information SERVICES

blogs.ed.ac.uk
Finding your WordPress dashboard

Workbook

Edition #1
October 2018

Blogs.ed.ac.uk might be a little different to the WordPress you already know. Here is a step-by-step guide on how to find your dashboard on our platform.

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1. What is the dashboard?

There are two different dashboards: your site's dashboard and your blog's dashboard, which both appear under 'Dashboard' on your left sidebar.

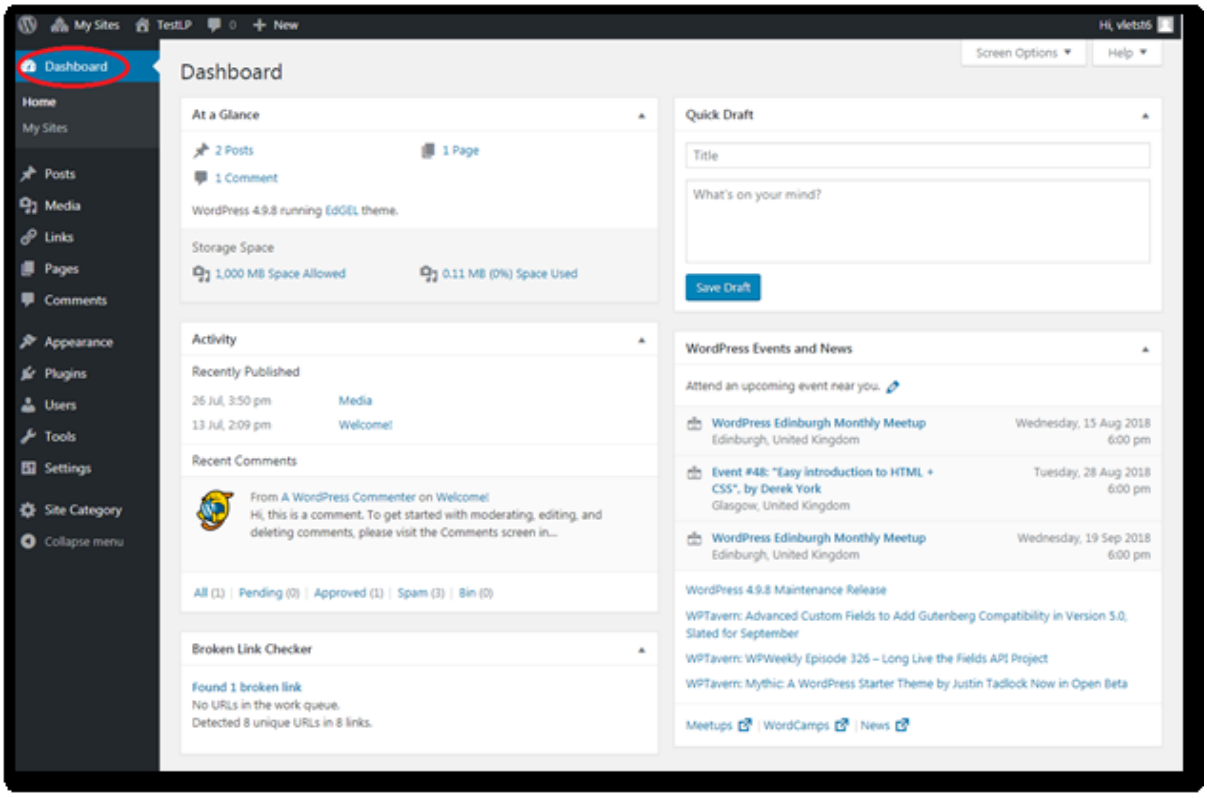
Your site dashboard is the one that will appear straight after you have logged in. It is also accessible by clicking on 'My Sites' either on the header or the sidebar. This will give you a list of your different blogs and the option to visit the blog's dashboard.

The blog's dashboard is the one we will be referring to in this guide. It is the place where you can access all the features and options regarding your blog. It is also the place where you can find summaries concerning your blog's activity and get quick information. The appearance and options available on your dashboard will change depending on which of our plugins you enable.

2 Where can I find it?

1) Log into your blog via EASE from https://blogs.ed.ac.uk.

2) This is what will appear once you log in. As you can see, logging in takes you directly to your dashboard.



3) You will see a column on your left. This is where you have quick access to all the parts of your blog. Anytime you want to come back to an overview of your dashboard, click on the top button on the left.