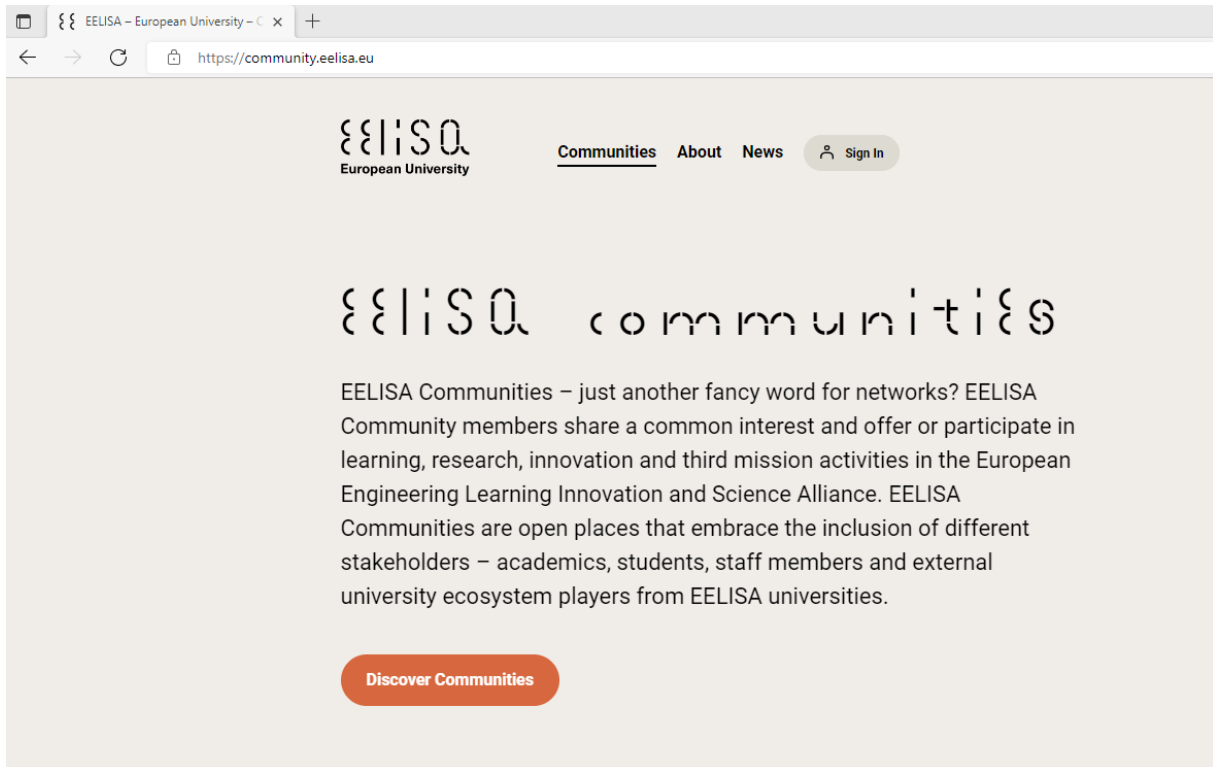
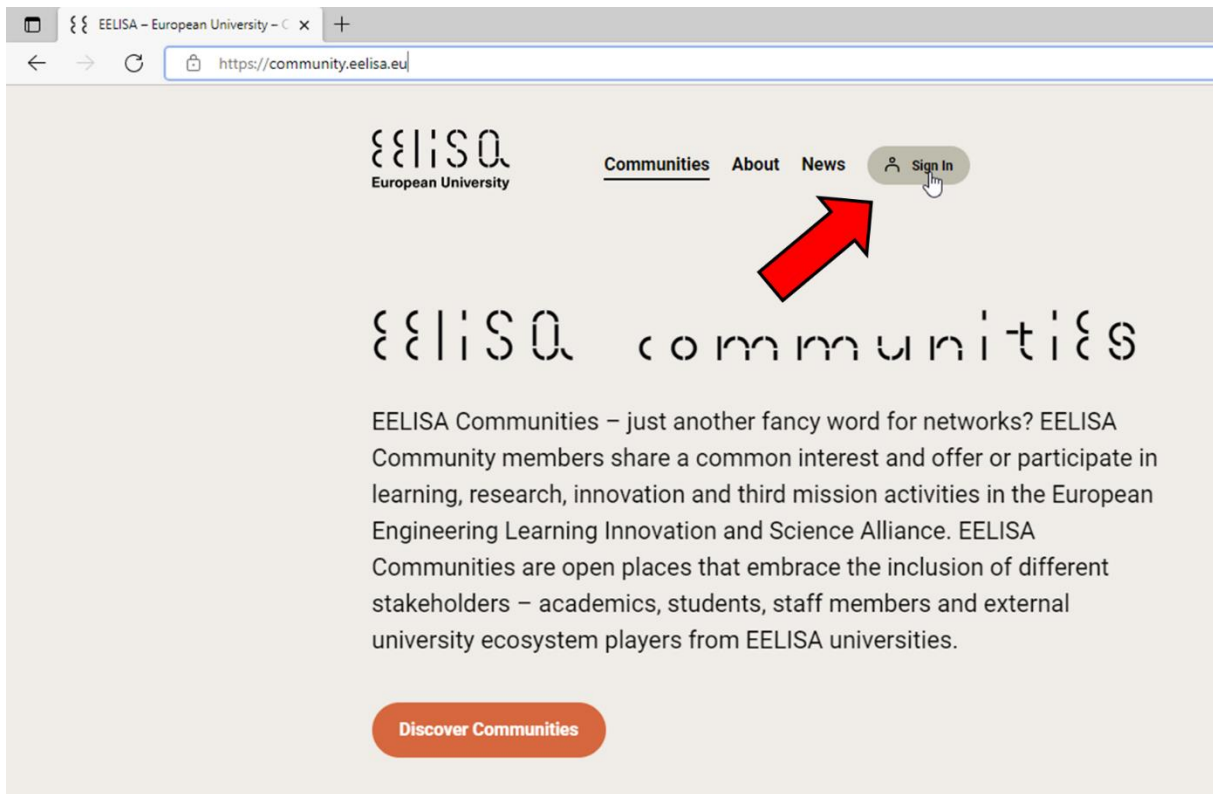


