

Updating Your KHE Lab Website

Office of Instructional Innovation
College of Education
The University of Texas at Austin

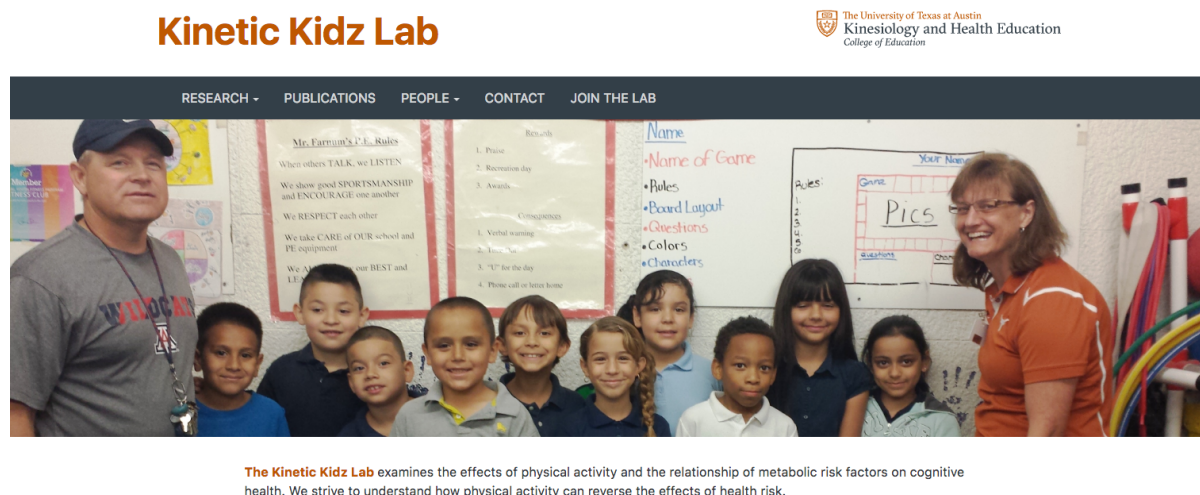
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1 How to edit and update your website

Your lab's website will have a general layout as shown this example image below. You can also click on [this](#) link to see a sample page.



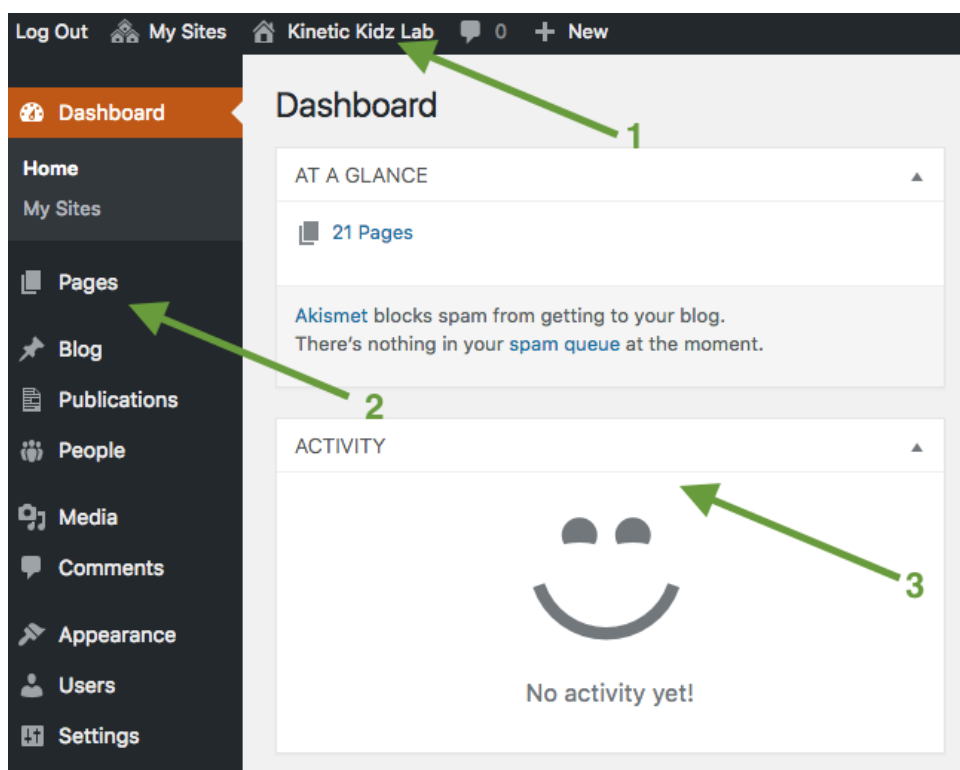
The Kinetic Kidz Lab examines the effects of physical activity and the relationship of metabolic risk factors on cognitive health. We strive to understand how physical activity can reverse the effects of health risk.

- You can add new pages or delete pages on your website. To do this, please contact the [Office of Instructional Innovation](#).
- The website system is based on a customized version of 'WordPress' and offers a simple GUI (Graphical User Interface) to help you make updates.
- You can edit each of the pages in your website, update information, and in general, maintain your website easily.
- Your KHE website will include tabs for Research, Publications, People, Contact and Joining the Lab. If any of these standard tabs don't apply to your lab, we can remove them.

