

## FAE Website – Admin Guide

The FAE Program website is built with Wordpress and the user plugin is called Ultimate Member (it's a bit like facebook).

### Logging in to the FAE website as an administrator

- You can log in to the fae website by clicking “login” on the home page: <http://fae.bilkent.edu.tr>
- You can also log in here: <http://fae.bilkent.edu.tr/wp-admin>



The Faculty Academic English (FAE) Program provides English support courses to Bilkent students in their faculties and schools, ranging from content-based, academic skills courses in the freshman year to graduate writing courses for MA and PhD students.

- username = your full name, all lower case letters, e.g., suleeser. You can also use your bilkent email, e.g., suleeser@bilkent.edu.tr
- password = whatever you have set this as. If you have forgotten, click the “Forgot your password?” link to receive a reset email to your Bilkent email address
- Click the “login” button



Login

Username or E-mail

Password

Keep me signed in

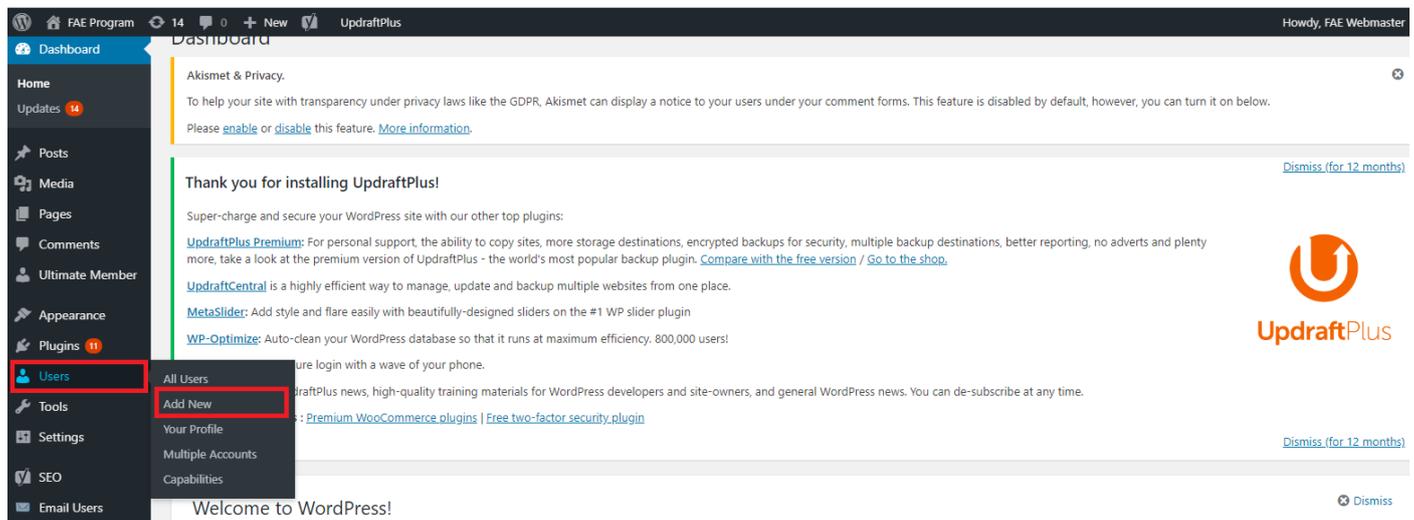
Login

[Forgot your password?](#)

## Adding a new user account (for a new instructor)

Creating accounts is easy:

- From the main Wordpress admin menu, choose “Users”
- From the submenu, choose “Add New”



- “Username” = the instructor’s full name in lower case letters
- “Email” = instructor’s Bilkent email
- “First/Last Name” = ☺
- “Website” = leave this blank
- “Show Password” = if you click this, you can set a password for the instructor, BUT it is better to ignore this and let Wordpress generate them a secure password automatically.
- “Send User Notification” = this checkbox MUST be checked

### Add New User

Create a brand new user and add them to this site.

