PEABODY

STUDENT COLLECTIVE

DELIVERABLES

PEABODY

STUDENT COLLECTIVE

Project Overview

This project is a website designed to serve as a centralized digital platform for the Peabody Student Collective, with the goal of increasing awareness, sharing student work, and growing membership.

Project Goals

Raise Awareness

Share “Stories That Matter“

Gain Membership

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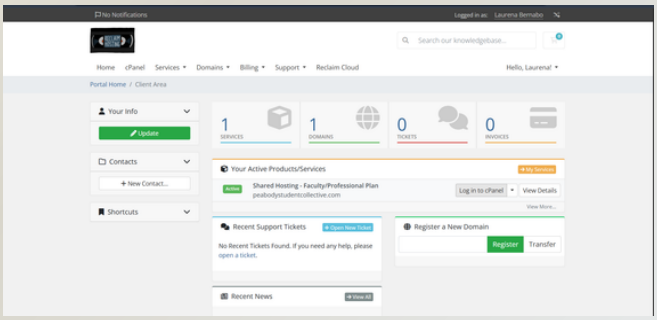
WEBSITE

WEBSITE

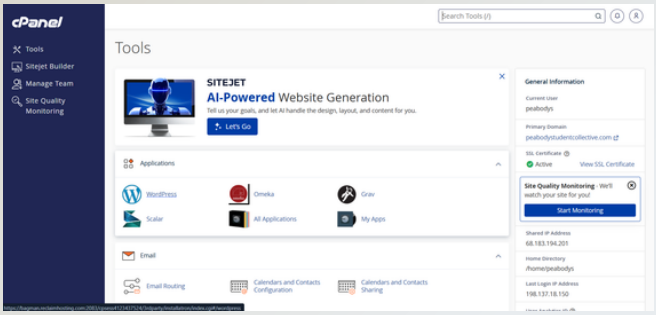
Website Login Info

You can log in through two ways:

1. Reclaim Hosting (https://billing.reclaimhosting.com/index.php?rp=/login)

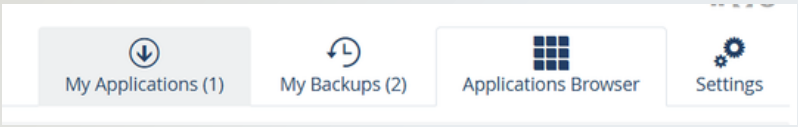


1. You should see this page after you log in through Reclaim Hosting.

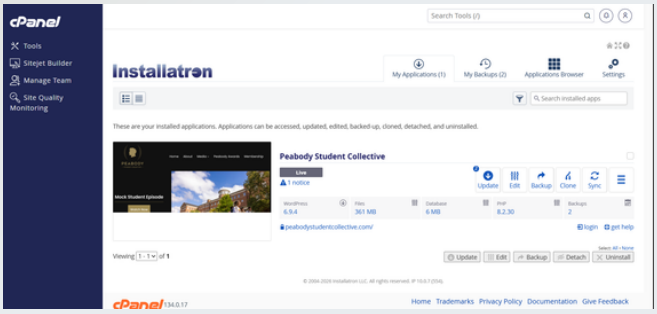


2. You'll then click on the Log in to cPanel button.

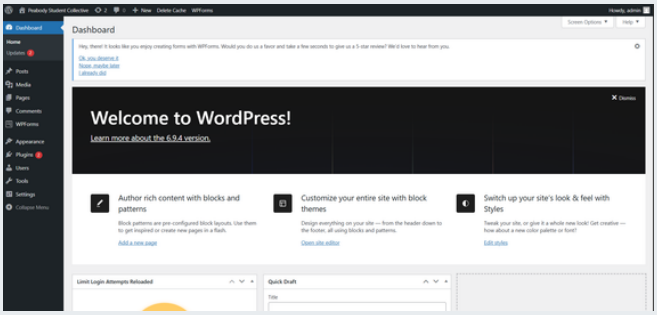
3. You'll then be taken to this page, where you'll press the WordPress button.



4. On this Installatron page, you'll click on My Applications.



5. From this page, you can update the website and log into the Peabody Student Collective website by pressing the login button.



