Faculty Training Document

Link : https://www.bits-pilani.ac.in/wp-login.php

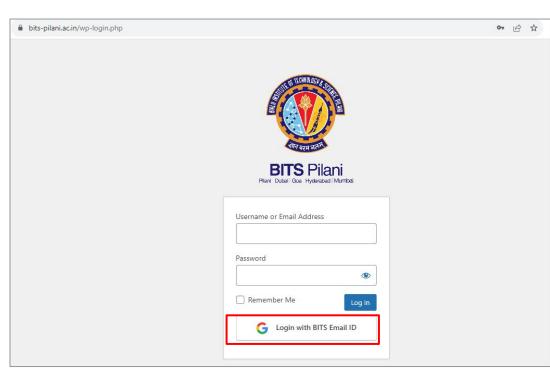
What You Will See Ahead

- 1. Adding a Profile details
 - a. Edit First Name & Last Name etc.
- 2. Adding a Profile Picture
- 3. Overview
 - a. Adding a overview
- 4. Steps for Color Change
- 5. Adding a Media files
- 6. Adding a Table

- 7. Adding a Image Gallery
- 8. Adding a Hyperlink
- 9. Adding a Button
- 10. Adding a SEO detail of faculty profile
- 11. Adding a Teaching information
- 12. Adding a Opportunity

Log In steps:

- Select Login with BITS Email ID.
- Enter your Gmail(BITS) credentials (ID and password) to properly login.



Note : This system can be accessed from any computer with an internet connection.

Select Gmail Account (if your already logged In) and proceed.

	Choose an account
	to continue to bits-pilani.ac.in
R	Rasika Nipane rasika@agency09.in
W	Webmaster, BITS Pilani webmaster@pilani.bits-pilani.ac.in
T	TECH AGENCY09 technology@agency09.in
N	Nilesh Jadhav nilesh@agency09.in
0	Use another account

Sigr	n in
to continue to b	its-pilani.ac.in
C Email or phone	
1	
Forgot email?	
Create account	Next

Enter your BITS email ID and password (if your not logged In) and proceed.

Note : This system can be accessed from any computer with an internet connection.

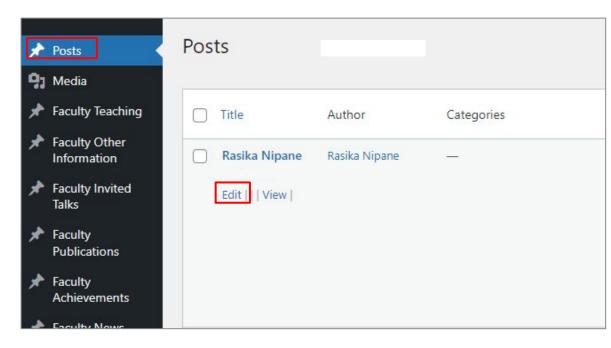
Result \rightarrow

🚳 者 BITS Pilani 🛡	0				Howdy, Rasika Nip
📌 Posts	Dashboard				Screen Options 🔻 Help
9 Media	At a Glance		▲ Quick I	Draft	
📌 Faculty Teaching	2,461 Posts	744 Pages	Title		
 Faculty Other Information 	WordPress 6.0.2 runnir	ng Betheme Child theme.			
Faculty Invited			Content	t	
Talks	Activity		What	s on your mind?	
Faculty Publications	Recently Published				
	Oct 10th, 1:12 am	Overview			
 Faculty Achievements 	Oct 7th, 10:34 am	Dinesh Rano	Save	Draft	
Faculty News	Oct 6th, 12:17 pm	Aritra Banerjee			
Faculty Research	Oct 3rd, 3:35 pm	BITS ECHO September Edition 2023	WordP	ress Events and News	
Project	Oct 2nd, 7:35 am	Sparkle and Solve student programs			
Faculty Research			Attend	an upcoming event near you. 🝳 Select location	
Group				C Mumbai 2023 - Pre-event Prep meetup	Saturday, Oct 14, 2
Faculty Patents			MI	umbai, India	4:00 pm GMT+
Faculty Opportunities				ordCamp Mumbai 2023 umbai, Maharashtra, India	October 28–29, 2
			Mont n	nore quarter? I loly arganize the part and	

1. How to change Profile details?

Steps to change profile details

- 1. Click on "Posts" then " All Post" from menu
- 2. Hover on "Self name" and click on "Edit"
- 3. Enter name and add Faculty field as per the details.
- 4. Then clicked on "Publish/Update"



×	Posts	Posts		
	Media			
*	Faculty Teaching	Title	Author	Categories
*	Faculty Other Information	Rasika Nipane	Rasika Nipane	· — ·
*	Faculty Invited Talks	Edit View		
*	Faculty Publications			
*	Faculty Achievements			
	Enculty Nows			