1.1 Option 1: Edit directly from the Dashboard view

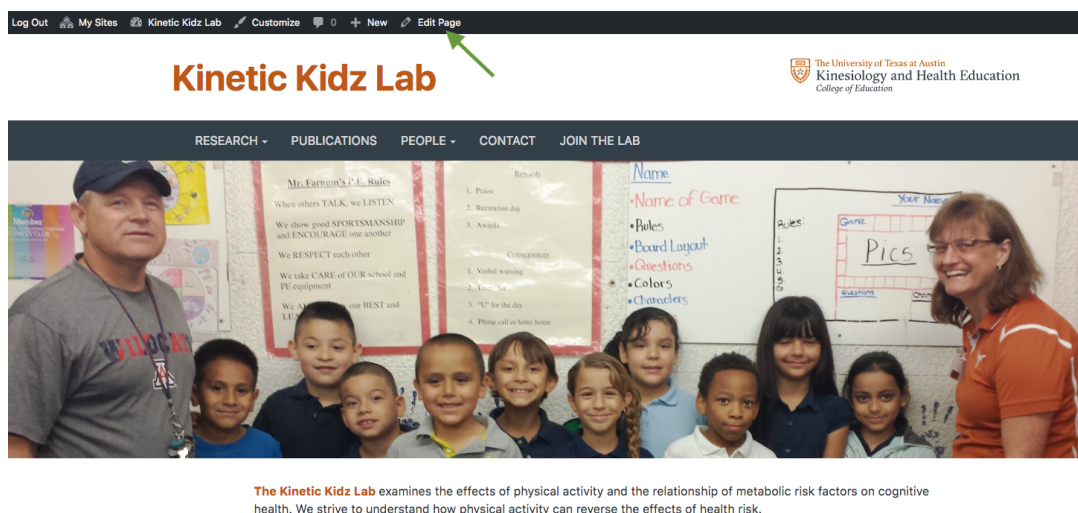
You will be provided a WordPress account which is associated with your lab pages. Click [here](#) to access the WordPress websites link. Once you log into your account with your UT EID, you will see an interface similar to that in the image shown below. We are using the 'Kinetic Kidz' website as an example for this documentation.

- On the very top, you can see what website you are editing (arrow 1).
- On the left, you can see various navigational elements in a vertical menu bar. You will be able to edit and update pages using this menu (arrow 2).
- The main page provides general information about the number of pages your website has, recent activity and other websites associated with your account (arrow 3).

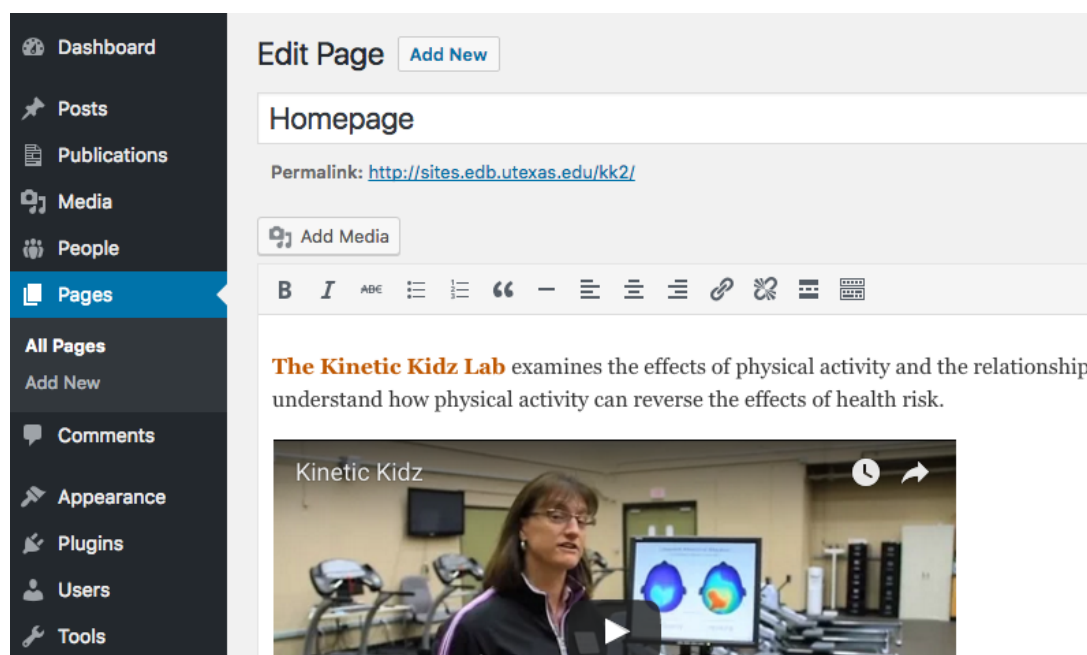


1.2 Option 2: Edit from a specific page on the website

You can also edit a page directly from the website view. You will see that your website has a toolbar, indicated by the green arrow below. This toolbar will be visible to you *only* if you are logged in to your COE Sites account and you are on a website that is *yours* to edit. The arrow in the image is pointed towards 'edit page.' You can click on this button to edit whatever page you are on. This will take you directly to the editing interface *for that particular page*.

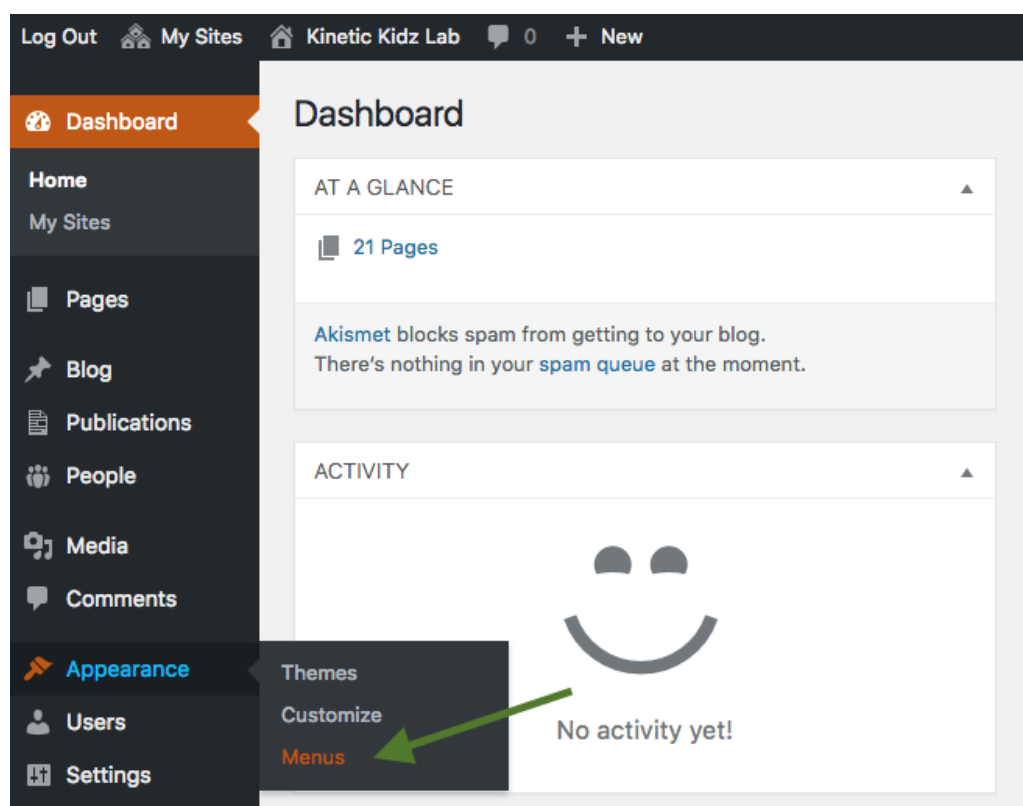


Once you click the 'edit page' button, you will be taken directly to the editing view. You can start editing the page once you are in this view with the help of the instructions in this document. Editing instructions will be covered in section 3.