6. You will see this screen once you are logged into the PSC WordPress website.

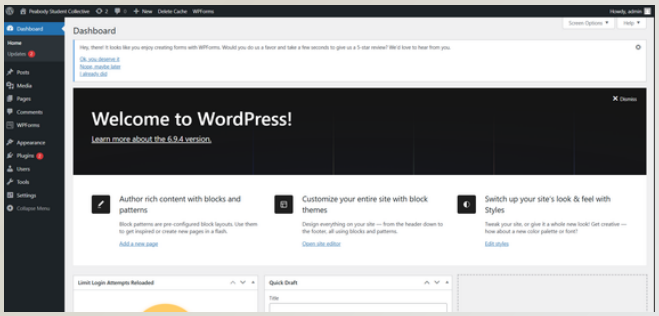
WEBSITE

Website Login Info

You can log in through two ways:

2. Directly through WordPress (https://peabodystudentcollective.com/wp-login)

Login Information placed in this Google Doc



1. You will immediately see this screen once you enter in your login information.

Domain Renewal

You will need to renew your domain once a year through Reclaim Hosting. You should receive an email 1-2 months before your website domain (and all that is on it) expires, reminding you to renew your domain and the cost of renewing it.

Website Development Timeline

Early Stage:

- Initial template setup
- Basic page structure (Home, About)
- Minimal content and placeholder text

Mid Stage:

- Added structured content sections
- Refined layout and navigation
- Implemented branding (colors, typography, logo)

Current Stage:

- Fully developed homepage and core pages
- Consistent visual identity across the site
- Improved content hierarchy and readability
- Responsive layout for different screen sizes

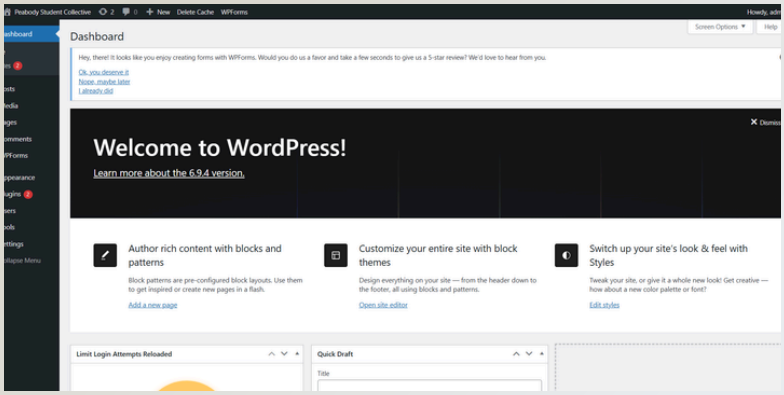
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WordPress Usage Instruction

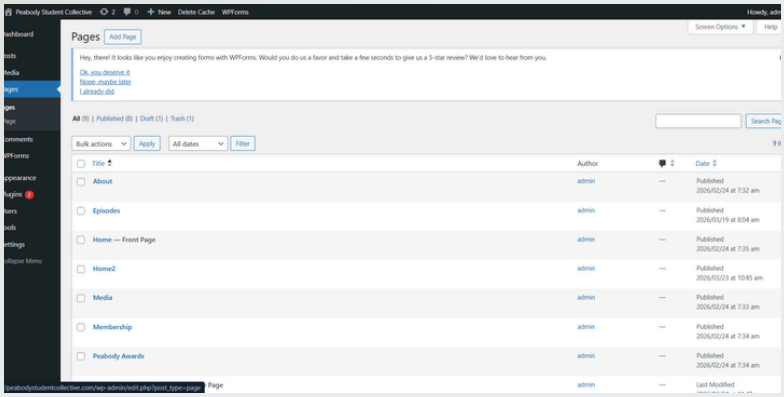
WordPress Usage

When you login to Wordpress, your starting point will be on the dashboard.



Pages

On the Peabody Student Collective Website, the site is organized by a series of pages. You can discover the existing pages as well as create new ones by selecting the “Pages” tab in the left toolbar.