- 1. Add name and Add all necessary information in faculty field section
- 2. After that click on "Publish/Update"

W			Update		
Add title		Post Block Tags Featured image	× ~		
Faculty Fields Post Options Keep Exploring	* • •				
Vact CEO	😡 Rasika Nipane				Post Block X Tags ~ Featured image ~
	Faculty Fields Post Options			×	

- 1. Add name and Add all necessary information in faculty field section
- 2. After that click on "Publish/Update"

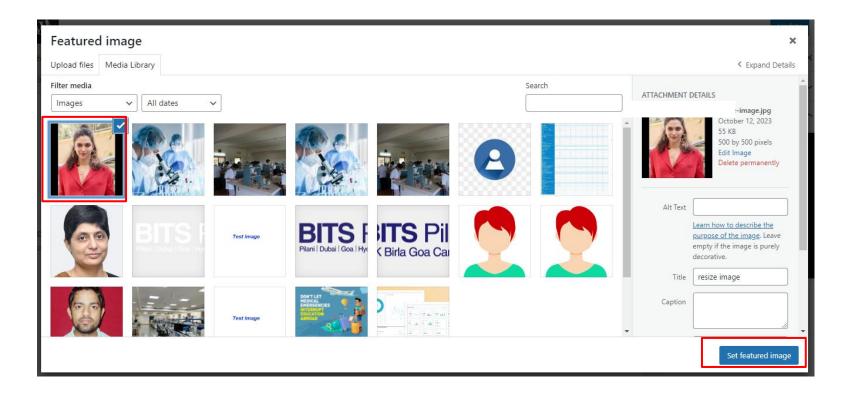
Designation Please contact with webmaster to update the designation Professor, Department of Computer Engg.	<i>h</i>
Address In publishing and graphic design, Lorem ipsum is a placeholder text commonly used to demonstrate the visual form of a document or a typeface without relying Email rasika@agency09.in	
Email 2	
rman z rasika@gmail.com	Contact No. 1
Contact No. 1	7768062755
7768062755	Contact No. 2
	LinkedIn URL thtps://www.linkedin.com/feed/update/urn:li:activity:7102513101337427969

			Update
		Block	×
Rasika Nipane		Tags	~
Rusiku Nipulie	9 9	Featured image	^
Faculty Fields		Set featured imag	e
Designation Please contact with webmaster to update the designation			
Professor, Department of Computer Engg.			

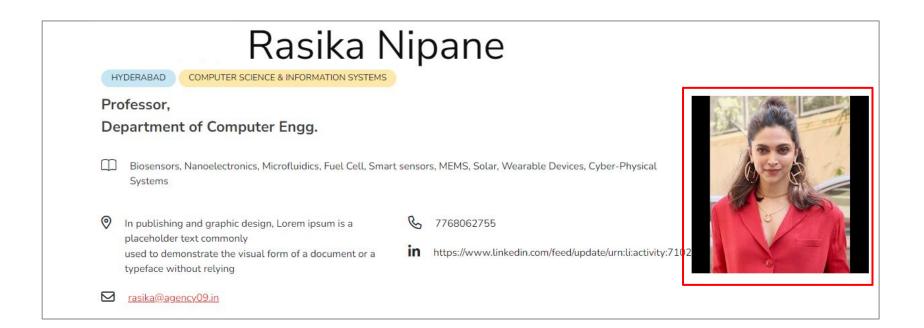
Select files and upload the necessary file and "Set Featured Image".

Featured	d image	×
Upload files	Media Library	< Expand Details
	Drop files to upload	
	or Select Files	
	Maximum upload file size: 1,000 MB.	
		Set featured image

Image size should be 500x500px. (1:1 ratio) , Image weight should be below 200kb



<u>Result</u>



Steps to hide and shown the Menu

- 1. Choose the menu you wish to feature on the frontend.
- 2. Display the selected menu and input the content as needed.

Menus						
 Teaching Research Projects Opportunities Other 	Research Group	Publications	Patents	Achievements	Faculty News	Invited Talks

<u>Result</u> —	OVERVIEW	TEACHING	RESEARCH PROJECTS	OPPORTUNITIES

2. How to resize the image?

Steps to resize the image

- 1. Go to "<u>https://imageresizer.com/</u>" and select image
- 2. Crop the image first, and then resize it to "500x500" pixels.
- 3. Following that, download the image to your local system.

