University of East London   UCU

University and College Union

Introduction

Welcome to the introduction guide to the 'Blog site' for UCU at the University of East London. The site can be reached by clicking on the link or typing http://uel.web.ucu.org.uk into your browser.

The site will open on the 'Home Page which is also the 'blog' or 'posts'page. The section below lists the features of the 'home' page:

Navigation Bar

This is a navigation bar similar to that of normal websites. Just click the item to go to a different page.

Posts Area

This area holds the headings and a brief entry of the text for the last 20 articles posted to the website blog. To write an article, you need to have author access but any user may leave comments on a posted article.

Feed to Posts

Click this link to set up a feed to display the latest 10 posts to your own website, browser, or mobile device. This list is automatically updated if you set the appropriate feed preferences on your own device. This feed has been tested on iphone, ipad, blackberry, nokia, and Samsung galaxy mobile devices.

UCU Latest News

Displays the latest 5 news items from the UCU national website.

To See the Whole Article

The site only usually displays the first few lines of any article on this page. To see the whole article you must click on the article heading (see page 3 of this guide)

To Leave a Comment on an Article

To leave a comment on an article you will need to first access the whole article (see page 3 of this guide for details) and then submit a comment (see page 4 of this guide).

To Get Author Access

You need to email the uel ucu web team at uel.ucu.webteam@gmail.com or follow the link on the 'contact us' page of the site which is accessible via the navigation bar.

The Right Control Bar

The Right control bar contains a number of features that are useful to get at information quickly such as searching by text, filtering by category/type, and access directly to the most recently posted articles and comments. It also contains the log in area, and a quick links area that lets you see other useful sites as well as other pages on this site. Please see page 2 for details of the Right Control Bar.

The Right Control Bar

The Right control bar contains a number of features that are useful to get at information quickly .

Search

This lets you search for articles that contain specific text

Recent Posts

This is a list of the 5 most recent articles posted to this page.

Posts Category

Articles are given specific categories. By using this box you can filter the articles to any given category.

Recent Comments

This is a list of the 5 most recent comments

Archives

Lets you retrieve older posts

Quick Links

Links to other web sites and useful information

Admin and Login area

Authors can log in here to write articles and post them to the site.

Quick Site Map

Links to all of the main public pages of the site

Details of the following pages of this guide

The following pages list how you can:

- View the Whole Article (page 3)
- Leave a comment on an article (page 4)
- Subscribe to the news feed from this site (page 5)

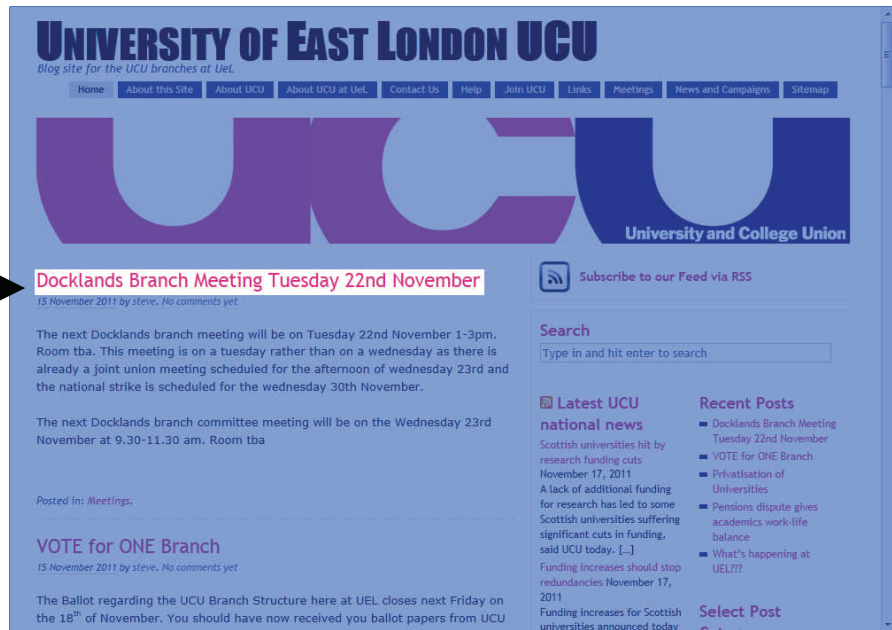## Log in and post an article

If you are a registered author then you can log in to the site and post articles. For details of how to do this please see the **Log in and Post Article** guide.

University of East London UCU
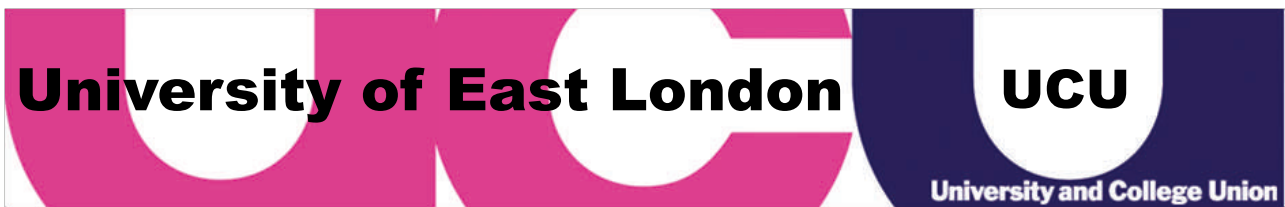
How to the View the Whole Article

Scroll down to the article that you wish to view.

Then click on the heading for that article.

The whole of the text of the article can now be viewed.

If it is a long article then you will need to scroll down in order to see the complete article.

Where an article is actually hosted on a different page within this site or on a different site then you will also need to click on the 'click here to read more' link at the end of the article.
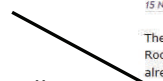
To Leave a Comment on an Article

Please see the next page of this guide for details on how to submit a comment on the article.