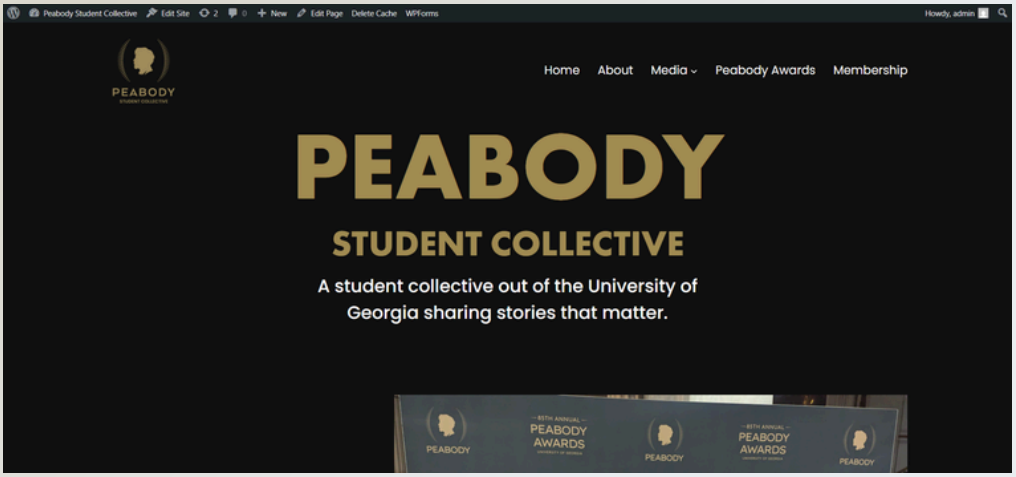


The pages currently in use (meaning they are forward-facing on the PSC website for all users to see) are:

Home - Front Page
About
Media
 Episodes
 Stories
Peabody Awards
Membership

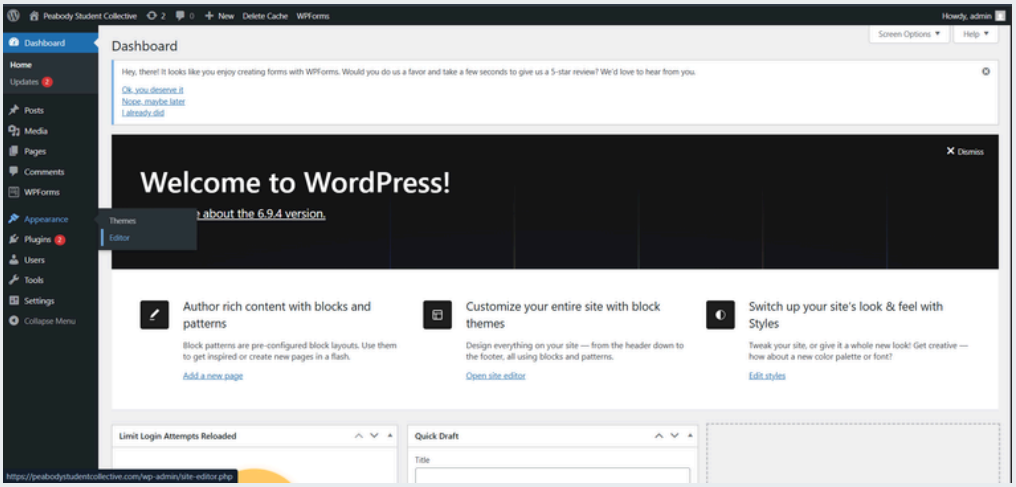
WordPress Usage

Each of these pages are represented in the main navigation menu on the site, which you can preview in the WordPress dashboard by clicking “Peabody Student Collective” in the top toolbar.



You can edit the contents of each page by navigating to it in the “Pages” menu or through the site preview, as shown above. In the top toolbar, there is a function titled “Edit Page” that you can select to edit the contents of the current page you are on.

In order to make visual edits to the website, such as colors and layout, you will need to navigate to the “Customize” menu located under “Appearance” in the left toolbar.

