

# Beaver Builder Training for president.uconn.edu and boardoftrustees.uconn.edu

## Logging in to the Dashboard

To make edits to president.uconn.edu or boardoftrustees.uconn.edu you will need to login to the WordPress dashboard for each website. To do so:

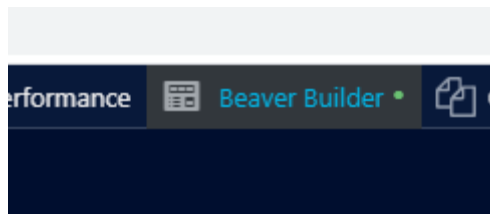
- In a web browser go to <https://president.uconn.edu/wp-admin/> or <https://boardoftrustees.uconn.edu/wp-admin/> depending on which website you are trying to access.
- When prompted enter your net ID and password
- You will now be in the backend of the website where you can make your edits.

## Navigate to the Page you want to Make Changes On

- Once you are logged in, click the house icon with the name of the website you are trying to edit. It will say “Board of Trustees” or “Office of the President”
- You will now see the website as users see it with a tool bar at the top with the tools you will need to make edits.

## Making Text Changes

Navigate to the page you want to make changes on and click on the Beaver Builder icon in the tool bar



Once you do so, you are now in Beaver Builder where you will see each block of content split into modules. To make text changes in a module follow the steps below:

- Hover over the text block you want to make edits to and click on the blue wrench
- This will bring up the text editor that looks something like this. In the example this is the Meeting Dates page of the BOT website

Table

Table Headers Table Rows Table Options Advanced

Column Headers

Header 1 Meeting Date

Header 2 Location

Header 3 Time\*

Add Header

Save Save As... Cancel

- 
- 
- To change the day, location or time of a meeting date click on Table Rows

Table

Table Headers Table Rows Table Options Advanced

Row Cells

Row 1 Edit Row

Row 2 Edit Row

Row 3 Edit Row

Row 4 Edit Row

Row 5 Edit Row

Row 6 Edit Row

Row 7 Edit Row

Row 8 Edit Row

Row 9 Edit Row

Row 10 Edit Row

Row 11 Edit Row

Save Save As... Cancel

- 
- 
- Here you will see each row the Meeting Minutes table. To make changes to a particular row, click on Edit Row of the row that you want to make changes to

Row Settings

Row Label	
Cell 1	Wednesday, April 29, 2020
Cell 2	Wilbur Cross Building - North Reading Room 233 Glenbrook Road (Storrs, CT)
Cell 3	9:30 a.m.

Add Cell

Save Cancel

- 
- Make any changes that you need to make and click Save. Click Save again when you are taken back to the Table Row menu. Look over your changes, if you are all set click done and publish in the upper right hand corner