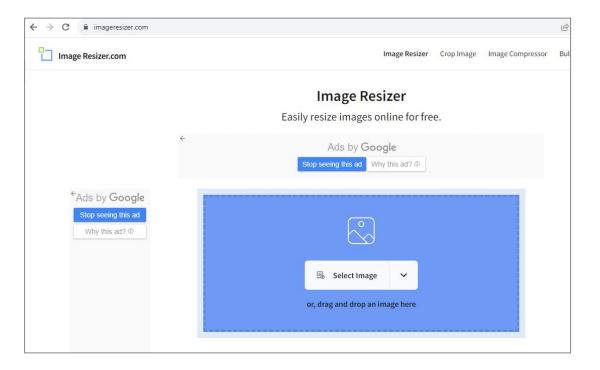
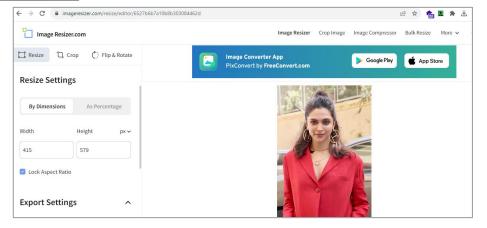
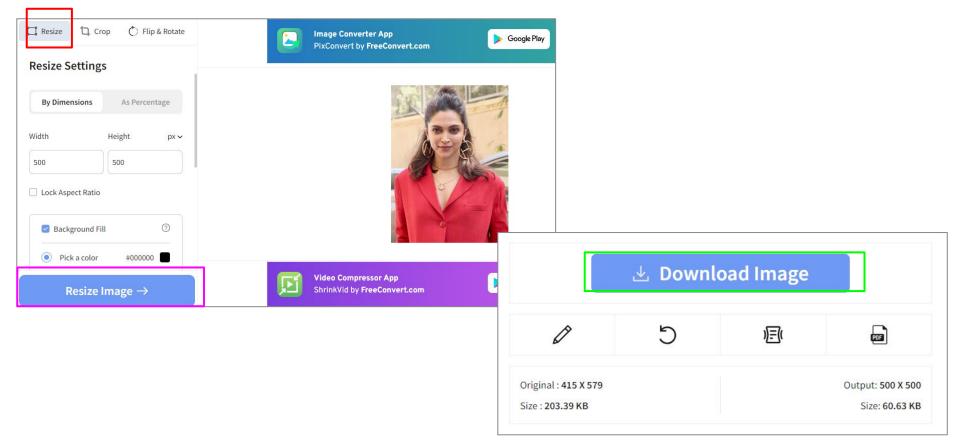


Image size should be 500x500px. (1:1 ratio) , Image weight should be below 200kb

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			1	
	Select Image	~		
or,	drag and drop an in	nage here	J	



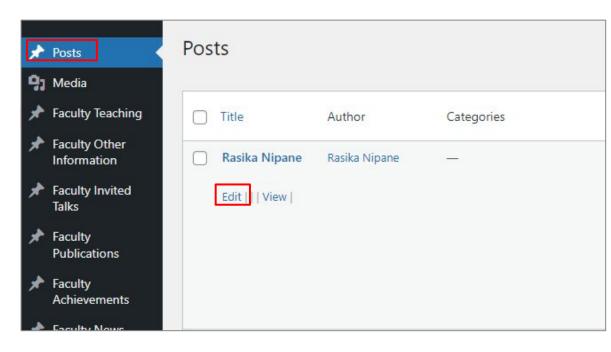
Resize Crop C Flip & Rotate	FUĴĨTSU	Fujitsu UH-X 13th Gen Intel Ev 46% off Great Indian Festival ₹69,990 ⁰⁰ ₹1,28,690.00 √pri	
By Dimensions As Percentage Width Height 415 579 Cock Aspect Ratio		Image: Comparison of the second se	Image Converter App PixConvert by FreeConvert.com
Export Settings		Crop Rectangle Width Height 371 498 Aspect Ratio FreeForm Crop Position Position (X) Position (Y) 17 20	Video Compressor App SninkVid by PreeConvert.com



3. How to add Overview

Steps to add Overview details

- 1. Click on "Posts" then " All Post" from menu
- 2. Hover on "Self name" and click on " Edit"
- 3. Click on "Post Option"
- 4. Then clicked on "Publish/Update"



1. Select the layout and Click on "Add Elements" and select the " column Text"

\mathfrak{W}			
Post Options			
+ Wrap + Divider		⑦ 𝒫 𝒫 Φ	
Select a wrap layou or choose from + Pre-built sections	ut Post Options + Wrap + Divider	+ Add element	

Select "column text" or whatever information you needed

-☆- • Divider	• Divider Basic	• Placeholder	+ Accordion	Article box	Before After	99 Blockquote	Blog	Blog News	Blog Slider
Blog Teaser	Button	[] Call to Action	(2) Chart	2 Clients	Q. Clients Slider	Code	T Column Text	Contact Box	Content WP
321 Countdown	21 Counter	 Fancy Divider	Fancy Heading	1 <u></u> 2 <u></u> FAQ	Feature Box	III III Feature List	Flat Box	H Heading	⊏?⊐ Helper
Hover Box	Hover Color	+1) How It Works			Image	Image Gallery	ti= Info Box	:= := List	<u>Q</u> Live search

Note - Select the elements for which you want to add details, such as **"Column text"** for text and "**Image**" for images.