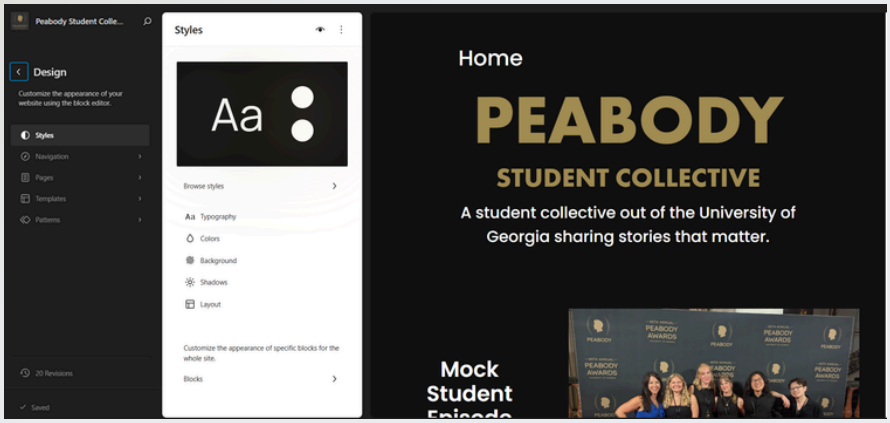


WordPress Usage

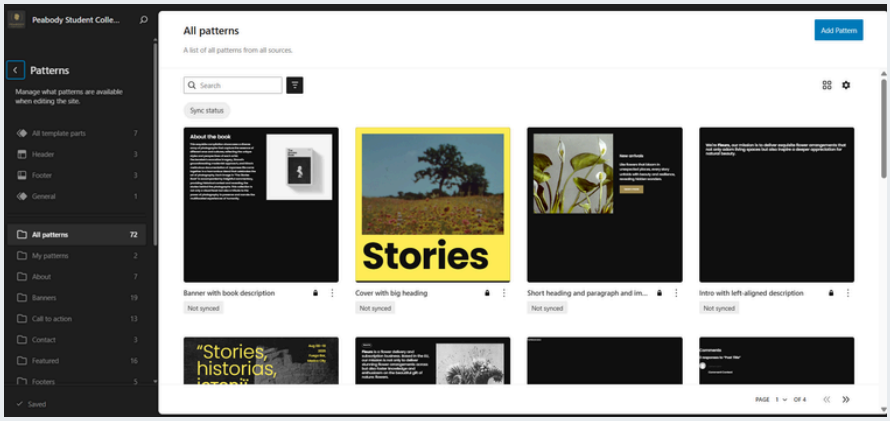
This will pull up a new page that looks like this:



From Styles, you can edit the typography, colors, background, layout, etc of the entire website.



From Patterns, you can edit the Header and Footer of the entire website.

