

Law Blog Super Editor Guide

Logging into the site

- Navigate to the blogs site: <https://blogs.law.ox.ac.uk>
- Click on the Oxford login link in the footer and log in with SSO
- If you can't log in, check that you are on VPN

Adding a new blog

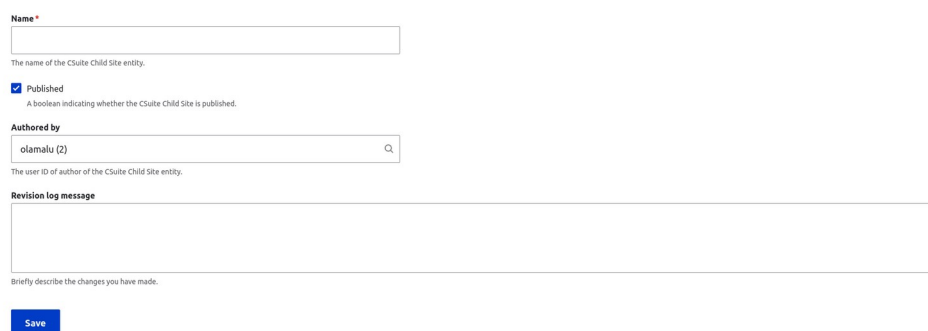
- In the admin menu to go Structure > Childsite list



A screenshot of a table with the following structure:

CSuite Child Site ID	Name	Operations
2	Centre for Criminology	Edit

- Click add Child Site
- Fill in name of child site.



A screenshot of a form with the following fields:

- Name***: A text input field.
- The name of the CSuite Child Site entity.
- Published**: A checkbox with a label "Published".
- A boolean indicating whether the CSuite Child Site is published.
- Authored by**: A dropdown menu showing "olamalu (2)".
- The user ID of author of the CSuite Child Site entity.
- Revision log message**: A large text area.
- Briefly describe the changes you have made.
- Save**: A blue button.

- When you click save, a new child site and its underlying structure will be created. This will be complete when the site next runs its scheduled tasks. This can take up to an hour.
- You will be able to access it via the child site list. Click on it to edit and click on view to access the manage site button. This gives you access to all of the manage options that a blog admin has. (See blog admin guide for more instructions).
- If you cannot add users to your child site, then the child site has not yet been linked up to the user structure, and you will need to wait as this can take up to an hour

Managing the site menus

- The site has two overall menus available:
 - The navigation menu which would appear in the header of the overall site
 - The footer menu which appears in the footer
- To access a menu, in the admin menu go to Structure > Menus and click the edit button next to the menu you want. Here you can edit, delete and re-order menu items.

Managing the site homepage

- To edit the page, click the edit link.
- Do NOT delete this page.
- Highlighted blogs can be selected using the entity search. Type in the title of the blog that you're looking for. The site will present you with blogs with those words in the title with the most recently updated first.
- The blog selector lists the key blogs on the site. You can edit the information displayed. To add another blog, add another item and fill in the name, description, logo and link.
- The listing of recently posted blogs is an automated listing of the 4 most recently published blog posts.
- The featured blog section allows you to select any two blogs to feature as a special promotion.