

Using the Create@UniSQ Dashboard

Create@USQ User Guide
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University of
**Southern
Queensland**

A screenshot of the WordPress dashboard interface. The top navigation bar shows "My Sites", "Jo's Portfolio", and "New". The main content area is titled "Dashboard" and includes a "Quick overview" section with statistics: 2 Posts, 6 Pages, and 0 Comments. Below this is a "Comments" section with a note about the WordPress version and theme. To the right, there is an "Activity" section with "Recently Published" items and "Recent comments". At the bottom, there is a "My Posts" section with a "Nothing here yet!" message and a "Search My Feed" section with search filters and a "Need Help?" button. A sidebar on the left contains various menu items like "My Sites", "My Class", "Posts", "Media", "Links", "Pages", "Comments", "Directory", "Reusable Blocks", "Appearance", "Plugins", "Users", "Tools", "Settings", "Statistics + GTM", "Subscriptions", and "Collapse menu".

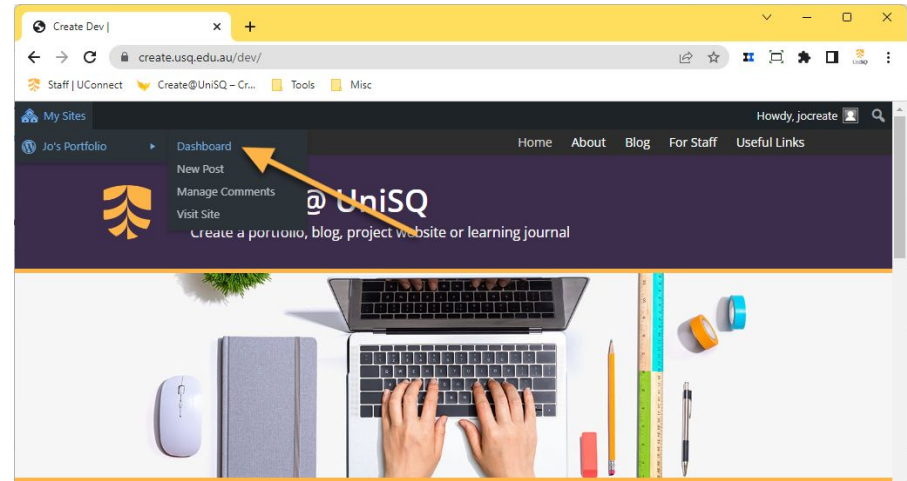
Accessing the Dashboard

Your **Create@UniSQ Dashboard** provides a quick overview of what's happening with your site.

It also gives you access to the tools you'll need to edit and publish your site.

To access your the dashboard for your site, simply Login to Create@USQ and click on the 'My Sites' menu at the top of the screen.

Select your site from the drop down menu and choose 'Dashboard'.

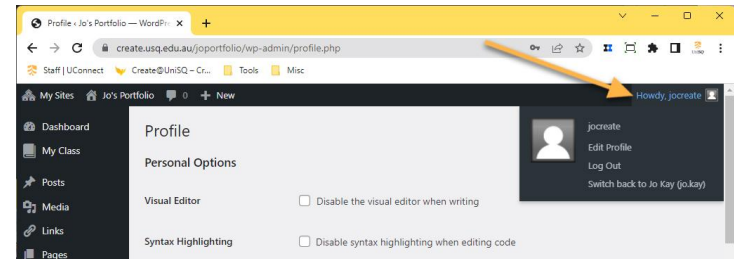
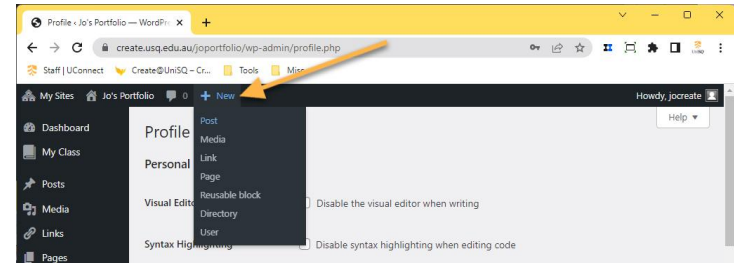
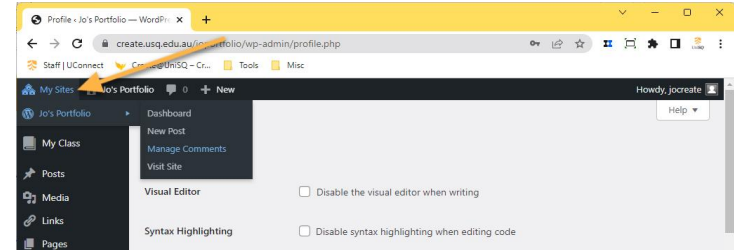