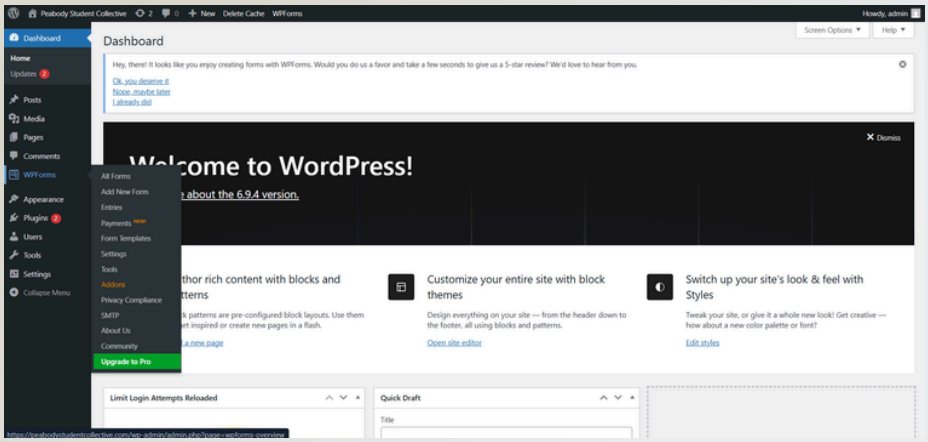


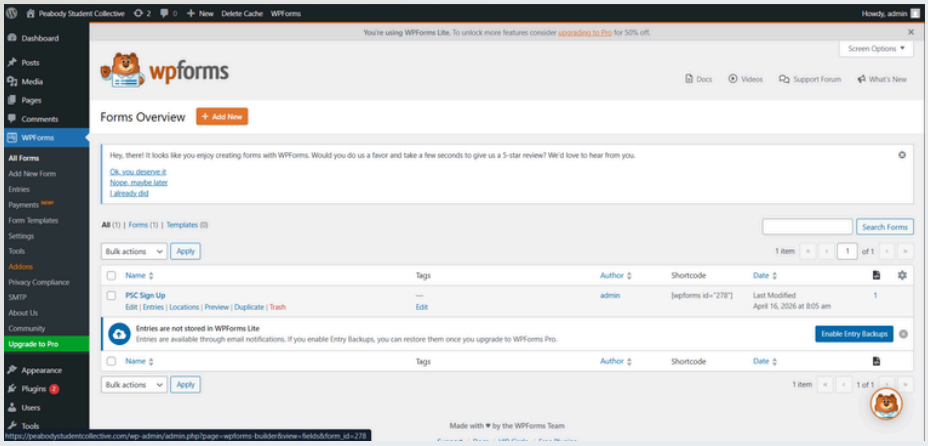
WordPress Usage

Installed Plugins

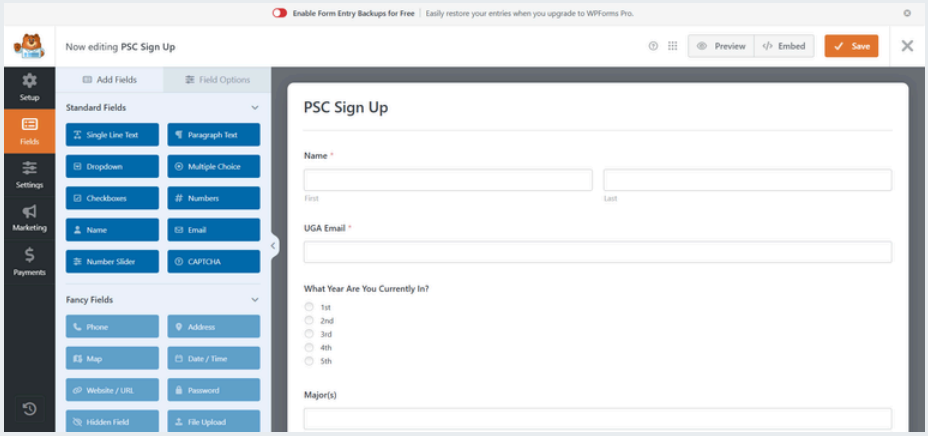
There is one primary Plugin utilized on the site, the signup form.

Plugins can be added, activated and deactivated by going to the “Plugins” menu in the left toolbar.





Once you click on the All Forms button on the left-hand side, navigate to PSC Sign Up and click Edit. It will then pull up this page. From this page, you can edit the current form on the Membership page.



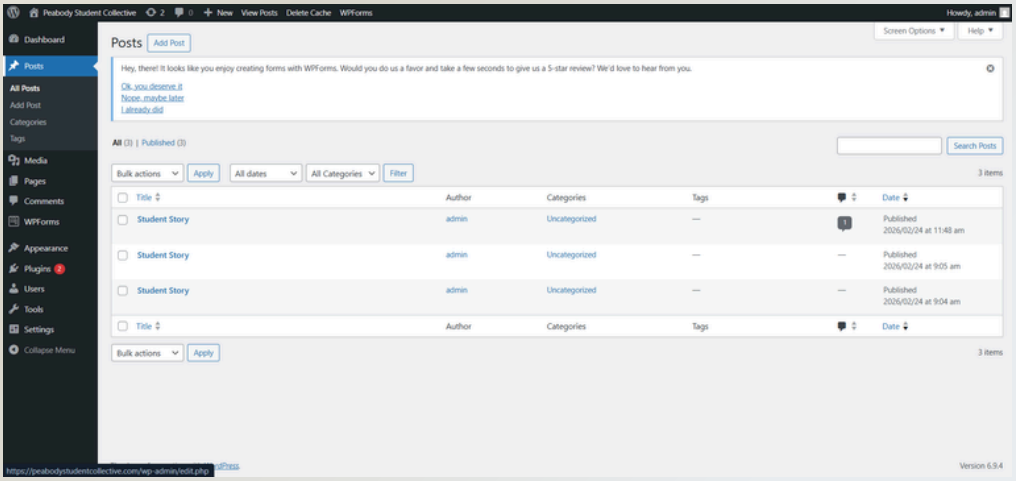
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Uploading Content

