

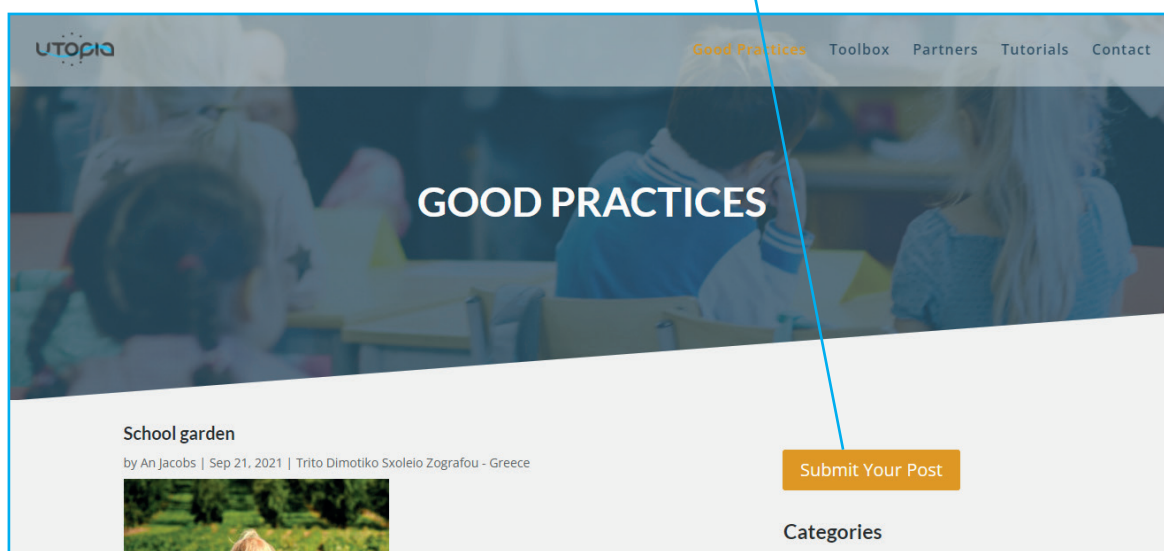
HOW TO ADD GOOD PRACTICE TO THE WEBSITE?

STEP 1 Access the website <https://www.windekind-utopia.be/>

Click on 'Good practices' in the header.



Click on the orange button 'Submit your post'



STEP 2

Log in

Enter your username and password

Please log in to submit post.

Username or Email Address

An Jacobs

Password

Log In

Click this button

STEP 3

Post a good practice

1 Type the title of the lesson

2 Always select default!

This item will be explained on the next page!

3 Briefly write down what the lesson is about and who the lesson is for. When you upload files (7) the link to these files will automatically be added to this field.

4 Click this button to upload a photo for your post. (This is allowed but not necessary)

5 Select 'yes' if you want to save your post as a draft. If you want to publish, select 'no'.

Do not press this button. Look at the next page first!

Post Form Your Posts (7)