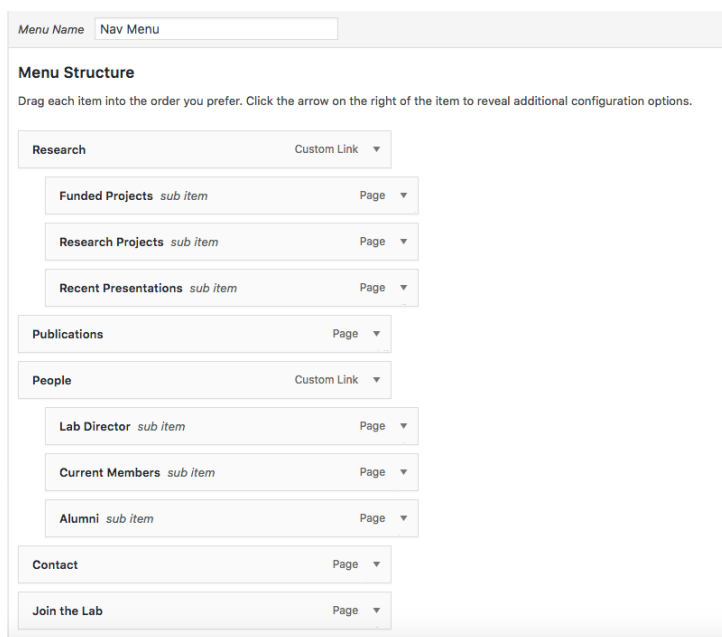
2 Navigation and menu set up

To see the hierarchy of pages on your website, please click 'Appearance', then 'Menu' in your website.



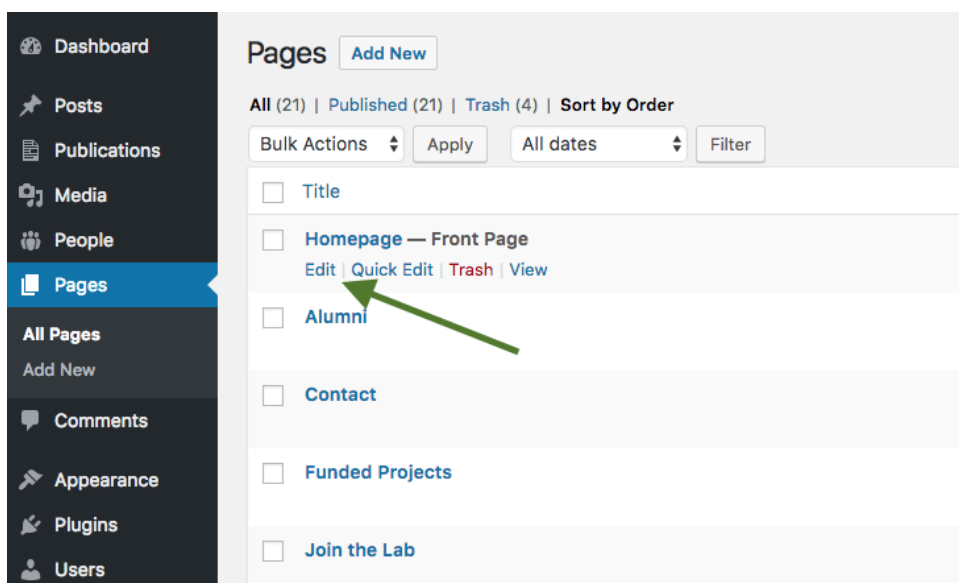
You will be directed to a page, as shown below. The will show you how your pages are set up. It tells you about their hierarchy and order in which they appear. In this example, you can see that the research tab appears first in the navigation menu. It has

three pages within it. The next pages are Publications, People (with three sub-pages), Contacts and Joining the Lab page. ‘Homepage’ will not be shown here. In section 3, you will learn to edit each of these pages.



3 Edit a page

To edit a particular page, click on the ‘Pages’ button on the left hand menu. Let’s use ‘Homepage’ as an example. You will notice that by default, the homepage is set as the front page. If you hover over the ‘Homepage’ page, you will see a few options appear, as shown in the image. Click on the ‘Edit’ button.



After you click on the edit button, you will see a page that looks like the one below. Options here include entering a title/header (Arrow 1) or descriptive text (Arrow 3). Formatting options are available too (Arrow 2).

The screenshot shows a web page editor interface. At the top, there is an 'Edit Page' button and an 'Add New' button. Below this is a text input field containing 'Homepage'. A permalink is displayed as <http://sites.edb.utexas.edu/kk2/>. Below the permalink is an 'Add Media' button. A rich text editor toolbar is visible, containing various icons for text formatting (bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, table, table of contents) and a 'Visual' tab. The main content area contains a paragraph: 'The Kinetic Kidz Lab examines the effects of physical activity and the relationship of metabolic risk factors on cognitive health. We strive to understand how physical activity can reverse the effects of health risk.' Below the text is a video player. The video player has a play button and a progress bar. The video content shows a woman, Darla Castelli, standing in a gym. The video title is 'Kinetic Kidz' and the video description is 'Darla Castelli Associate professor Education'. Three green arrows point to specific elements: arrow '1' points to the 'Add New' button, arrow '2' points to the rich text editor toolbar, and arrow '3' points to the video player.

How to SAVE changes: Once you make changes, you must select the 'Update' button. This panel will be visible to the right of the screen webpage. Remember to save your changes by clicking the 'Update' button, otherwise you may lose the changes you made!

