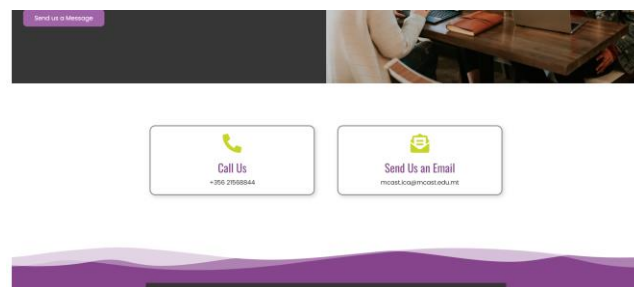
For this theme, the only form built using Formidable Forms is in the 'Contact Us' page. Here, users can fill in the form to send a message to MCAST ICA about any queries they may have. As mentioned in the previous section, the responses filled by users will be available for viewing from the site's WordPress dashboard.

Refer to the images below, (img. 16-18), to see the layout of the 'Contact Us' page and how the form is included in the page design.

(IMG. 16)



(IMG. 17)



(IMG. 18)

This screenshot shows the 'Contact Us' form, which is a dark grey box with white text and input fields. The form includes fields for 'Name' (split into first and last name), 'Email', 'Number', and 'Text'. A 'Submit' button is located at the bottom of the form. The form is set against a purple background with a wavy line at the top.

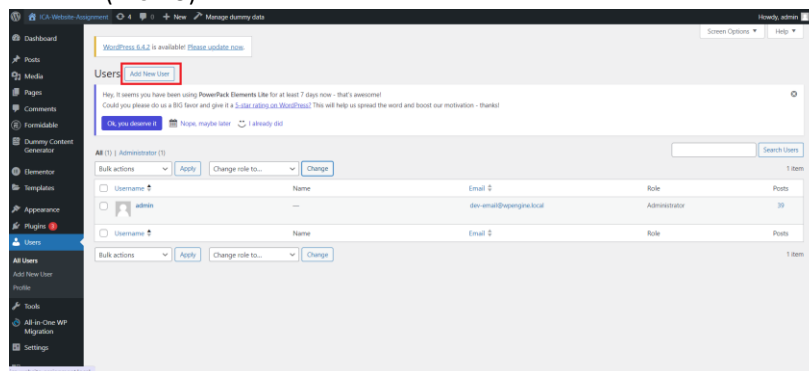
# Users and their Roles

Managing users and their roles in the WordPress dashboard is an important aspect of website administration. Here's a brief overview of adding, deleting, and editing users, as well as managing their roles.

## Adding Users

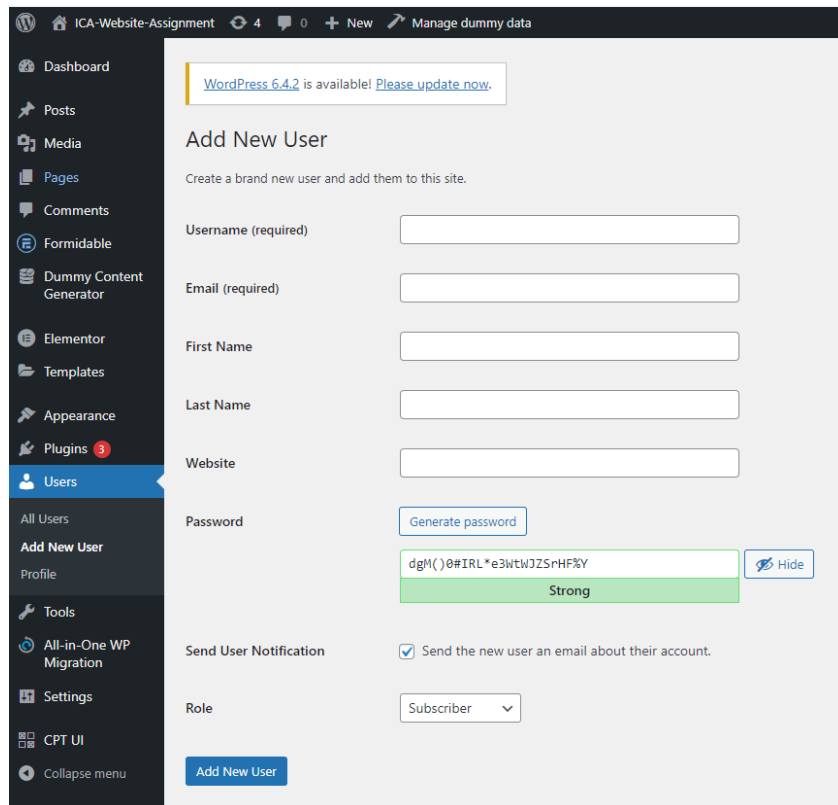
- Login to WordPress Dashboard:
  - Access your WordPress site's admin area by logging in.
- Navigate to Users:
  - In the dashboard menu, find and click on "Users."
- Add New User:
  - Click on the "Add New" button.
  - Fill in the required information, including username, email, password, and user role.
  - User roles range from Administrator (with full control) to Subscriber (limited access).
- Optional: Send User Notification:
  - You can choose to send a notification to the new user with their login details.
- Save Changes:
  - Click the "Add New User" button to save the user.