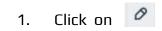
- 1. Click on 🤌 and then clicked on "Text" to add the content and " Save Changes".
- 2. Afterward click on "+" sign till 1/1 for the whole width
- 3. And click on "Update" from top right corner to see the details

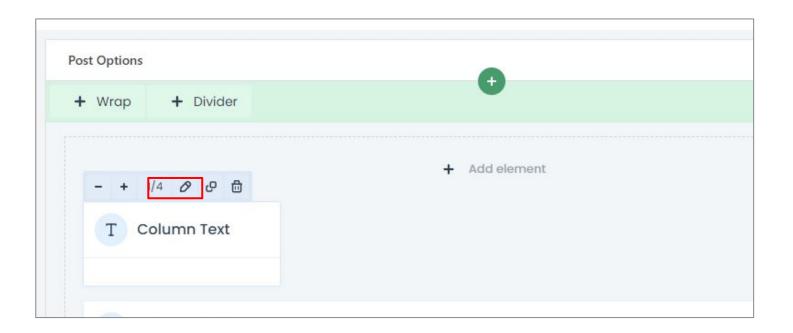
ost Options	
+ Wrap + Divider	•
	+ Add element
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T Column Text	

1. Once you have input the information, please click on "Update".

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+ Wrap + Divider	0	0	Q	۵	: Be
+ Add element					Ū
T Column Text					印
For your comfort, we have an all-women's team of dedicated experts to help you wi strive to offer the best in breast cancer care, treatment of benign breast problems, o preventive breast care.		1			t €

4. How to change the text colour





Add the content and Click on "Toolbar Toggle"

T Column Text											Content	Style	Advanced	×
93 Add Media Paragraph ▼ B I :	≣ ∦⊒ 66	ŧ ±	≡ ₽		Shortcode	Ŧ							Visual	Text
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Paragraph		в	τ	E	1-	"	=	Ξ	_	D	=		Shorto	ode

Lorem ipsum is a placeholder text commonly

Select the color of the text and "save changes"

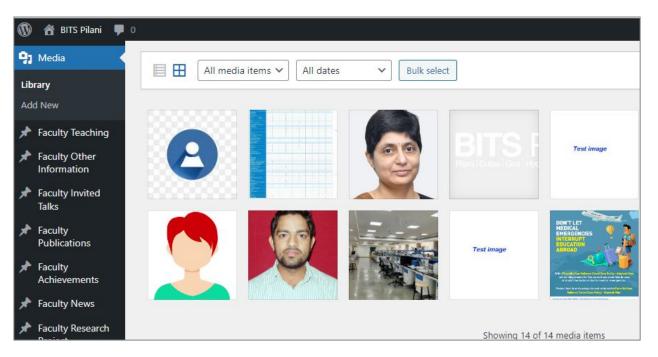




5. How to insert media files?

Steps to add Media Files

- 1. Choose "Media" from the menu.
- 2. Click on "Add New" to add the new files/images.
- 3. Upload the files and submit it.



Please click "Add New" to include new files/images, and then select the file for uploading it to the server.

← Bulk select
5

Drop files to upload	×
Select Files	
Maximum upload file size: 1,000 MB.	

Note - (Maximum upload file size: 1,000 MB.)

Result -> (List of uploaded files)

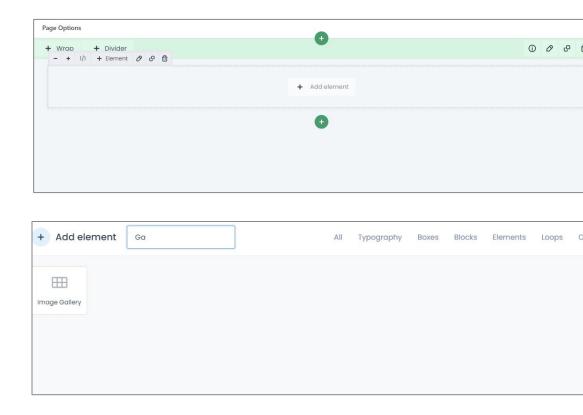
	All media items 🗸	All dates	✓ Bulk select		Search	
BITS-Pil Faculty-Lo	ani	3		BITS F	Test image	BITS F Pilani Dubai Goa Hyc
			25	Test image	DON'T LET MEDICAL EMERGENCIES IN LERAUPT EDUCATION ABROAD	

6. How to create image gallery

Process 1

Steps to add Image gallery

- 1. Choose "Add Element" from the BEBuilder.
- 2. Click on "Add New" to input "Gallery" and then select the "Image Gallery".