Username (required)	<input type="text" value="ianturner"/>
Email (required)	<input type="text" value="ian.turner@bilkent.edu.tr"/>
First Name	<input type="text" value="ian"/>
Last Name	<input type="text" value="Turner"/>
Website	<input type="text"/>
Password	<input type="button" value="Show password"/>
Send User Notification	<input checked="" type="checkbox"/> Send the new user an email about their account.
Role	<input type="text" value="Subscriber"/>
Ultimate Member Role	<input type="text" value="— No role for Ultimate Member —"/>

- “Role” = Choose FAE Instructor (unless you are updating somebody’s role to make them a unit head/C&T member, etc.).
- “Ultimate Member Role” = this will disappear when you choose Role as “FAE Instructor”
- Click “Add New User” button

**Add New User**

Create a brand new user and add them to the system

Username *(required)*

Email *(required)*

First Name

Last Name

Website

Password

Send User Notification

Role

Ultimate Member Role

FAE Instructor, Curriculum & Testing Coordinator

FAE Website Admin

**FAE Instructor**

FAE Instructor, Unit Head

Activities & Resources

FAE Courses

SEO Editor

SEO Manager

Fae Admin

Curriculum Testing

Subscriber

Contributor

Author

Editor

Administrator

Subscriber

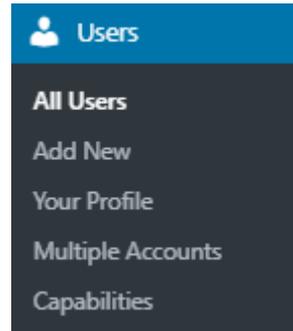
— No role for Ultimate Member —

**Add New User**

- The system will then send the user an email with their login details
- All done! 😊

## Deleting an old user account (for an instructor leaving the program)

- From the main wordpress menu, choose “Users” and “All Users”



- You will see the “Users” interface with information about all the users:

A screenshot of the WordPress Users interface. At the top, there is a "Users" header with an "Add New" button. Below the header, there is a navigation bar with links for "All (67)", "Approved (67)", "Pending review (0)", "Waiting e-mail confirmation (0)", "Inactive (0)", and "Rejected (0)". Below this, there is a search bar and a "Search Users" button. The main content area shows a table of users with columns for "Username", "Name", "Email", "Role", "Posts", and "Status". The table contains 10 rows of user data, including usernames like "ianturner", "allisonleighjohansen", "efeburakyakar", "jenniferlynschroeder", "andrewhassell", "byrnebrewerton", "matthewgorman", "lauraeckhoff", and "denizkaratekeliloglu".

- Move your cursor over one of the usernames – you will see some options.
- Choose “Delete”

A screenshot of the WordPress Users interface, similar to the previous one, but with the "Delete" option highlighted for the user "ianturner". The "Delete" button is highlighted with a red box. The "Edit" button is also highlighted with a red box. The "View" and "View profile" buttons are also visible.

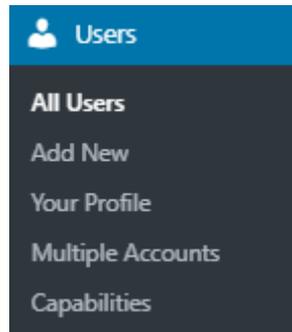
- Click “Confirm Deletion”

A screenshot of the "Delete Users" confirmation dialog. The dialog has a title "Delete Users" and a message "You have specified this user for deletion:". Below the message, it says "ID #130: ianturner". At the bottom of the dialog, there is a blue button labeled "Confirm Deletion" which is highlighted with a red box.

## Updating a user account (details, role, etc.)

Sometimes, you may need to change details of a user account (update the role from instructor to, e.g., Unit Head, or change the coordinator of an FAE Course or Activity, etc.)

- From the main wordpress menu, choose “Users” and “All Users”



- You will see the “Users” interface with information about all the users:

Username	Name	Email	Role	Posts	Status
ianturner	Ian Turner	ian.turner@bilkent.edu.tr	FAE Instructor	0	Approved
allisonleighjohansen	Allison Leigh Johansen	allison.johansen@bilkent.edu.tr	FAE Instructor	0	Approved
efeburakyakar	Efe Burak Yakar	ebyakar@bilkent.edu.tr	FAE Instructor	0	Approved
jenniferlynschroeder	Jennifer Lyn Schroeder	jennifer.lyn@bilkent.edu.tr	FAE Instructor	0	Approved
andrewhassell	Andrew Hassell	andrew.hassell@bilkent.edu.tr	Subscriber, FAE Instructor	0	Approved
byrnebrewerton	Byrne Brewerton	byrne.brewerton@bilkent.edu.tr	Subscriber, FAE Instructor	0	Approved
matthewgorman	Matthew Gorman	matthew.gorman@bilkent.edu.tr	Subscriber, FAE Instructor	0	Approved
lauraeickhoff	Laura Eickhoff	laura.eickhoff@bilkent.edu.tr	FAE Instructor	0	Approved
denizkaratekeloglu	Deniz Karatekeloglu	karatekeloglu@bilkent.edu.tr	Subscriber, FAE Admin Assistant	0	Approved