You can also access the Dashboard directly using the following URL pattern: www.create.usq.edu.au/yoursitename/wp-admin

Dashboard Features: Admin Toolbar

The **Admin Toolbar** is at the top of your **Dashboard** screen. Hovering your mouse over a menu items displays all the tools and options available:

- **My Sites** provides shortcuts to areas inside your dashboard such as the dashboard, new posts, comments and access to other sites attached to your username.
- The **+ New Menu** provides handy shortcuts to adding new post, media, link, page and users.
- **'Howdy, your username'** located the right hand side of the admin toolbar displays a submenu with links to your edit profile page and to a link to logout.

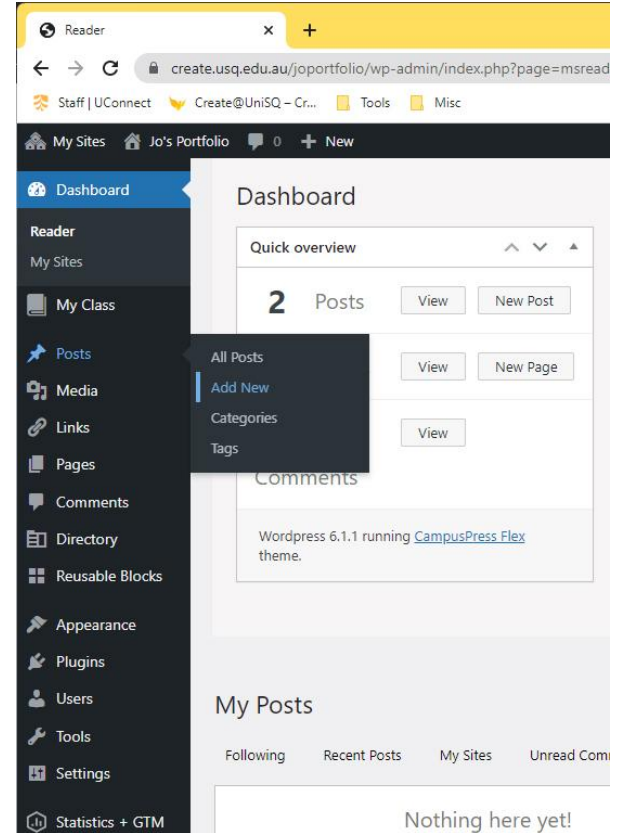


Dashboard Features: Main Navigation Menu

The **Navigation Menu** is on the left hand side of your **Dashboard**.

Hovering your mouse over a menu items displays all the tools and options available.

For example: To write a new post hover your mouse over **Posts** and click on **Add New**.



Dashboard Features: Dashboard Homepage

The Dashboard Homepage is designed to give you an overview of what's going on on your site, including quick access to your recent posts and tools to manage comments.

You can use the arrows on the Dashboard Modules to customize the layout if you wish.

The screenshot displays the WordPress Dashboard Homepage. At the top right, there is a 'Help' dropdown menu. The main content area is divided into several sections:

- Dashboard**: A header for the main content area.
- Quick overview**: A widget with three rows. The first row shows '2 Posts' with 'View' and 'New Post' buttons. The second row shows '6 Pages' with 'View' and 'New Page' buttons. The third row shows '0 Comments' with a 'View' button.
- Activity**: A widget with two sections: 'Recently Published' showing two entries with dates and titles, and 'Recent comments'.
- Comments**: A section at the bottom of the 'Quick overview' widget showing 'WordPress 6.1.1 running CampusPress Flex theme.'

At the bottom right, there is a 'Hide Widgets' button. Below the main content area, there is a 'My Posts' section with a navigation bar containing 'Following', 'Recent Posts', 'My Sites', 'Unread Comments', and 'Pending'. The 'Recent Posts' tab is active, showing a post titled 'Example Reflection' with a preview of the text. To the right of the 'My Posts' section is a 'Search My Feed' widget with a search bar and buttons for 'Public Blogs' and 'My Blogs'. A 'Need Help?' button is visible at the bottom right of the search widget.