Click on Edit icon to see more.

- + 1/1 Ø @ 🗇	+ Add element	
Image Gallery		
	Image Gallery	Content Style Advanced
	Images Browse	
	Options	
1. Click on "Browse" to upload the files for Gallery.	Columns 3 columns min:1 max:9	
 In Column set the column which you want showcase in system 	Size	
		Save changes

Upload the Images and see the result.

		+ Add element
Н	Heading	
		Image Gallery
	Image Gallery	

<u>Result</u>



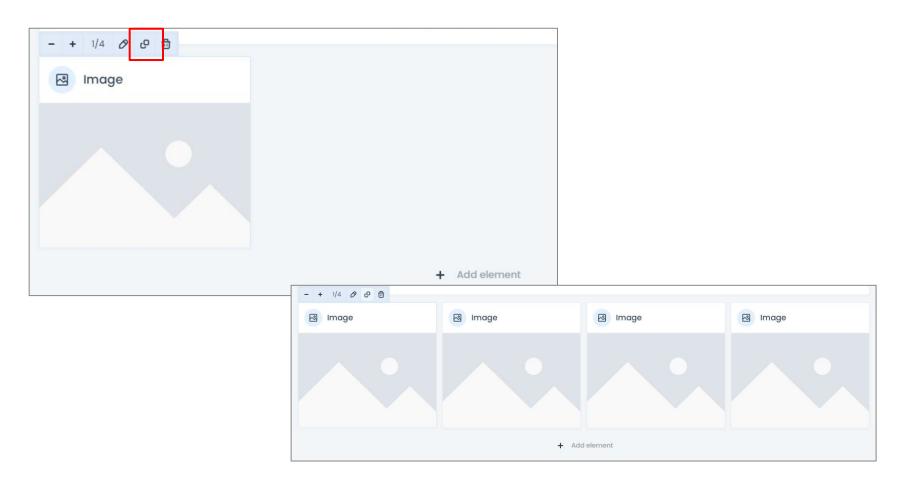
Process 2

Steps to add Image gallery

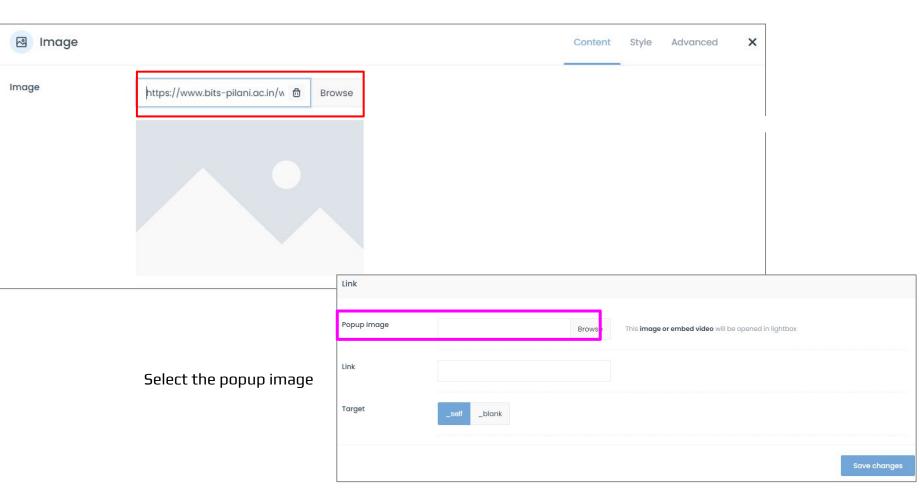
- 1. Choose "Add Element" from the BEBuilder.
- 2. Click on "Add New" and select the "Image" and clone the images
- 3. Add the image and save changes

Page Options	•	
+ Wrap + Divider - + 1/1 + Element & C 🛱	•	0000
	+ Add element	
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Clone the images (clone means copied the images)



Upload the Images and see the result.



CMS View



$\text{Result} \rightarrow$



7. How to create Table

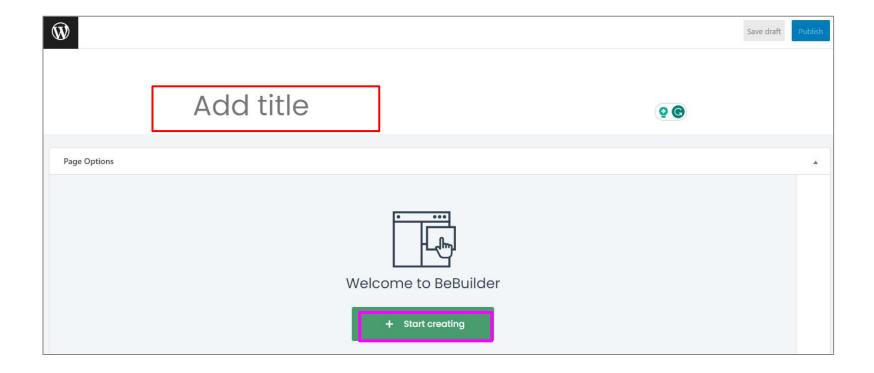
Steps to Create table.