The screenshot shows the bottom right corner of the web page editor interface. It features a 'PUBLISH' section with a dropdown menu currently set to 'PUBLISH'. Below this are two buttons: 'Move to Trash' (in red text) and 'Update' (in a blue button). A green arrow points to the 'Update' button. Below the 'PUBLISH' section is a 'PAGE ATTRIBUTES' section with a dropdown menu currently set to 'Parent'. The text 'physical activity' is visible in the bottom left corner of the editor area.

3.1 Insert media files

You can also add media by uploading the files from your computer. First, click on the 'Add Media' button.

Once you click that button, a window will pop up. You can drag and drop files inside the window to upload them or you can click on the ‘Select Files’ button to choose files for upload.

Once you have uploaded your files, it will be saved to the ‘Media Library’ (see arrow). This will be visible in the same window as described above. To view the Media Library, click on the ‘Media Library’ button.

Then, click on a file to select the image (arrow 1) you wish to insert. Next, enter a few words of description in the ‘Alt Text’ box (arrow 2). ‘Alt Text’ is for screen readers which is required by the ADA for those who have low or no vision abilities. After that,

click on ‘Insert into page’ (arrow 3). You can add documents, images, videos, etc., as media files.

The screenshot shows a media library interface. At the top, there are tabs for 'Upload Files' and 'Media Library'. Below these are filters for 'All media items' and 'All dates', and a search bar. A grid of image thumbnails is displayed, with one image selected and marked with a blue checkmark. To the right of the grid is an 'ATTACHMENT DETAILS' panel. This panel shows the selected image's filename '20150523_135731.jpg', its date 'September 22, 2016', size '614 KB', and dimensions '1152 x 2048'. It also includes links for 'Edit Image' and 'Delete Permanently'. Below this, there are input fields for 'URL' (http://sites.edb.utexas.ed), 'Title' (20150523_135731), 'Caption', 'Alt Text' (Graduation), and 'Description'. A note states 'Required fields are marked *'. At the bottom of the details panel, there is a 'Decorative' checkbox and a note: 'All images must either have an alt attribute or be'. At the bottom left of the grid, it says '1 selected' and 'Clear'. At the bottom right, there is a blue 'Insert into page' button.

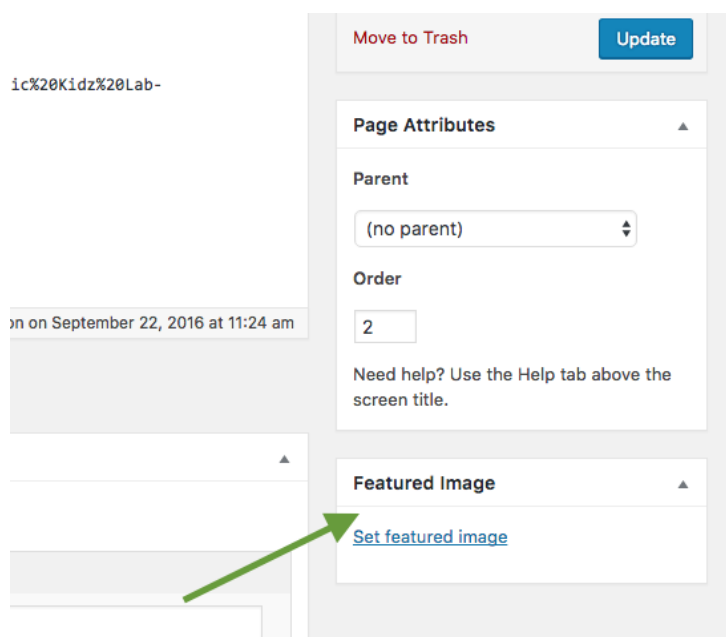
Note: When adding an image to your site, as mentioned above, it is important that you provide a text description of the image. This text description is called ‘alt text’. Alt text is used to make sure that the information conveyed in the image is accessible to those with visual impairments or people who might be using a web browser that does not display images. When writing alt text, make sure that it provides a brief, but meaningful description of the information in the image. The University requires all web sites provide alt text for all images, so be sure to include it.)

To add Youtube videos to your website, simply add the Youtube link to the text editor space. For instance, adding the link ‘https://youtu.be/NnO_bynyhQ’ and hitting the spacebar or enter key will insert the video on the webpage.

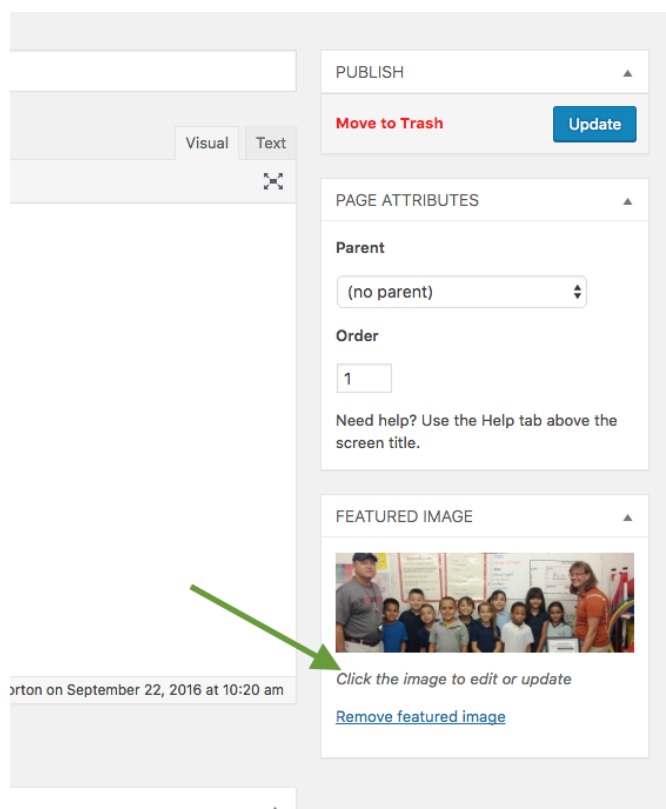
The screenshot shows a text editor interface. At the top, there is a tab labeled 'About'. Below the tab is an 'Add Media' button. Underneath the button is a toolbar with various formatting options: bold (B), italic (I), text color (ABC), bulleted list, numbered list, quote, link, unlink, table, and table border. Below the toolbar is a text input field containing the URL 'https://youtu.be/NnO_bynyhQ'.

