

## COE in the News Submission Instructions

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College of Education faculty and staff are now able to share College of Education news using WordPress, a blog site, which will post to the [COE Publications and Media page](#) and will tag your department or type of news (alumni, student, etc.). Also note that there's an option for shorter news blurbs called [News Briefs](#).

You now have an account set up so that you will be able to submit articles to this blog. If you did not receive such an email, and would like to be able to submit articles, please let me know. If there is someone who did not receive permission, but needs it, please have them contact Christin Wilson directly, so she can give them appropriate access. You should have received an email that said:

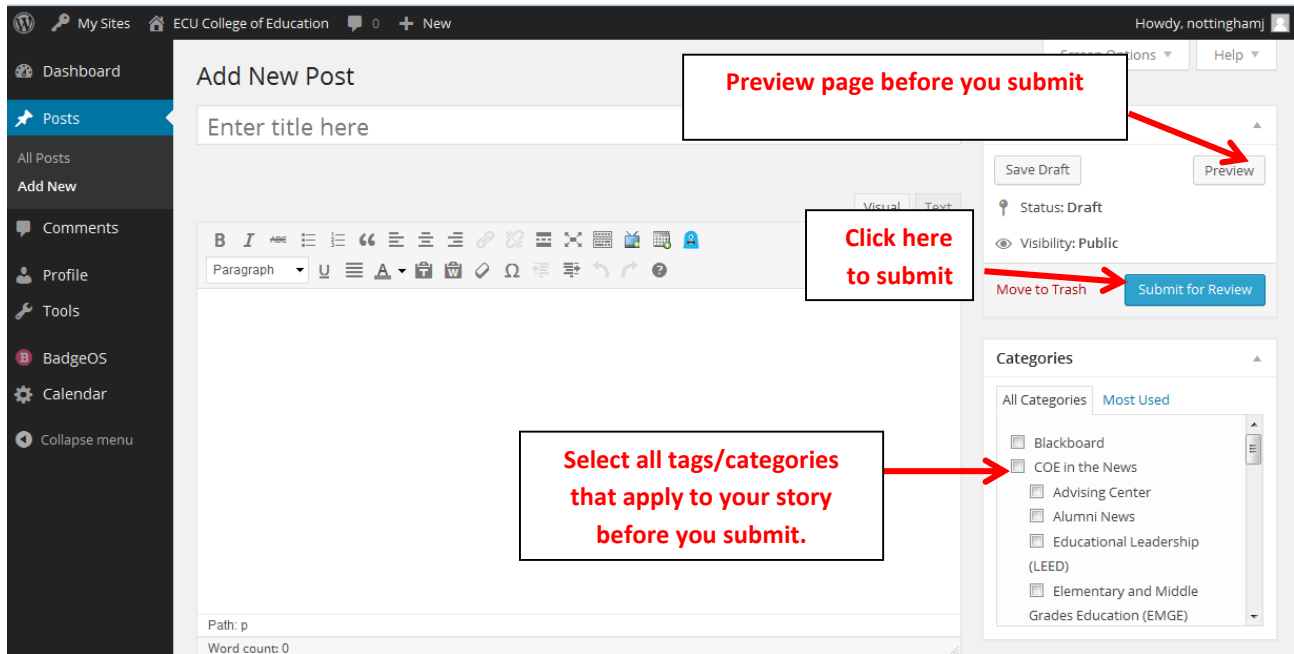
Dear User,  
You have just been permitted to access a new blog!  
Username: pirateid  
Login: <https://blog.ecu.edu/sites/coeblog/wp-login.php>

### To make a submission to this blog

1. Go to the COE in the News login page: <https://blog.ecu.edu/sites/coeblog/wp-login.php> and login using YOUR PirateID and password. **Please bookmark this login page.**
2. Once you have logged in, find the **Posts** tab on the left panel in black. When you hover on this tab, click on **Add new**. Please see the image below #5 for what you should see.
3. On this page, please add a title for a lengthier story or leave it blank if it's a just a few sentences, which is considered a [News Brief](#).
4. Then, add the body of the story in the larger text box. This box allows you to format the text, add links, images, etc. Feel free to format as you deem appropriate.
5. Tag your news item with the various categories that the news can be filed under (special education, student news, for teachers, etc.). You may select all that apply. Please see the image below for where to find the list of categories. If you'd like one added, please let [Jessica Nottingham](#) or [Christine Wilson](#) know via e-mail. **Tagging your news items will place the stories in the appropriate COE in the News dropdown menu option, so please do not forget to tag your story before you submit it.**



- a. If you would like to post a story to the **News Briefs**, select the **News Briefs category** not the COE in the News or Departmental category.



6. Once you're happy with your submission, click **Submit for Review**.
7. This will send a notification to the administrators for approval and in a short time, you should see your story posted on the blog and on the [COE Publications and Media page](#). (It should take about 30 minutes once you see the story display directly on the Blog page before it will refresh on the [COE Publications and Media page](#).)
8. If your department's page also has a news blog, and you tagged it in the "Categories," once approved, your story will also appear on the department page where the news feed is displayed.



## Searching for stories on the COE in the News blog

If you are **searching** for certain news items, you may select a category from the dropdown menu that appears when you hover over “COE in the News” at the top of the page above the ECU logo. Please see the image below for where to find the categories (the list is long and all the options are not shown below). **Tagging your news items (#5 in the instruction list) will place the stories in the appropriate category, so please do not forget to tag your story before you submit it.** All stories which are submitted with tags to any of the items in the drop-down will automatically appear on the full COE in the News page.