+

Done

Q A-Z

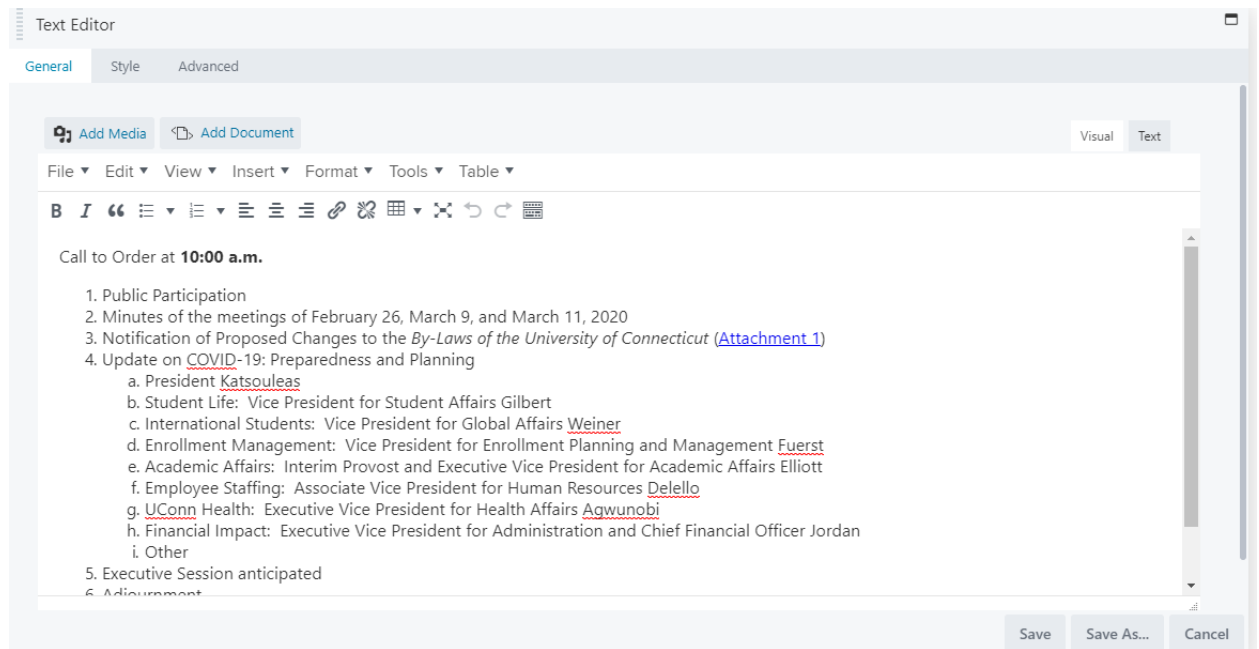
d of Trustees Q

• SIGN STATEMENT

### Making Other Types of Text Changes

Another change you might have to make is updating the Board Agenda on the BOT site. You will make these text edits similarly to the previous example.

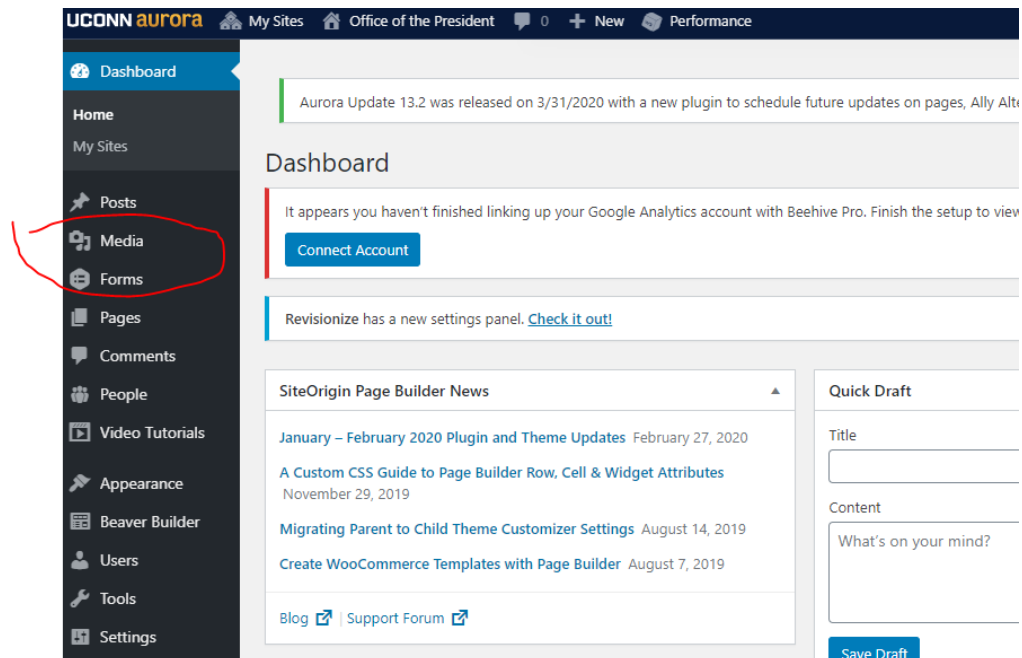
- Once you are on the Latest Agenda page, click on the Beaver Builder icon in the toolbar
- Hover over the text box that you want to edit, click the wrench icon and the following text editor will appear



- Make your edits and click Save and then done and publish

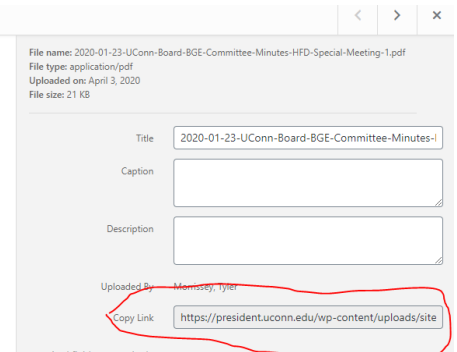
## Uploading a PDF

To upload a PDF, you will need to add it to the media library. To access the media library, head back to the main dashboard and hover over “Media” in the left hand toolbar and then click library.



