

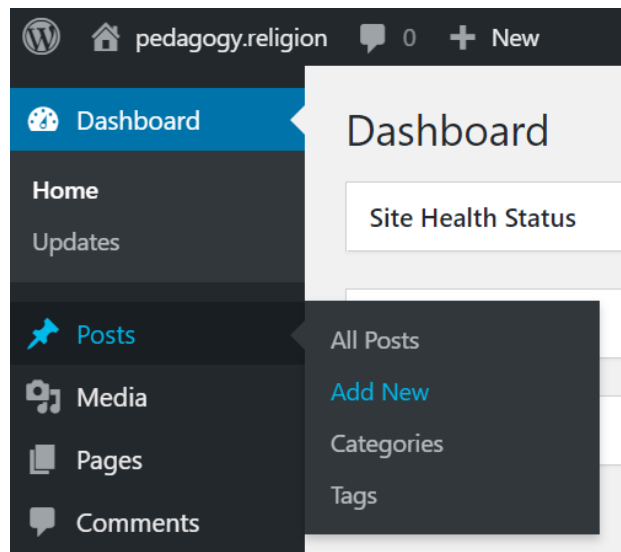
Consider watching the video tutorial:



Overview

This tutorial will prepare you to add new content to the **pedagogy.religion** repository of teaching resources. You will learn how to create, format, and publish new *department-authored* content. In addition, you will learn how to link to *externally-authored* content.

pedagogy.religion was designed for ease of use. Authoring new content always begins by clicking “Posts” >> “Add New” from the **pedagogy.religion** admin dashboard.

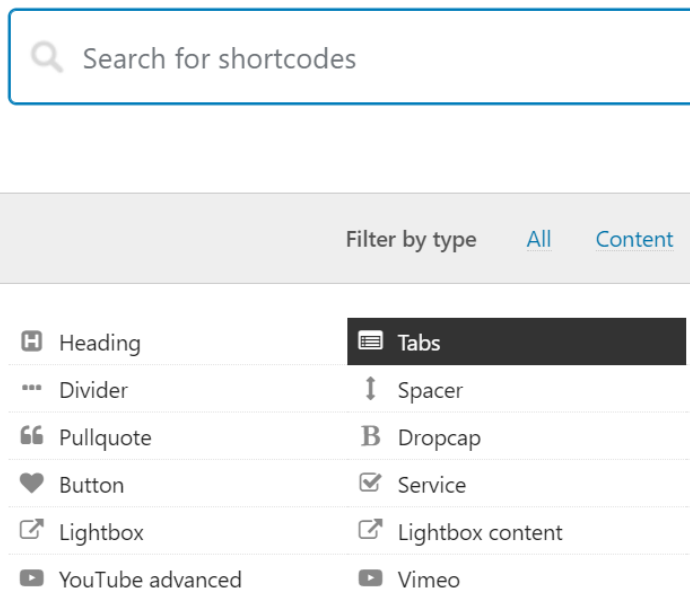


Department-authored Content

The creation of new teaching modules can be a time-consuming process. Hopefully, the following steps minimize the amount of time required to convert your teaching content into an online module.

After giving your module a title, click on the “Insert shortcode” button above the content editor, and then select the “Tabs” option.

Scroll down to the bottom of the following menu and select the “insert shortcode” button.



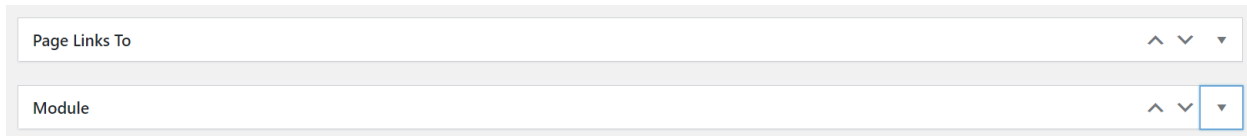
Having clicked the button, you will see that several lines of code have appeared in the text box of the “create post” page. To make it easier to read, create a new line after each set of brackets.

```
[su tabs]
[su tab title="Tab name" disabled="no" anchor="" url="" target="blank" class=""]
Tab content
[/su tab]
[su tab title="Tab name" disabled="no" anchor="" url="" target="blank" class=""]
Tab content
[/su tab]
[su tab title="Tab name" disabled="no" anchor="" url="" target="blank" class=""]
Tab content
[/su tab]
[/su tabs]
```

This may look complicated, but you only need to worry about two pieces of the code above: the “Tab name” and “Tab content” areas. As you might guess, “Tab name” corresponds to the titles of different tabs, and “Tab content” corresponds to the information displayed in a tab.