(IMG. 19)



To add a new role, the administrator needs to fill in the form seen below, after clicking 'Add New User'. Here, the new user's personal details, login details, and role are set. Once these are filled in, simply click the blue 'Add New User' button at the bottom to confirm the details.

(IMG. 20)



The screenshot shows the WordPress dashboard with the 'Users' menu item selected. The 'Add New User' form is displayed, featuring a sidebar with navigation links and a main content area with input fields for user details. A notification banner at the top indicates that WordPress 6.4.2 is available for update. The form includes fields for Username, Email, First Name, Last Name, Website, and Password. The Password field has a 'Generate password' button and a 'Hide' button. A 'Send User Notification' checkbox is checked, and the 'Role' is set to 'Subscriber'. A blue 'Add New User' button is at the bottom.

WordPress 6.4.2 is available! [Please update now.](#)

### Add New User

Create a brand new user and add them to this site.

Username (required)

Email (required)

First Name

Last Name

Website

Password  [Generate password](#)

[Hide](#)

**Strong**

Send User Notification ☒ Send the new user an email about their account.

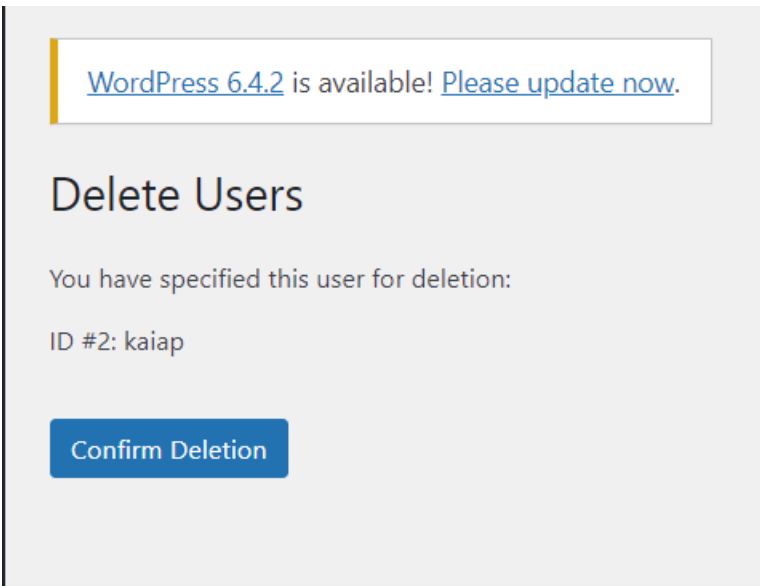
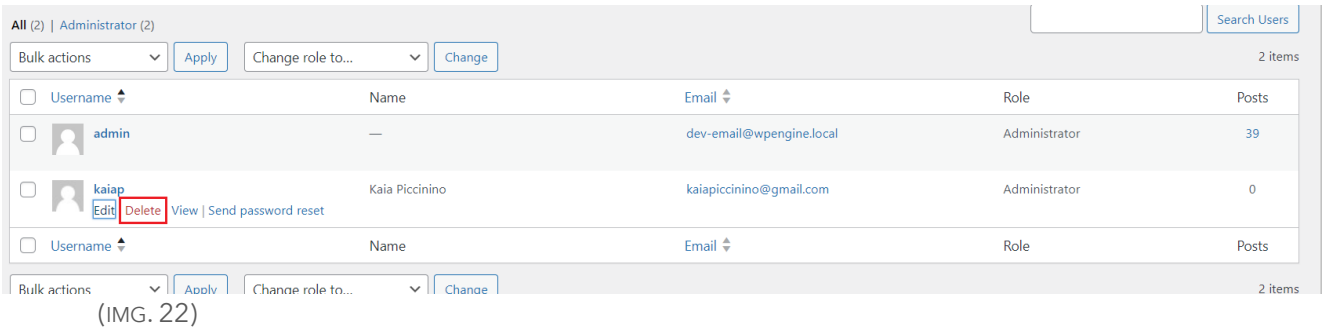
Role