Uploading Stories

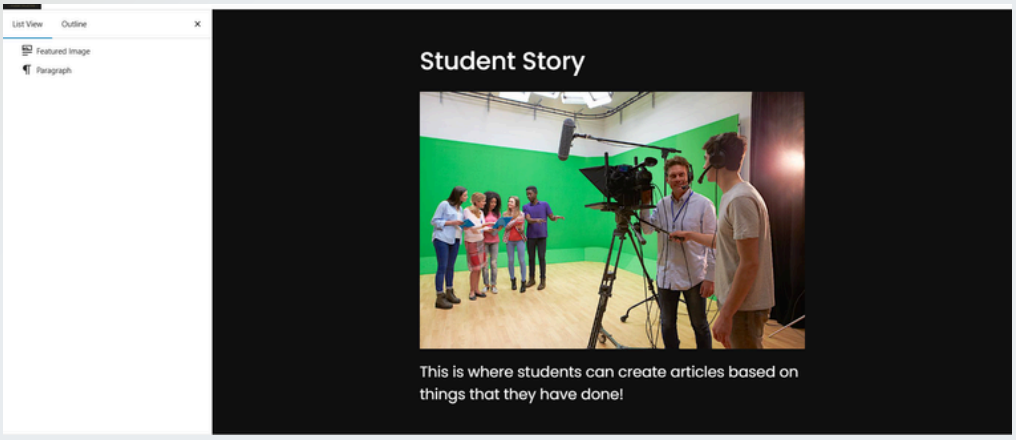
Naviagte to the Posts section from the dashboard.



These are the current templated story posts. You can edit any one of these or create a new one.



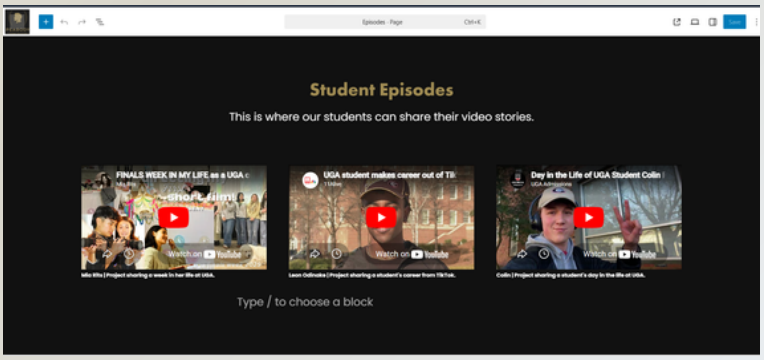
A templated post contains a Header block, Featured Image block, and Paragraph text block.



You can edit each of these blocks, as well as add further images to each post. You must have a Feature Image block, in order for the post to feature this image throughout the website. As soon as you are done editing your post, click save. And you should see it on the Home page and the Stories page.

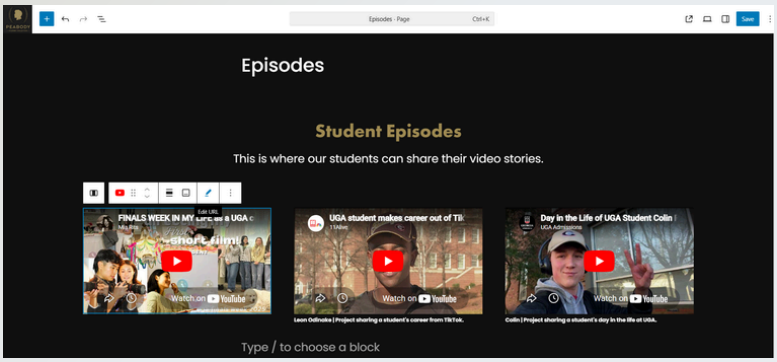
Uploading Episodes

Navigate to the Episodes page on the website.