3.2 Add or change the featured image

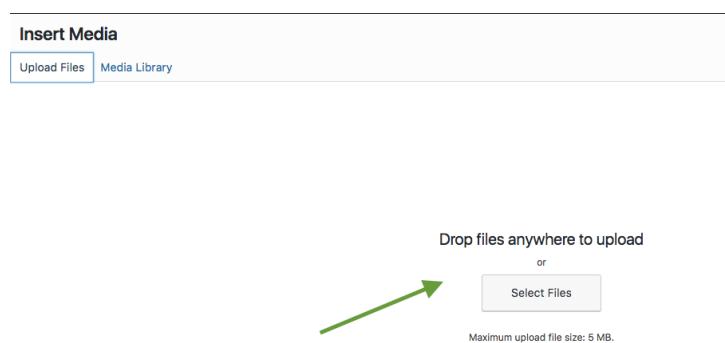
All pages have an option to feature an image at the top of the page. Look at ‘Homepage’ as an example.



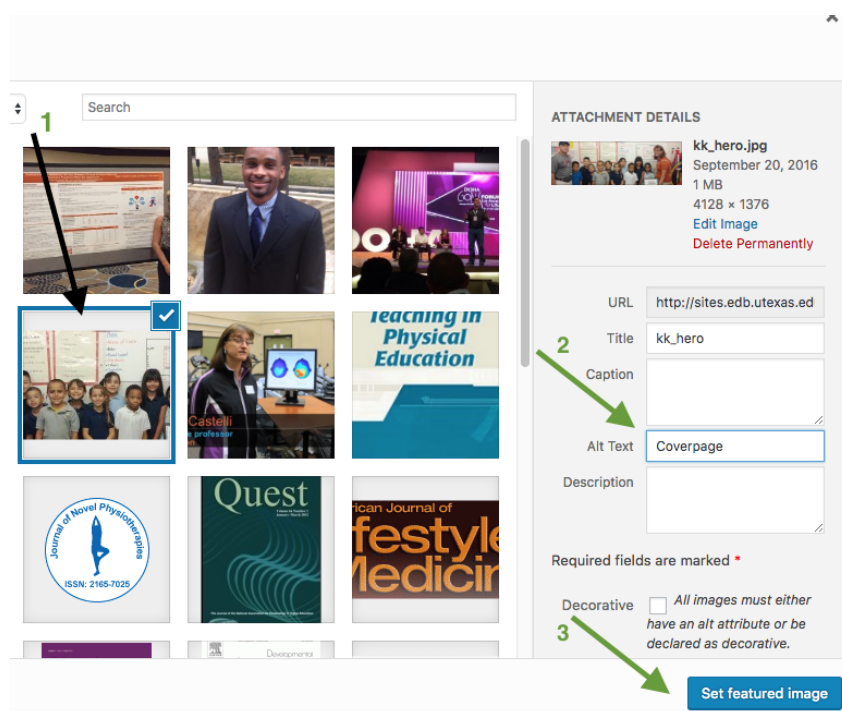
If the page already has a featured image, you will see the image below, pointed to here by an arrow. In that case, you can simply click on the image to edit or update it.



Once you do that, you will be asked to upload a media file. Select the file you want to upload. Then, click on the media library button, shown on the top left corner of this image.

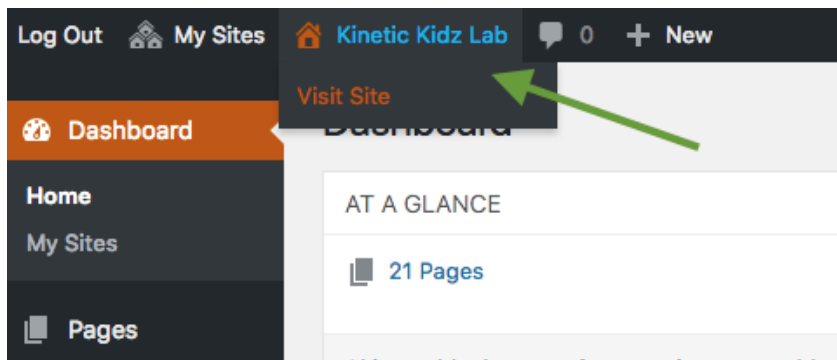


Then, click on a file to select the image (arrow 1) you wish to insert. Next, enter a few words of description in the 'Alt' box (arrow 2) (see the [Note](#)). After that, click on 'Set Featured Image' button (arrow 3).

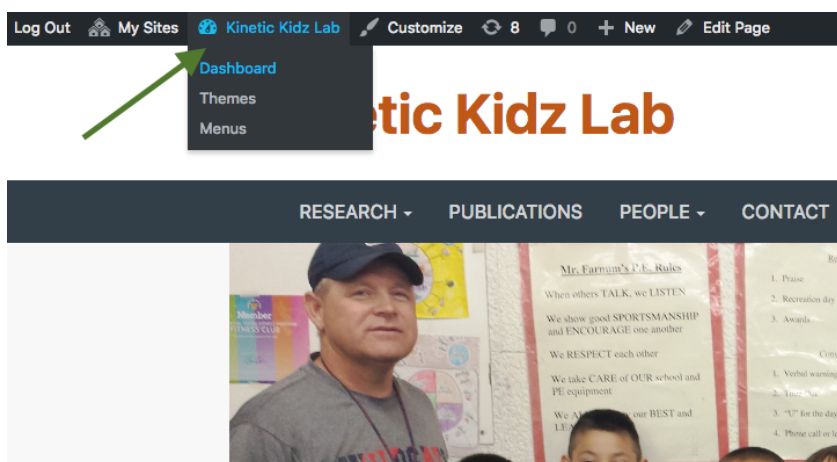


4 View edited changes

After you make the changes, you can see how it looks on your website if you wish. To do this, click on your lab's name with the home icon next to it. See an arrow pointing to it below.

