



Helpsheet WPS_002

Creating sites for coursework

[Coursework](#) is a University of Lincoln service available to students to set up blogs or sites specifically for coursework/assessed work. Each user will be able to create blogs/site using this service, **however the blogs must be aligned to a specific module**. When creating your site, you will be asked to create a URL (web address) for the site, this URL must contain information about the module and academic year for which the work is attributed.

Please be aware that once your blog/site has been created, by default it will be set to **private**, meaning that you will be required to log in to view your site's content. Any additional users who need to access and/or view the site (such as your module tutor) will need to be added by you once the site has been created. Alternatively, you can also change the privacy settings for your site and choose the appropriate level of access you want to give to other users. If you are unsure which approach to take, please check this with your module tutor.

Guidance on how to do this is detailed in **STEP FOUR A/B** below.

Important: If you are setting up a personal blog (for non-assessed purposes), please navigate to [MyBlog.lincoln.ac.uk](https://myblog.lincoln.ac.uk) and follow the instructions there.

“How do I create a site?”

STEP ONE: Logging in

- Navigate to coursework.lincoln.ac.uk
- Ensure that you click to accept the Google reCaptcha service's [Privacy Policy](#) and [Terms of Use](#).
- Enter your University username and password
- Check the 'I'm not a Robot' box
- Click Log-in

STEP TWO: Creating a site

- Enter the name of your new site. This can be anything you want but try not to make it too long and make sure that it clearly relates to the topic covered by your site.
- Enter the URL (web address) that you would like for your new site. This **MUST** begin with your 8-character module code, followed by the 4-digit academic year, in the following format:

[Module ID]-[Academic Year]-[Custom text]
e.g. **ABC1234M-1718-AnExampleURL**

- Do not include `.coursework.lincoln.ac.uk` in the text entry box as this will be automatically added for you.
- Click Create Site.

STEP THREE: Welcome page

- You will be taken to a Welcome page that will confirm your site and URL.
- On this page you will have the option to view a Welcome to WordPress helpsheet. If you are new to WordPress, please read this and make use of the Lynda.com resources available.
- This page will then direct you to either add your tutor or make your site public - please follow step FOUR A or FOUR B depending on your preference.



STEP FOUR-A: Adding your tutor

- For your tutor to be able to view your site you must add them as a User on your newly created site.
- Navigate to your Dashboard by clicking on your new blog/site in the drop-down menu in the top-left of the screen.
- Then hover over 'Users' in the left-hand menu of the Dashboard and click 'Add User' from the drop-down menu.
- This will take you to the Add User page (**Important:** ensure that you see the message: "Using the following fields below to search out LDAP users and add them into the blog")
- Type in your tutor's username (typically their initial and surname but if you are unsure please confirm with them) and set their role to 'Administrator'.
- Click 'Add User'

STEP FOUR-B: Changing privacy settings

- Navigate to your Dashboard by clicking on your new blog/site in the drop-down menu in the top-left of the screen.
- Then hover over 'Settings' in the left-hand menu of the Dashboard and click 'Reading' from the drop-down menu.
- This will take you to the Reading Settings page, from here you will find Site Visibility.
- The default setting will be shown as "Only registered users of this blogs can have access - anyone found under [Users > All Users](#) can have access."
- Choose the appropriate alternative from the options available.
- Then click Save Changes

STEP FIVE: Accessing, navigating and editing

- From here you will be able to view your new site, which consists of a basic/blank template.
- Now you can begin customising your site, creating pages and blog posts.

"Where can I find out more?"

We recommend taking a look at the '[WordPress Essential Training](#)' course available on Lynda.com which covers an introduction to using WordPress. For further help and guidance, click on the Help & Support tab on Blackboard for support materials and contact details, or email ict@lincoln.ac.uk.