- Now, choose the user/type of user that you want to edit or delete. You can:
  - click the links at the top of the page, e.g., “FAE Instructor”
  - search for an individual user
  - scroll through the pages or results to find a user

Username	Name	Email	Role	Posts	Status
heathermariababa	Heather Baba	mariaa@bilkent.edu.tr	FAE Instructor	0	Approved
donnacristinamoros	Donna Moros	donna.moros@bilkent.edu.tr	FAE Instructor	0	Approved
ianturner	Ian Turner	ian.turner@bilkent.edu.tr	FAE Instructor	0	Approved
allisonleighjohansen	Allison Leigh Johansen	allison.johansen@bilkent.edu.tr	FAE Instructor	0	Approved
efeburakyakar	Efe Burak Yakar	ebyakar@bilkent.edu.tr	FAE Instructor	0	Approved
jenniferlynschroeder	Jennifer Lyn Schroeder	jennifer.lyn@bilkent.edu.tr	FAE Instructor	0	Approved

- To edit the user's role (only)
  - select the checkbox(es) next to the relevant user(s)
  - from the “Change role to...” dropdown, choose the appropriate role (see choices below – most start with “FAE”):

The screenshot shows the 'Users' management page. At the top, there are filters for user status: All (69), Approved (69), Pending review (0), Waiting e-mail confirmation (0), Inactive (0), and Rejected (0). Below that, filters for user roles are shown: Administrator (2), Subscriber (43), FAE Courses (11), Activities & Resources (3), FAE Instructor, Unit Head (4), FAE Instructor (45), and FAE Instructor, Curriculum & Testing Coordinator (2). A 'Bulk Actions' dropdown is set to 'Change role to...'. A dropdown menu is open, showing a list of roles: Admin, FAE Admin Assistant, FAE Program Director, FAE Instructor, Curriculum & Testing Coordinator (highlighted with a red box), FAE Website Admin, FAE Instructor, FAE Instructor, Unit Head, Activities & Resources, and FAE Courses. The main table lists users with columns for Username, Email, and Role.

Username	Email	Role
heathermariabat	mariaa@bilkent.edu.tr	FAE Instructor
donnacristinamc	donna.moros@bilkent.edu.tr	FAE Instructor
ianturner	ian.turner@bilkent.edu.tr	FAE Instructor
allisonleighjohar	allison.johansen@bilkent.edu.tr	FAE Instructor
efeburakyakar	ebyakar@bilkent.edu.tr	FAE Instructor
jenniferlynschro	jennifer.lyn@bilkent.edu.tr	FAE Instructor

- To edit other details of the user account (email, name, etc):
  - Move your cursor over one of the usernames – you will see some options.
  - Choose “Edit”

The screenshot shows the user management interface with filters for user status and roles. The 'Bulk Actions' dropdown is set to 'Change role to...'. The main table lists users with columns for Username, Name, Email, and Role. The user 'ge440' is highlighted, and the 'Edit' button is highlighted with a red box.

Username	Name	Email	Role
ge440	Transdisciplinary Senior Project (English Part)	esoynu@bilkent.edu.tr	FAE Courses

- Choose the appropriate field to edit

The screenshot shows the 'Edit User Transdisciplinary Senior Project (English Part)' form. The form has several sections: Personal Options, Visual Editor, Admin Color Scheme, Keyboard Shortcuts, Toolbar, Name, and Contact Info. The 'Email' field in the Contact Info section is highlighted with a red box.

**Personal Options**

Visual Editor:  Disable the visual editor when writing

Admin Color Scheme:  Default,  Light,  Ectoplasm,  Midnight

Keyboard Shortcuts:  Enable keyboard shortcuts for comment moderation. [More information](#)

Toolbar:  Show Toolbar when viewing site

**Name**

Username: ge440 (Usernames cannot be changed)

Role: FAE Courses

First Name: Transdisciplinary Senior Project (English Part)

Last Name:

Nickname (required): ge440

Display name publicly as: Transdisciplinary Senior Proje

**Contact Info**

Email (required): esoynu@bilkent.edu.tr