Process 1:

- 1. Create a table in the Word document and select the table and copy.
- 2. Open BEBuilder
- 3. Create new section
- 4. And add element
- 5. Select column text
- 6. Paste the Table

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				#	Title An Apparatus for Biomedical Applications with turnkey thermal	P Ramya Priya, Satisl Kumar	Paten	Application No 2023110522 14	Month & Year Aug-23		
					management integrated with detection Microfluidic Device	Dubey and Sanket Goe Sumit Chattopadh for ay, Satish	it,				
					the Dual Detection and Quantification of	Kumar	n Paten	2023110521 90	July-23		

1. Enter the title and click "Start Creating" to input the details.



Click on "Start creating"

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Click on "Add Elements" and select the " column Text"

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Click on "Add Elements" and select the " column Text"

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			#		Title	9			Inventors	Status	Application No	Month Year
			31	An Apparatus for B thermal manag					P Ramya Priya, Satish Kumar Dubey and Sanket Goel	Indian Patent, filed	202311052214	Aug-2
			30	Microfluidic Device for of Ammon				ntification	Sanket Goel, Sumit Chattopadhyay, Satish Kumar Dubay, Arshad Javed, Deepak K S and Aniket Balapure	Indian Patent, filed	202311052190	July-2
	Paste Co	opied text in column text	29	Point-of-Car	e Soil Testi	ng Syste	em & Devic	9	Abhishesh Pal, Satish Kumar Dubey and Sanket Goel	Indian Patent, filed	202311042662	June-2
			28	Graphene Product Irradiations Us					Sanket Goel and Pavar Sai Kumar	Indian Patent, filed	202311042694	June-2
			27	Miniaturized 2D nanom				esensor fo	r Sanket Goel, Ramya K and Khairunnisa Amreen	Indian Patent,	202311038759	June-2

Result \rightarrow

#	Title	Inventors	Status	Applicati on No	Month & Year
3	An Apparatus for Biomedical Applications with turnkey thermal management integrated with detection	P Ramya Priya, Satish Kumar Dubey and Sanket Goel	Indian Patent, filed	2023110 52214	Aug-23
3	Microfluidic Device for the Dual Detection and Quantification of Ammonia and Urea in Blood Serum	Sanket Goel, Sumit Chattopadhyay, Satish Kumar Dubay, Arshad Javed, Deepak K S and Aniket Balapure	Indian Patent, filed	2023110 52190	July-23
2	Point-of-Care Soil Testing System & Device	Abhishesh Pal, Satish Kumar Dubey and Sanket Goel	Indian Patent, filed	2023110 42662	June- 23
2	Graphene Production on Multiple Substrates via Laser Irradiations	Sanket Goel and Pavar Sai Kumar	Indian Patent	2023110	June-

8. How to insert Hyperlink?

Steps to Insert Hyperlink

- 1. Select text (you want to add hyperlink).
- 2. Click on "Insert/edit link".
- 3. Add the link and save the changes.

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Click Here							Ins	sert/edit l	ink (Ctrl+	HK)			
91 Add Media	E												
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<u>Click Here</u>													
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9. How to add buttons?

Steps to add Button

 Page Options

 + Wrap
 + Divider

 + Add element

- 1. Add element "button"
- 2. Choose "button" from the element.

+ Add element	bu
Button	

1. Then click on "Edit" and

Button	Content	Style	Advanced	×
Container				~
Button				~

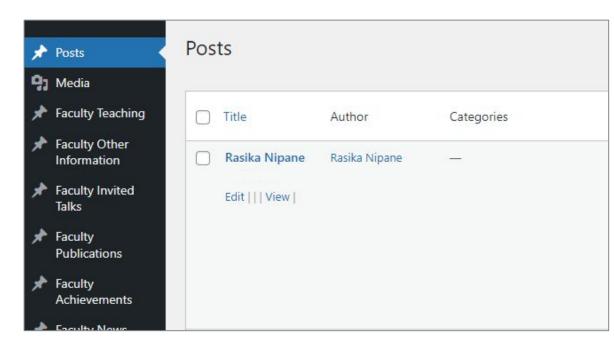
Go to style from the right side and click on "Button" , afterwards set the colour for the button