Now, create two empty lines at the bottom of this code, and then click “insert shortcode” > “button.” This will add a button that will allow users to scroll quickly back up to the top of the page when they’ve finished reading your content. Don’t worry if the code looks complicated – all of the presets are as they should be!

Now it's time to add content to your post. Scroll down the page until you see the "Module" box, and click the "expand" arrow on the right:



Once expanded, you will see a series of numbered tabs, each of which contains a content editor. You will also notice "add media" and "insert shortcode" buttons, as well as a series of text-formatting options.

***Note:** the text format options may appear odd. You can toggle between a plain text editor and a rich text editor by selecting the "Visual" or "Text" selectors on the top-right corner.

Feel free to add and customize what you add into each tab, including file attachments, embedded videos, or other featured content. Once you have satisfactorily prepared your tab content, scroll back up to the "Tab name" and "Tab content" lines of code.

***Note:** should you need additional tabs, see the "Add additional tabs" portion of this manual.

Give each of your tabs names by replacing the text of "Tab name" with an appropriate title. Replace each instance of "Tab content" with the following line of code: `[acf field="content_1"]`. Ensure that you update "content_1" so that the number corresponds to the tab. Last, make sure to add "references" as the "class" of your References tab. This will automatically format your entries as hanging indents.

When done, your code should look similar to this:

```
[su_tabs]
[su_tab title="Learning Objectives" disabled="no" anchor="" url="" target="blank" class=""]
[acf field="content_1"]
[/su_tab]
[su_tab title="Problem" disabled="no" anchor="" url="" target="blank" class=""]
[acf field="content_2"]
[/su_tab]
[su_tab title="Solution" disabled="no" anchor="" url="" target="blank" class=""]
[acf field="content_3"]
[/su_tab]
[su_tab title="References" disabled="no" anchor="" url="" target="blank" class="references"]
[acf field="content_4"]
[/su_tab]
[/su_tabs]
```

You are nearly done! Next, scroll down to the “Excerpt” field, expand it, and enter a brief blurb for your teaching module, which will appear on the home page of **pedagogy.religion**.

Once your excerpt is finished, expand the “Categories” field, and select any number of appropriate categories. If you feel a new category should be created, you can also do so:

Congratulations! You are now ready to publish your post. Scroll down to the “Publish” field, and click the “Publish” button.

Externally-authored Content

This process is much more straightforward than the last. Rather than enter any content of your own, you will simply redirect viewers to an external web address. To accomplish this, create a new post as described above.

Once in the content editor, scroll down to the “Page links to” field,

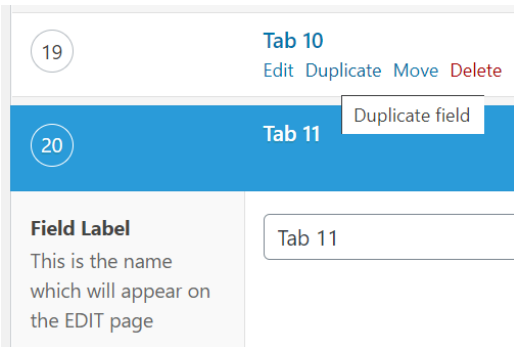
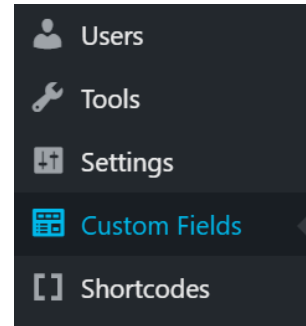
and expand it. Select “A custom URL” and enter the external web page of your choice. It is recommended, but not required, to select the “Open this link in a new tab” check box.

You should then fill out the “Excerpt” and “Categories” fields as you would in a department-authored post. Finally, you can publish the post. Congratulations! You have successfully added externally-authored content to **pedagogy.religion**.

Adding additional Tabs to the content editor

You may need to add additional tabs to a department-authored teaching module of considerable depth. To do so, navigate to the “Custom Fields” section of the admin options on the far-left column of your screen, and click.

From the “Custom Fields” page, find “Module” and click the “Edit” option. You will now see a series of rows, labeled “Tab 1,” “Content 1,” “Tab 2,” etc. Scroll to the bottom of this list, hover over “Tab 10,” and click “Duplicate.”



You may need to rename the new tab. Repeat this process for “Content 10,” and then click-and-drag so that everything is in the proper order. Scroll to the top of the page, click “Update,” and you’re done. Congratulations! You have added additional tabs to the content editor.