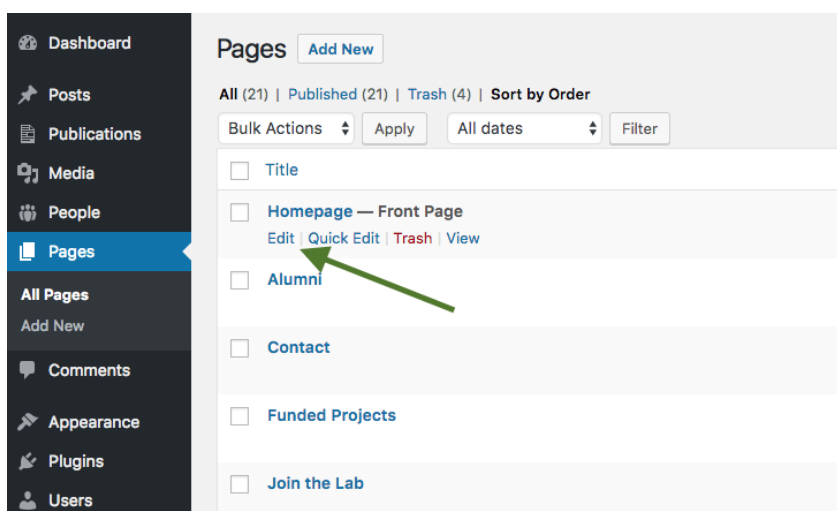


To switch back to the edit mode, click on the button shown in this image. It will take you back to the editing mode (Dashboard view). This button acts as a toggle between edit mode and live website mode.



5 Update the Homepage page

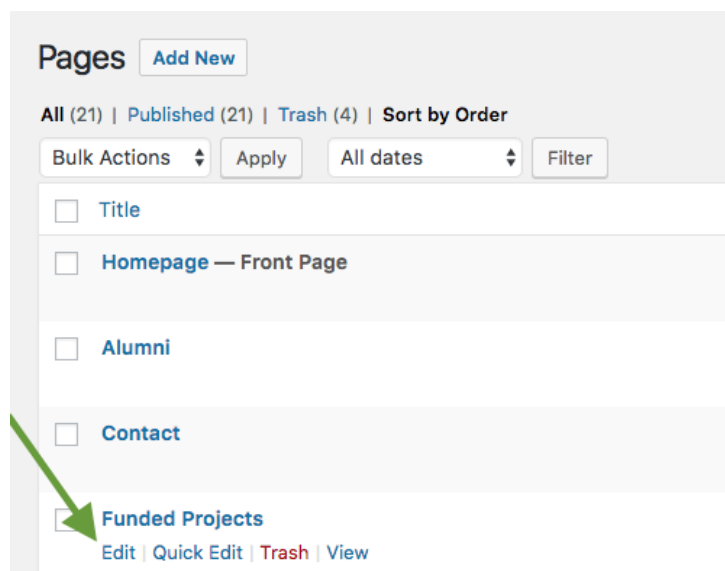
Once you know how to edit a page, you can start updating any of your pages. In the previous section, we used the 'Homepage' as an example. Hover over the name of the page and click on 'Edit' to start editing the page.



Always remember to click on the update button to save your edits and changes!

6 Update the Research Tab

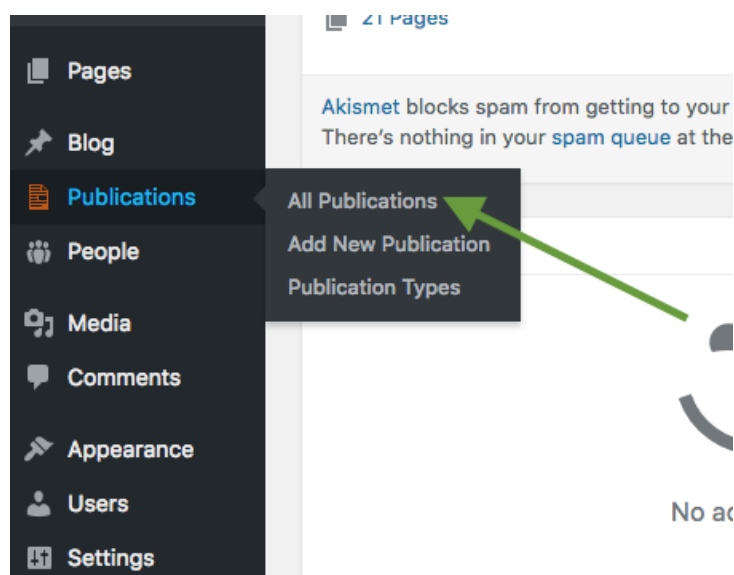
The research tab will have three pages inside it: Funded Projects, Research Projects, and Recent Presentations. You can select any of these pages to edit. For instance, here you can see how to select 'Funded Projects'. Hover over the name of the page and click on 'Edit' to start editing the page.



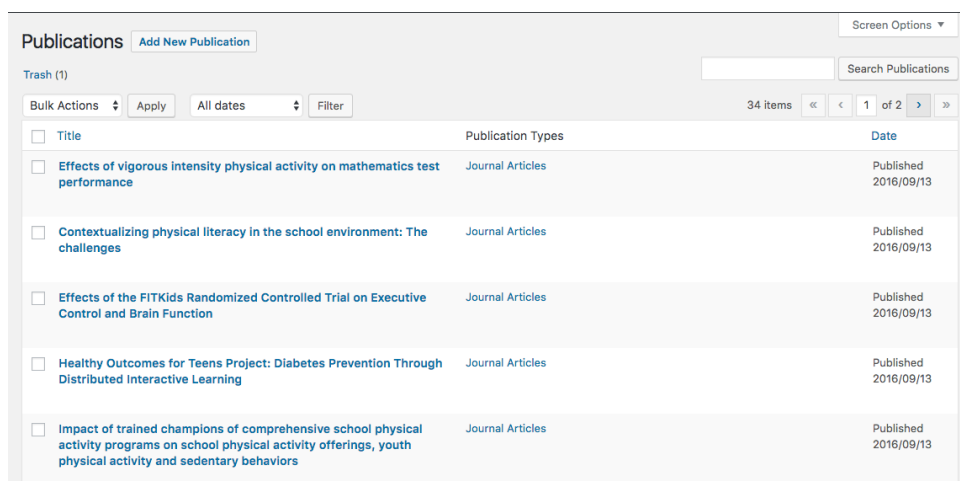
You can edit each of these pages just like the 'Homepage' page by updating text information, adding videos and other media, or place a featured image for each of the pages. Always remember to click on the update button to save your edits and changes!