10. How to add Faculty profile SEO

Steps to add Teaching

- 1. Click on "Posts" then " All Post" from menu
- 2. Hover on "Self name" and click on "Edit"
- 3. Enter name and add Faculty field as per the details.
- 4. Click on "Yoast SEO" And add the details like meta description and Slug(URL)
- 5. Then clicked on "Publish/Update"



1. Enter the title and click "Start Creating" to input the details.

Yoast SEO			
SEO 🦂 Social			
Google preview	^		
Preview as:			
Mobile result Desktop result			
BITS Pilani swww.bits-pilani.ac.in > rasikanipane >			
Rasika Nipane - BITS Pilani			
Jul 26, 2023 - Please provide a meta description by editing the snippet below. If you don't, Google will try to find a relevant part of your post to show in the search results.			
SEO title	Insert variable	Slug	
Title Page Separator Site title	^	rasika-nipane	
		Meta description	Insert variable

11. How to add Teaching

Steps to add Teaching

- 1. Choose "Faculty Teaching" from the menu.
- 2. Click on "Add New" to input new teaching data.
- 3. Add the necessary information and then submit it.

📌 Posts	Faculty Teaching Add New	Faculty Invited Talks
9] Media	All (13) Published (0) Drafts (0) Private (0) Trash (13)	📌 Faculty
🖈 Faculty Teaching 📢	Title	Publications
All Faculty Teaching	No Faculty Teaching found.	Faculty
Add New	Title	Achievements
🖈 Faculty Other		📌 Faculty News
Information		📌 Faculty Research
Faculty Invited Talks		Project
Idiks		Faculty Research Group
		Faculty Patents

Faculty
 Opportunities

🖈 Posts

Media

×°

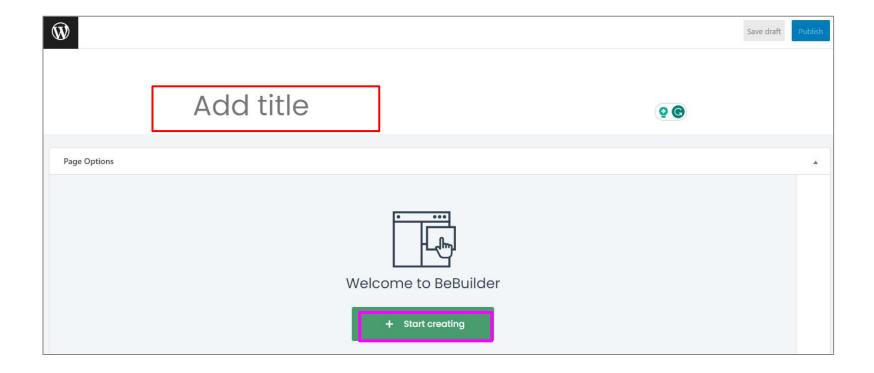
s a c

Faculty Teaching

Faculty Other

Information

1. Enter the title and click "Start Creating" to input the details.



Click on "Start creating"

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Click on "Add Elements" and select the " column Text"

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Click on "Add Elements" and select the " column Text"

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					ig industry. Lorem Ipsum has been the industry's		
		type specimen book. It has essentially unchanged. It w	survived not only as popularised in	five centuries, but a the 1960s with the re	inter took a galley of type and scrambled it to make a Ilso the leap into electronic typesetting, remaining elease of Letraset sheets containing Lorem Ipsum ke Aldus PageMaker including versions of Lorem Ipsum.		
				+ Add ele	ment		

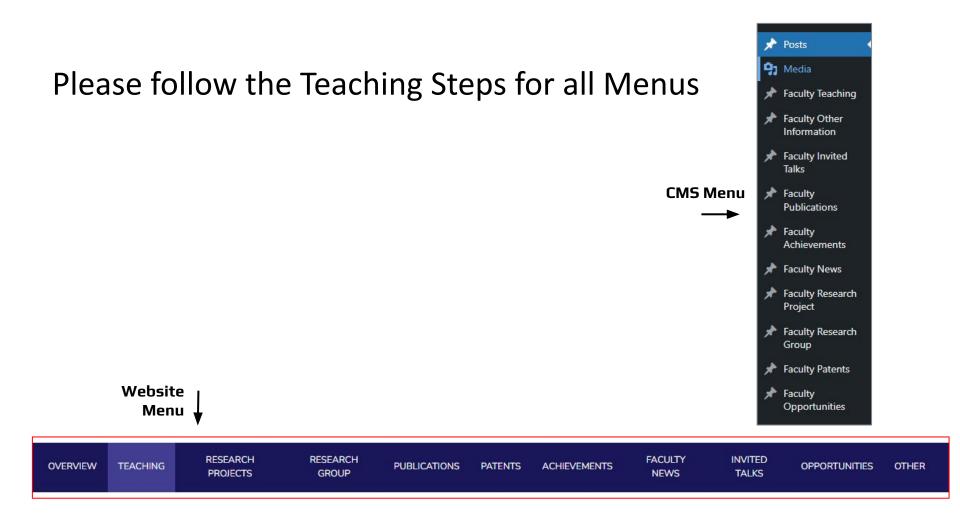
Now, click on Publish/Update and details will appear in frontend.