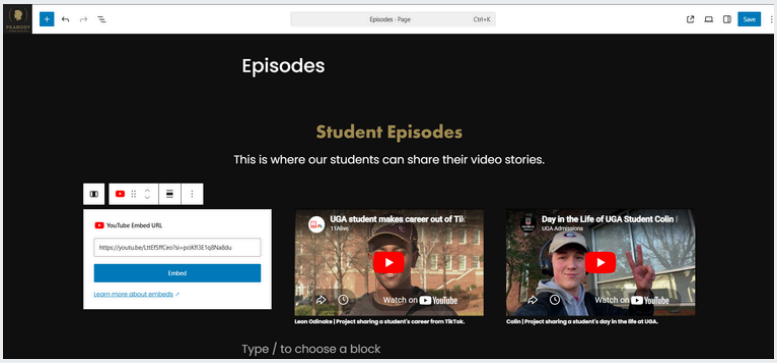


YouTube Video

If you are uploading a YouTube video that you created, you can replace one of the already embedded YouTube video links with your own video link.



Click on the Edit button (blue pen icon) for the video that you'd like to replace on the page.

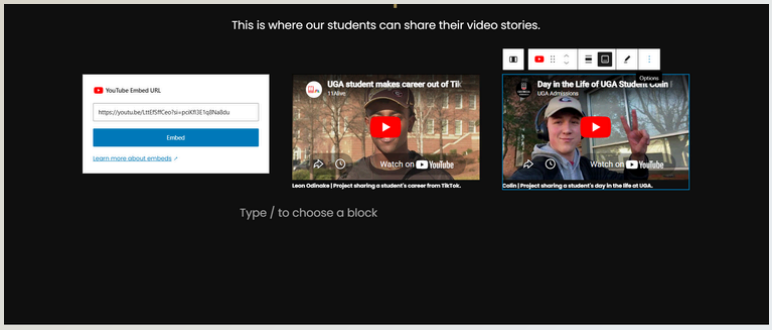


Replace with your YouTube video link and click Embed. Make sure your click Save once you're done making changes.

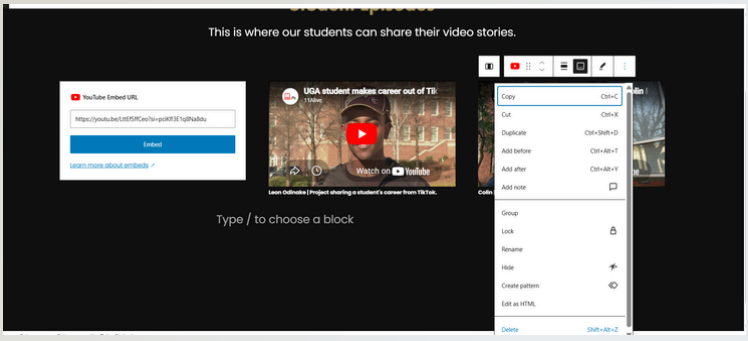
Uploading Episodes

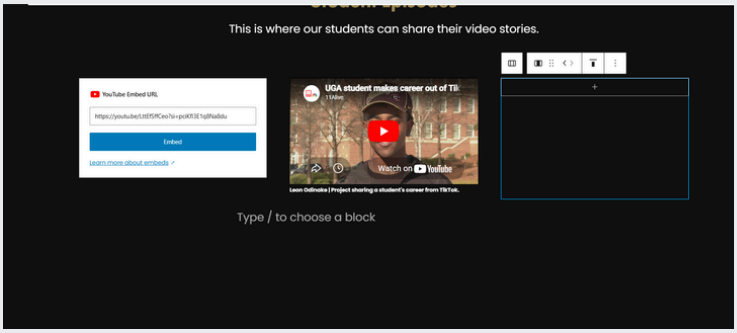
Your Own Video File

If you are uploading your own video file that you created, you can also replace one of the already embedded YouTube video links with your own video file. First, select a video and the button with the three dots.



Then you will delete the embedded YouTube video and click the + button in order to add in your file.





Then you will search for the Video block and you can click Upload or Insert from URL (whichever applies to you).