7 Update Publications

The publications page allows you to add the publications of your research area/lab. This page acts differently from pages like the 'Homepage'. This section will help you get familiar with the publications page to edit your publications. Go to the 'Publications' button on the left side of the menu as shown in the image and select 'All Publications'



You will see a page that looks like this, which lists publications currently on your site.

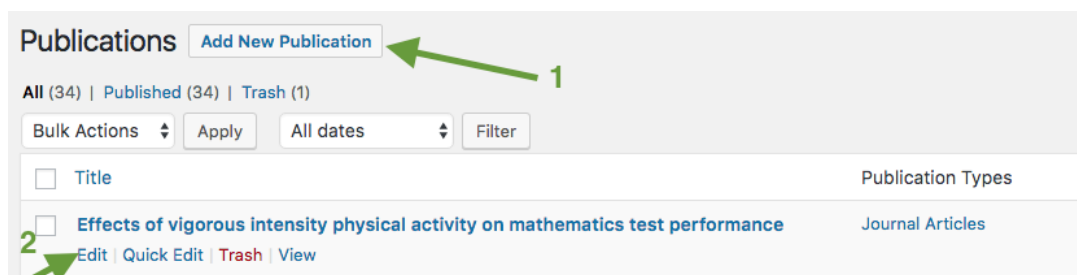


The screenshot shows a web interface for managing publications. At the top, there is a 'Publications' header with an 'Add New Publication' button. Below this, there is a search bar and a 'Screen Options' dropdown. The main content area displays a table of publications with columns for 'Title', 'Publication Types', and 'Date'. The table lists several journal articles, all published on 2016/09/13. The first row is 'Effects of vigorous intensity physical activity on mathematics test performance'. The second row is 'Contextualizing physical literacy in the school environment: The challenges'. The third row is 'Effects of the FITKids Randomized Controlled Trial on Executive Control and Brain Function'. The fourth row is 'Healthy Outcomes for Teens Project: Diabetes Prevention Through Distributed Interactive Learning'. The fifth row is 'Impact of trained champions of comprehensive school physical activity programs on school physical activity offerings, youth physical activity and sedentary behaviors'. There are also navigation controls for bulk actions, apply, filter, and pagination (34 items, page 1 of 2).

Title	Publication Types	Date
<input type="checkbox"/> Effects of vigorous intensity physical activity on mathematics test performance	Journal Articles	Published 2016/09/13
<input type="checkbox"/> Contextualizing physical literacy in the school environment: The challenges	Journal Articles	Published 2016/09/13
<input type="checkbox"/> Effects of the FITKids Randomized Controlled Trial on Executive Control and Brain Function	Journal Articles	Published 2016/09/13
<input type="checkbox"/> Healthy Outcomes for Teens Project: Diabetes Prevention Through Distributed Interactive Learning	Journal Articles	Published 2016/09/13
<input type="checkbox"/> Impact of trained champions of comprehensive school physical activity programs on school physical activity offerings, youth physical activity and sedentary behaviors	Journal Articles	Published 2016/09/13

7.1 Add new publication or update existing

If you wish to add a new publication, click on the Add new publication button (arrow 1). You can also edit an already existing publication. To do this, hover over the title you wish to edit. Then, click on the edit option as shown in the image (arrow 2).



7.2 Edit/add general information

Once you click the edit button or add new button, you will be directed to a window that looks like the image below. The arrows point to three sections in the image. You can add the publication date, citation, and abstract. Simply enter or paste the text inside the text boxes. Click on the 'Update' button in the right hand corner to save your changes.

Edit Publication [Add New Publication](#)

Preparing educators to promote and provide physical activity in schools

PUBLICATION METADATA

Date Published

Citation


Castelli, D. M., Centeo, E. E., & Nicksic, H. M. (2013). Preparing educators to promote and provide physical activity in schools. *American Journal of Lifestyle Medicine*, 1559827613490488.

Abstract

obesogenic environments but have the potential to promote and provide opportunities to meet the recommended daily minutes of physical activity. Yet educators must be prepared to do so. The objective of this review was to examine the strength of evidence from studies on professional development effectiveness in order to make recommendations on how to structure such experiences to prepare teachers to promote and provide physical activity in schools. Effective strategies for professional development that were confirmed in the literature focused on knowledge of subject matter, collective and collaborative participation, continual and long in duration, coherence with student learning, active learning, and the building of a community of practice. Further, research to examine the effectiveness of professional development on student physical activity participation within the school environment is warranted.

Cover Image

<http://sites.edb.utexas.edu/kk2/./uploads/sites/89/2016/09/Lifestyle.png> [Add Cover Image](#)




7.3 Add cover image image

You can also set the cover image for your publication. To do this, click on the 'Add Cover Image' button.

Cover Image

<http://sites.edb.utexas.edu/kk2/./uploads/sites/89/2016/09/Lifestyle.png> [Add Cover Image](#)



You will be asked to upload a media file. Upload the file you want from your computer. Then, click the 'Media Library' button (top left corner of image).

Insert Media

[Upload Files](#) [Media Library](#)

Drop files anywhere to upload
or
[Select Files](#)

Maximum upload file size: 5 MB.

Select the file you want (arrow 1). Then, enter a few words of description in the 'Alt Text' box (arrow 2) (see the **Note**). After that, click on 'Use this file' button (arrow 3). If you have already uploaded a file, you will not have to re-upload it to use it in another place/page. You can directly click on the 'Media Library' button to select the file.

The screenshot shows a media management interface. On the left, a grid of image thumbnails is displayed. A blue checkmark is visible on the thumbnail for 'Lifestyle.png'. A green arrow labeled '1' points to this thumbnail. On the right, the 'ATTACHMENT DETAILS' panel is shown. It includes fields for URL, Title, Caption, Alt Text, and Description. The 'Alt Text' field contains the word 'Journal'. A green arrow labeled '2' points to this field. At the bottom of the panel, there is a 'Decorative' checkbox and a note: 'All images must either have an alt attribute or be declared as decorative.' A green arrow labeled '3' points to the 'Use this file' button at the bottom right of the panel.

7.4 Add the publication as a file

To add a file, such as a PDF version of your publication, click on the 'Add Document File' button.