[Add New User](#)

## Deleting Users

- Navigate to Users:
  - In the dashboard menu, click on "Users."
- Select User:
  - Find the user you want to delete and hover over their username.
- Delete User:
  - Click on the "Delete" link that appears.
  - Confirm the deletion if prompted.

(IMG. 21)

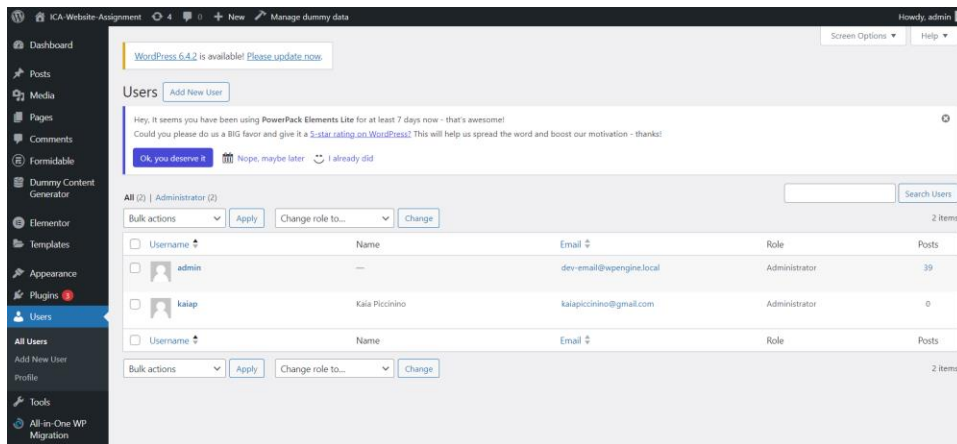


## Editing Users

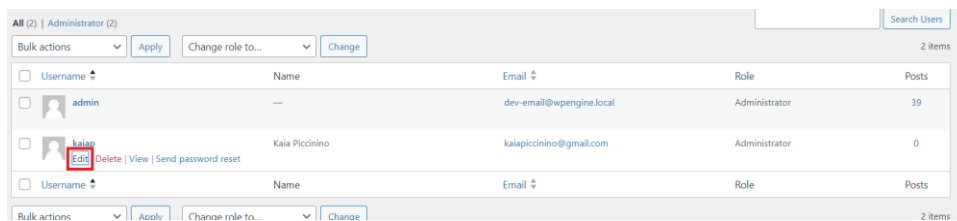
- Navigate to Users:
  - In the dashboard menu, click on "Users."
- Select User:
  - Find the user you want to edit and click on their username.
- Edit User Information:
  - Modify the user's details such as username, email, and role.
  - You can also change the user's password on this page.
- Save Changes:
  - Click the "Update User" button to save the changes.

(IMG. 23)





(IMG. 24)



## Managing User Roles



- Navigate to Users:
  - In the dashboard menu, click on "Users."
- Select User:
  - Click on the username of the user whose role you want to change.
- Change Role:
  - Scroll down to the "Role" section.
  - Choose a new role from the dropdown menu.
- Save Changes:
  - Click the "Update User" button to save the new role.

Remember, assigning appropriate roles is crucial for maintaining security and ensuring that users have the right level of access to perform their tasks without compromising the website's integrity. Always exercise caution when deleting users, as this action is irreversible.

(IMG. 25)

All (2) | Administrator (2)

Bulk actions ▼ Apply Change role to... ▼ Change

<input type="checkbox"/>	Username <span>⬆</span>	
<input type="checkbox"/>	 admin	
<input checked="" type="checkbox"/>	 kaiap	
<input type="checkbox"/>	Username <span>⬆</span>	

- Change role to...
- Shop manager
- Customer
- Subscriber
- Contributor
- Author
- Editor
- Administrator
- No role for this site —

Bulk actions ▼ Apply Change role to... ▼ Change