- Click on Add New and simply drag and drop the PDF into the dotted box
- The new PDF will appear in the media library, click on the file that you just uploaded
- You can change the title if you wish in the title space
- Copy the entire hyperlink

Attachment Details



File name: 2020-01-23-UConn-Board-BGE-Committee-Minutes-HFD-Special-Meeting-1.pdf  
 File type: application/pdf  
 Uploaded on: April 3, 2020  
 File size: 21 KB

Title: 2020-01-23-UConn-Board-BGE-Committee-Minutes-I

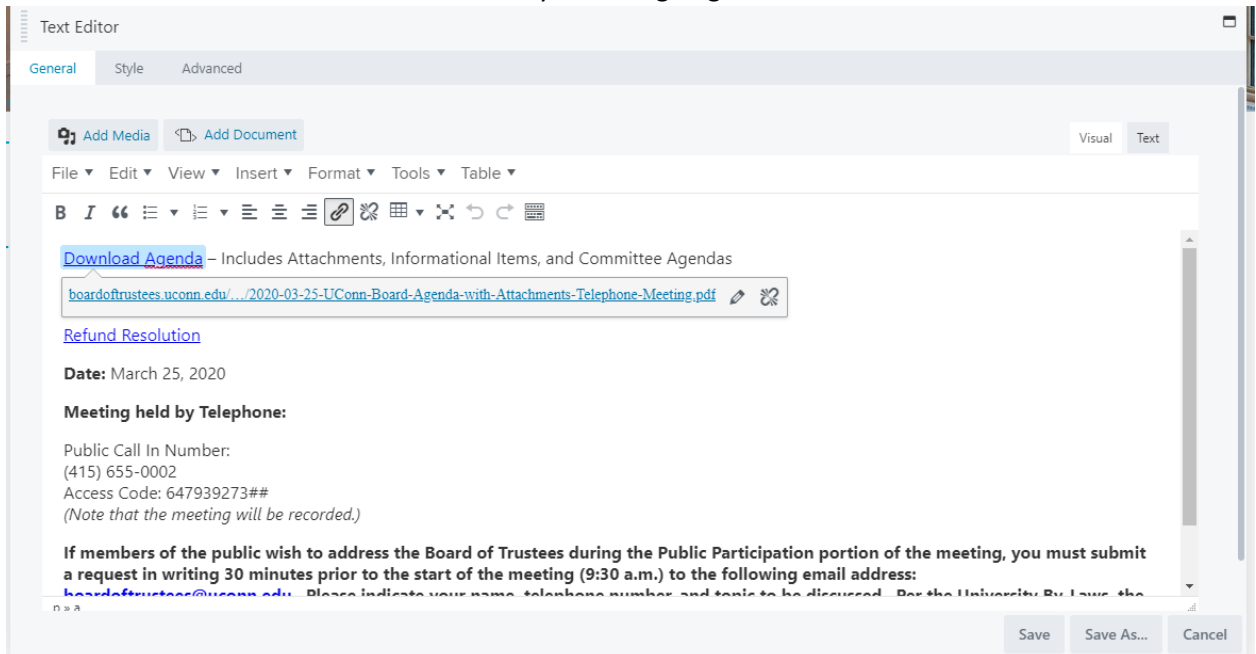
Caption:

Description:

Uploaded By: Mimsley, Tyler

Copy Link: <https://president.uconn.edu/wp-content/uploads/site>

- Navigate back to the page that you want to add the PDF to and click on the Beaver Builder icon in the top toolbar
- Click on the wrench icon in the text box as you were going to make a text edit.



Text Editor

General Style Advanced

Add Media Add Document

File Edit View Insert Format Tools Table

**B I** [Link icon] [Table icon] [List icon] [Text icon] [Image icon] [Code icon]

Download Agenda – Includes Attachments, Informational Items, and Committee Agendas

[boardoftrustees.uconn.edu/wp-content/uploads/2020-03-25-UConn-Board-Agenda-with-Attachments-Telephone-Meeting.pdf](https://boardoftrustees.uconn.edu/wp-content/uploads/2020-03-25-UConn-Board-Agenda-with-Attachments-Telephone-Meeting.pdf)

Refund Resolution

**Date:** March 25, 2020

**Meeting held by Telephone:**

Public Call In Number:  
 (415) 655-0002  
 Access Code: 647939273##  
 (Note that the meeting will be recorded.)

If members of the public wish to address the Board of Trustees during the Public Participation portion of the meeting, you must submit a request in writing 30 minutes prior to the start of the meeting (9:30 a.m.) to the following email address: [boardoftrustees@uconn.edu](mailto:boardoftrustees@uconn.edu). Please indicate your name, telephone number, and topic to be discussed. Per the University By-Laws, the

Save Save As... Cancel

- If there is already a PDF linked, simply click on the hyperlinked text and then click on the pencil icon to swap in the new PDF
- Paste the hyperlink you copied from the media library and click on the blue arrow icon
- Click save, done and publish

## Adding Audio Files Such as Recorded Meeting Minutes

Follow the same process as uploading a PDF. For Accessibility, you will also need to upload a transcript of the audio. Once you have the transcript produced this can be uploaded as a PDF using the instructions above.