ge Options	
+ Wrap + Divider	0 0 0 6 6
T Column Text	Add element
Lorem Ipsum is simply dummy text of the printing and typesetting industry. L when an unknown printer took a galley of type and scrambled it to make a t	orem Ipsum has been the industry's standard dummy text ever since the 1500s, ype specimen book. It has survived not only five centuries, but also the leap into in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, cluding versions of Lorem Ipsum.

Result



Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 15 a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, rema popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like



12. How to add Opportunities

Steps to add Research Opportunities

- 1. Choose "Faculty opp" from the menu.
- 2. Click on "Add New" to input new opportunities data.
- 3. Add the necessary information and then submit it.

📌 Posts	Faculty Opportunities Add New	
9] Media	All (3) Published (0) Draft (0) Trash (3)	
Faculty Teaching	Title	Author
Faculty Other Information	No Faculty Opportunities found.	
 Faculty Invited Talks 	Title	Author
 Faculty Publications 		
 Faculty Achievements 		
🖈 Faculty News		
Faculty Research Project		
Faculty Research Group		
✤ Faculty Patents		
✤ Faculty Opportunities		

 Add Title and all necessary information and click on "Publish/Update"

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	<u>View tutorial</u>	

Now, filled out the all fields as per the opportunity.

Career Fields		
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	Campus Type	
	On Campus Off Campus	
Application Closing Date	Apply Now	
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Туре	Category	
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After filling the details

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Steps to add other details

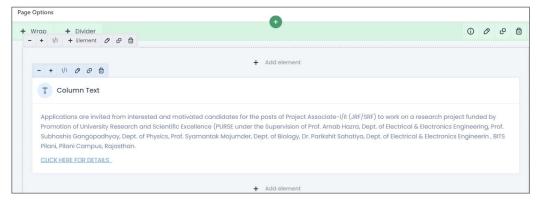
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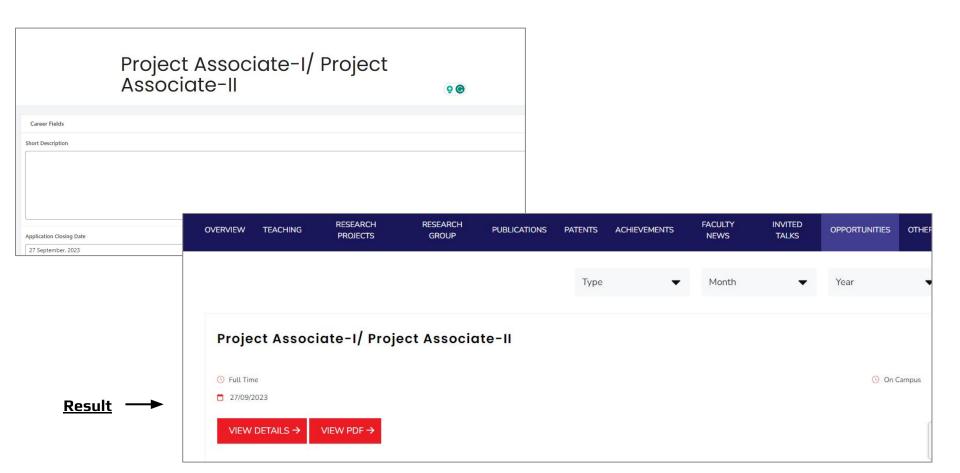
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Click on "Add Elements" and select the " column Text"



Now, click on Publish/Update and details will appear in frontend.



Detailed Page

CMS opportunities details

Faculty Opportunities Add New					
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Title	e	Author	Date	Campus / Department	
Pro	oject Associate-I/ Project Associate-II	R <mark>asika Nipane</mark>	Published 2023/09/27 at 2:03 pm		
Title	e	Author	Date	Campus / Department	



Applications are invited from interested and motivated candidates for the posts of Project Associate-I/II (JRF/SRF) to work on a research project funded by Promotion of University Research and Scientific Excellence (PURSE under the Supervision of Prof. Arnab Hazra, Dept. of Electrical & Electronics Engineering, Prof. Subhashis Gangopadhyay, Dept. of Physics, Prof. Syamantak Majumder, Dept. of Biology, Dr. Parikshit Sahatiya, Dept. of Electrical & Electronics Engineerin , BITS Pilani, Pilani Campus, Rajasthan.

CLICK HERE FOR DETAILS \rightarrow

Result

Thank You