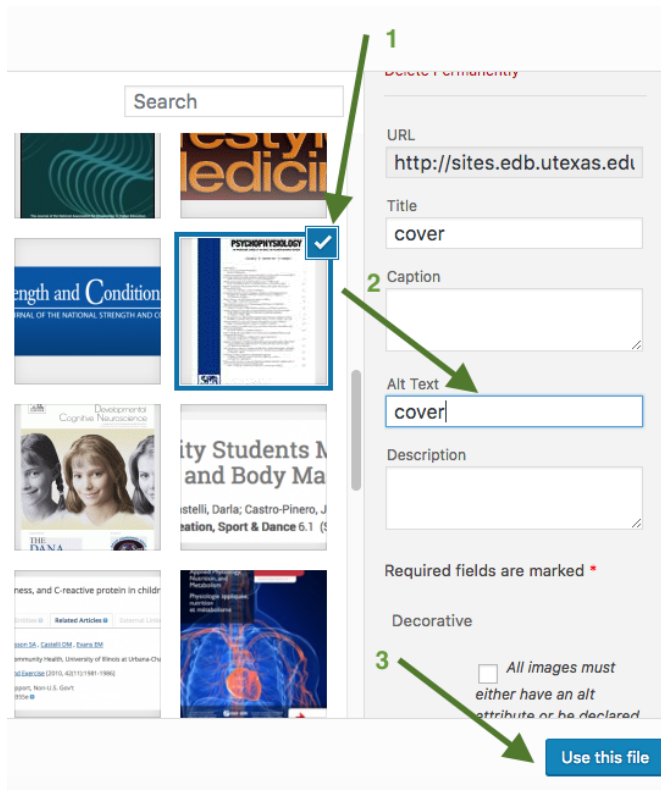
The screenshot shows a document upload interface. It features a text input field labeled 'Document File' and a button labeled 'Add Document File'. A green arrow points to the 'Add Document File' button.

You will be asked to upload a media file. Upload the file you want from your computer. Then, click the Media Library button (top left corner of image).

The screenshot shows the 'Insert Media' dialog box. It has two buttons: 'Upload Files' and 'Media Library'. The 'Media Library' button is highlighted with a blue border, indicating it is the selected option.

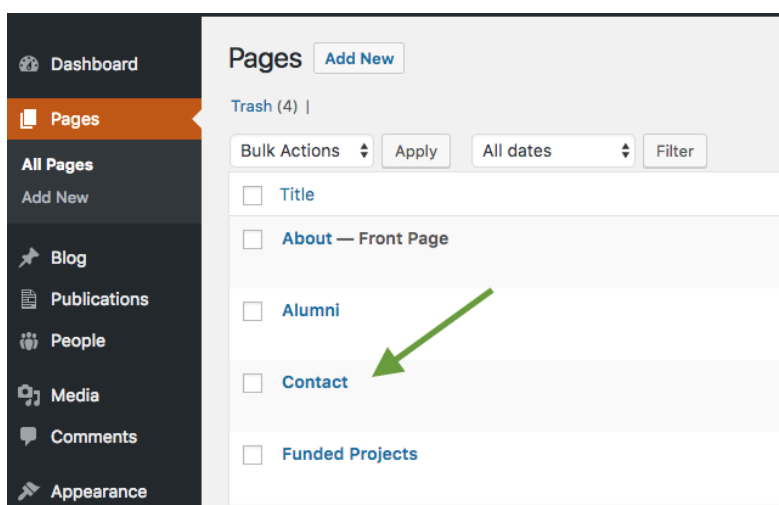
The screenshot shows a file upload area. It contains the text 'Drop files anywhere to upload or' above a 'Select Files' button. Below the button, it says 'Maximum upload file size: 5 MB.' A green arrow points to the 'Select Files' button.

Select the file you want (arrow 1). Then, enter a few words of description in the 'Alt Text' box (arrow 2) (see the **Note**). After that, click on 'Use this file' button (arrow 3). If you have already uploaded a file, you will not have to re-upload it to use it in another place/page. You can directly click on the 'Media Library' button to select the file and then click 'Use this file'.



8 Update Contact Information

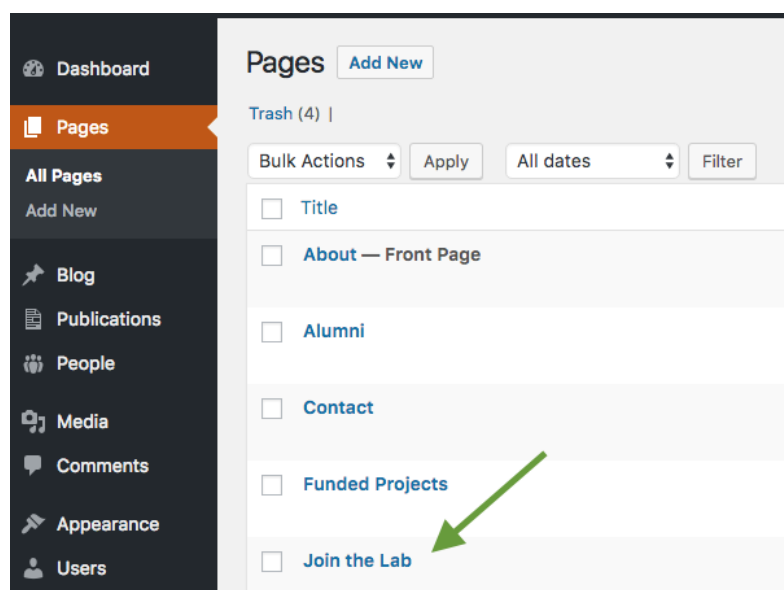
From the main 'Pages' view, select the 'Contact' page.



Here, you can update your contact information and other information that may be useful for visitors. Remember to Update the page once you are done editing to SAVE changes.

9 Update 'Join the lab' page

From the main 'Pages' view, select the 'Join the Lab' page.



Here you can include information for prospective members of your lab. There is no general format that you have to follow, but an example image is shown here.

Join the Lab

Interested in volunteering as a research assistant?

If you are enthusiastic about getting involved in research, feel free to [contact us by email](#).



10 Questions?

Please contact the [Office of Instructional Innovation](#) if you have any questions about this document and using the COE Sites platform.