Navigating the UR Blogs Dashboard

Once you have successfully logged in to UR Blogs, you'll be taken to the WordPress dashboard, where you can make changes to your site. Along the top of the screen is a navigation bar. If you have access to multiple sites on this system, you can switch between them using the "My Sites" drop-down menu. You can also switch between the visitor and dashboard views of a site using the drop-down menu with the house icon and the current site's name. When you begin creating content, consider keeping the dashboard and visitor views open in separate browser tabs or windows to reduce the amount of time spent switching between them.

The navigation bar also provides access to your UR Blogs profile, where you can change how your name is displayed. Hover your cursor over the "Howdy" menu and click "Edit My Profile." Scroll past "Personal Options" to the "Name" section. Your first and last name have been pulled from university records. If you would like to change this, enter your preferred name into the "Nickname" box, select that preferred name from the "Display name publicly as" drop-down menu, and click "Update Profile." Any changes you make here will apply to every site on UR Blogs, but will not apply to other campus systems.

Back on the Dashboard, the main menu on the left contains all the tools you can access, which depends on your role. This user has the author role, which is common for students, and allows a user to write new posts, upload media, or read comments. On another site this user might have the administrator role, which is common for faculty, and provides options to change the appearance, enable or disable plugins, and change settings on a site. If you have the wrong role, please contact the person in charge of the site; for academic courses, this will be the professor. If you are the professor and need help determining what roles to use, email urblogs@richmond.edu for assistance.