To Leave a Comment on an Article

To leave a comment on an article, you will first have to view the whole article (see page 3 of this guide for details)
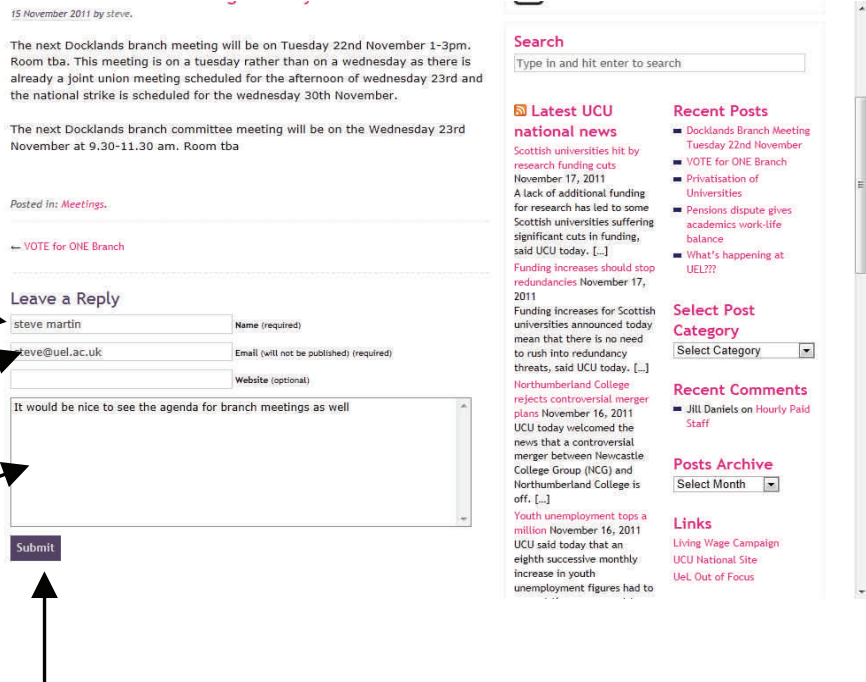
Scroll down to the end of the article.

Underneath the text of the article you will see a section that says 'Leave a Reply'.

Enter your name in the first box

Enter your email address in the second box.

Then enter the text of your reply or comment in the text box provided. You can type directly into the box or paste from a word document .

Finally click the 'submit' button to send the reply.

Once you have submitted your comments these are held temporarily until they have been verified by the website editor to ensure that they contain neither spam material or offensive language. Once the comments have been verified then they are shown against the article. This process may take one or two days.

Subscribe to the News Feed

The next page of this guide details how you can subscribe to the feed to view the latest ews posted on the site from another website, browser, email package, or mobile device.
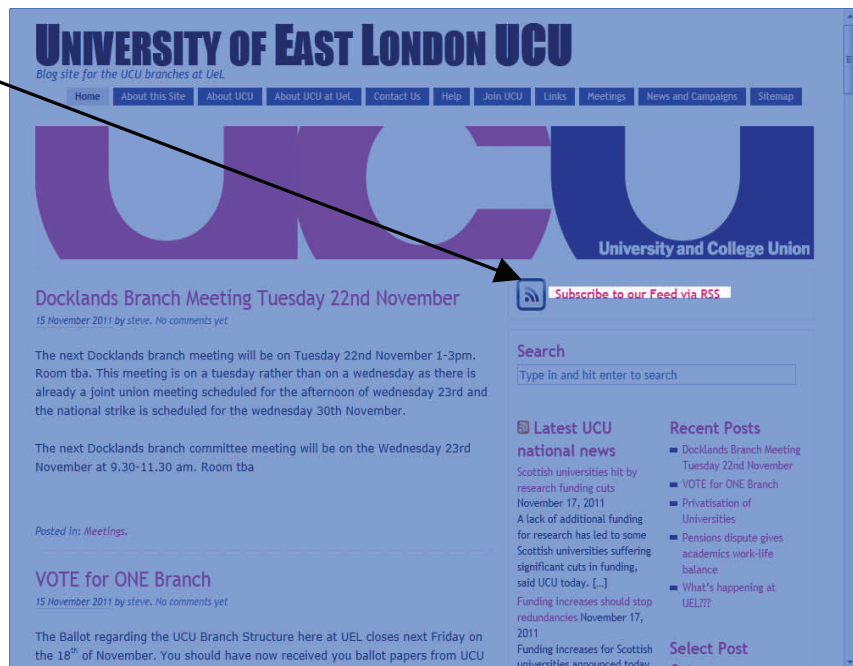
Subscribe to the News Feed

To subscribe to the news feed from a given browser, email package, or mobile device, you must first use that browser, email package, or mobile device to access the site home page at http://uel.web.ucu.og.uk. Please note that this package or mobile device MUST support RSS feeds.

Click on the RSS link 'Subscribe to our Feed via RSS' on the right of the page .

You will be given a number of options that are relevant to your browser ,mobile platform or email package after which you should be able to display the latest articles from this site.

If you click the 'automatically update' flag in your package or device then this feed will up-date in your package or on your device whenever a new article is added to the site.

Please note that for the RSS link to work, you must not be logged in to the site as an author, editor, or administrator when you click 'Subscribe to our Feed via RSS' to set the link up

Log in and Post Articles

If you are a registered author then you can log in to the site and post articles. For details of how to do this please see the **Log in and Post Article** guide.

Contact Us

If you have any further questions then please contact the web editor You at uel.ucu.webteam@gmail.com or follow the link on the 'contact us' page of the site which is accessible via the navigation bar.