Add New Post

Title: New Post


Post Format: Default Video Audio Quote Gallery Link

Content: Add Media Visual Text

Featured Image: Bestand kiezen Geen bestand gekozen

Save as draft? Yes No

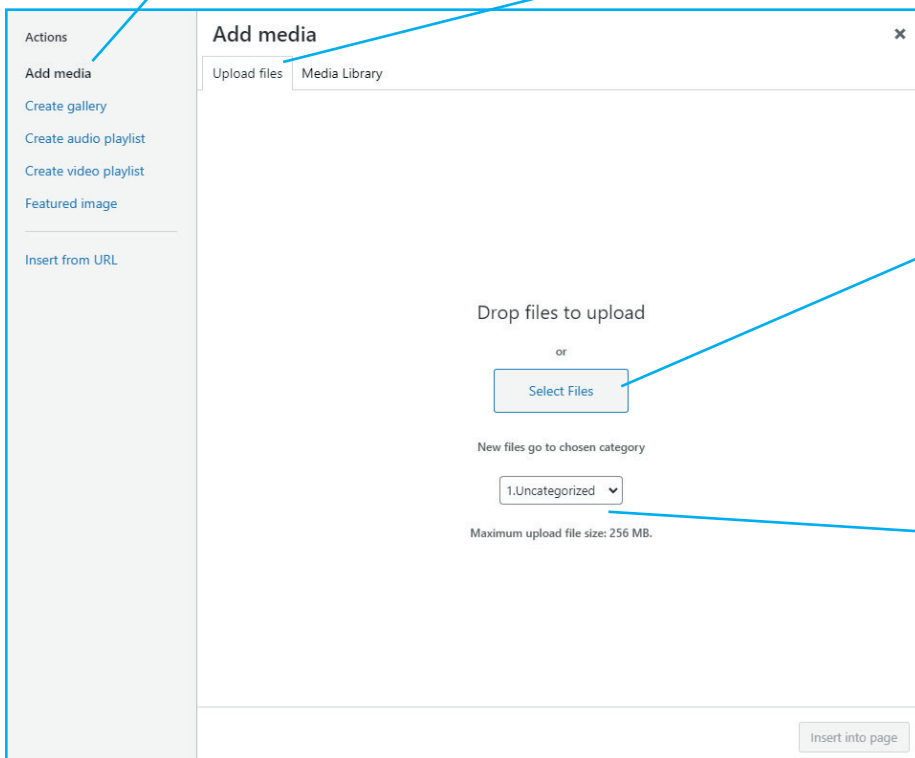
Submit Post

 Add Media

6 Click this button

Make sure 'Add media' is selected in the list of actions

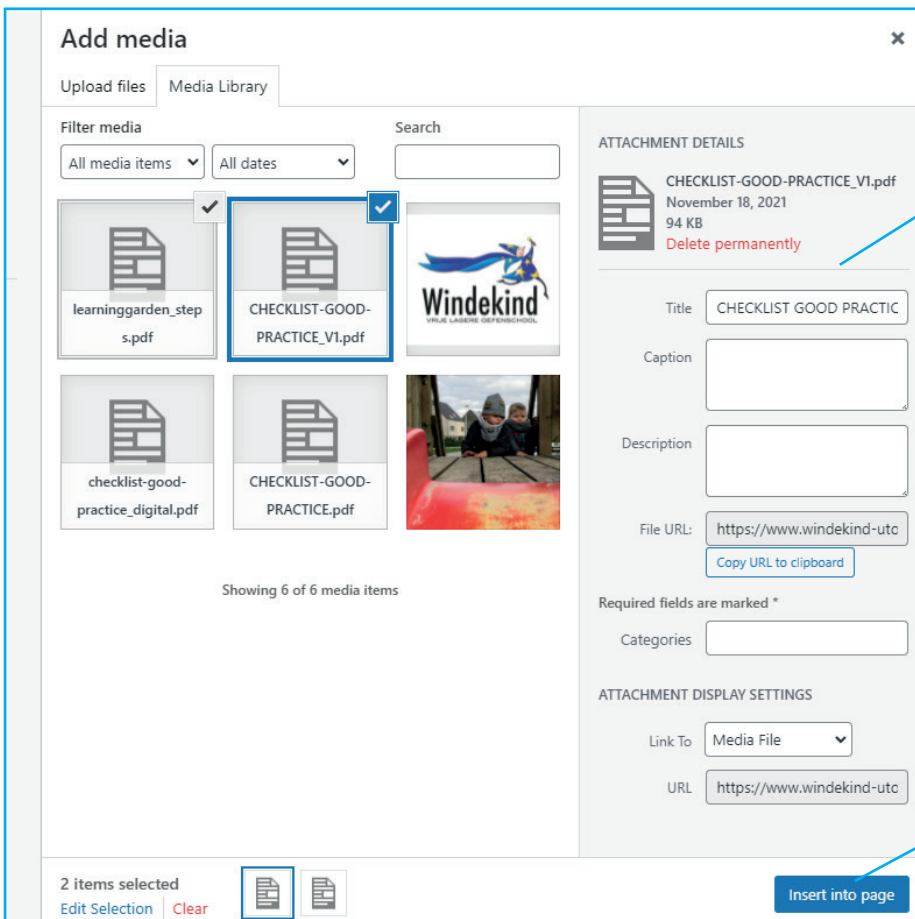
Select the folder 'upload files.'



7 Click this button to upload all the files for this post (lesson). The maximum upload file size is 256MB

Do not upload video's: post them on youtube and copy the link into your lesson plan!

Make sure 'Uncategorized' is selected in the category list.



8 The folder Media Library opens automatically. The uploaded files are selected. You can add a title, caption and description for each file. - Do not change the file URL or the attachment display settings and leave the 'categories field empty.

9 Click this button when you are finished uploading files.

Post Form Your Posts (0)

Add New Post

Title:

Post Format: Default Video Audio Quote Gallery Link

Content: Visual Text

B I U ABC

This checklist will help you to purposefully observe good practices during the focus group meetings.

[checklist good practice digital](#)

Featured Image: Geen bestand gekozen

Save as draft? Yes No

10 When you are ready to post your good practice, click 'Submit post'.

Post Form Your Posts (1)

Thank you, your new post has been published.

Add New Post

Title:

Post Format: Default Video Audio Quote Gallery Link

Content: Visual Text

B I U ABC

Featured Image: Geen bestand gekozen

Save as draft? Yes No

If all went well, you will see this message.

You can add more good practices or you can look at your post by clicking 'good practices' in the header.

GOOD LUCK!