How to log in to the EELISA Community website with editor's rights

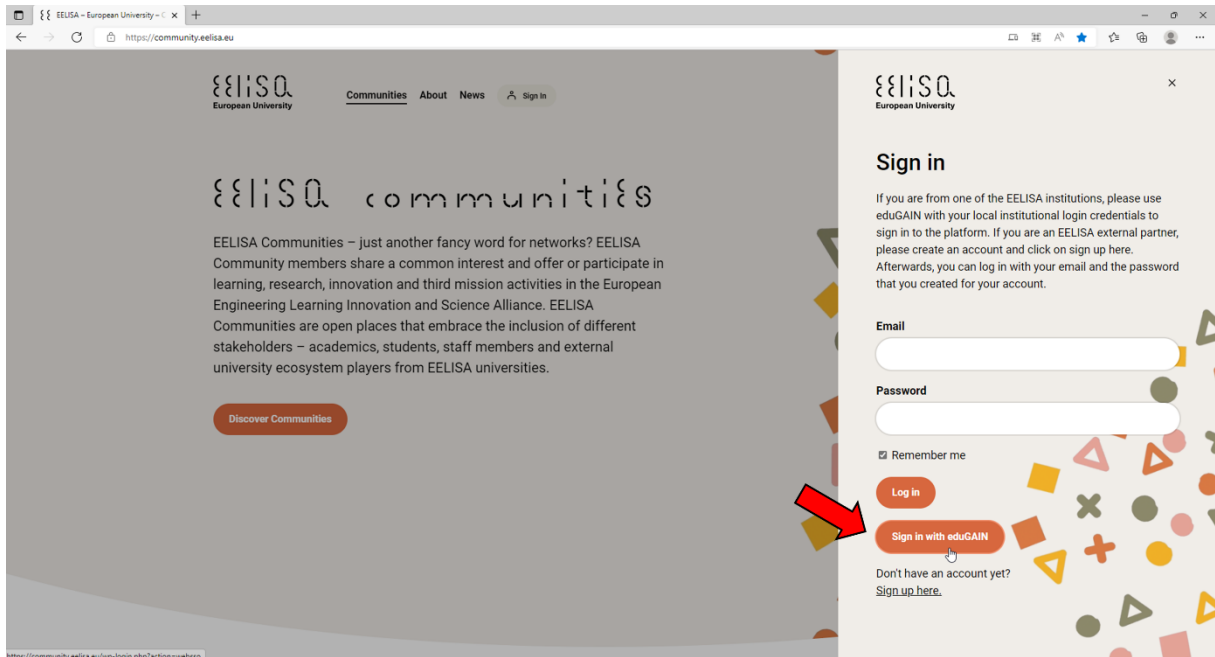
First, go the <http://www.communities.eelisa.eu>.



It is necessary to be logged in to the website regularly, so please click "sign in".



The login widget appears on the right. There, click on “sign in with eduGAIN” to use your home institutions single sign-on functionality.



You will be redirected to a new website, which will differ from the one shown depending on your home institution. Type in your credentials and sign in as usual.



Bitte geben Sie Ihre FAU-Login-Daten ein

Nutzerkennung

Passwort

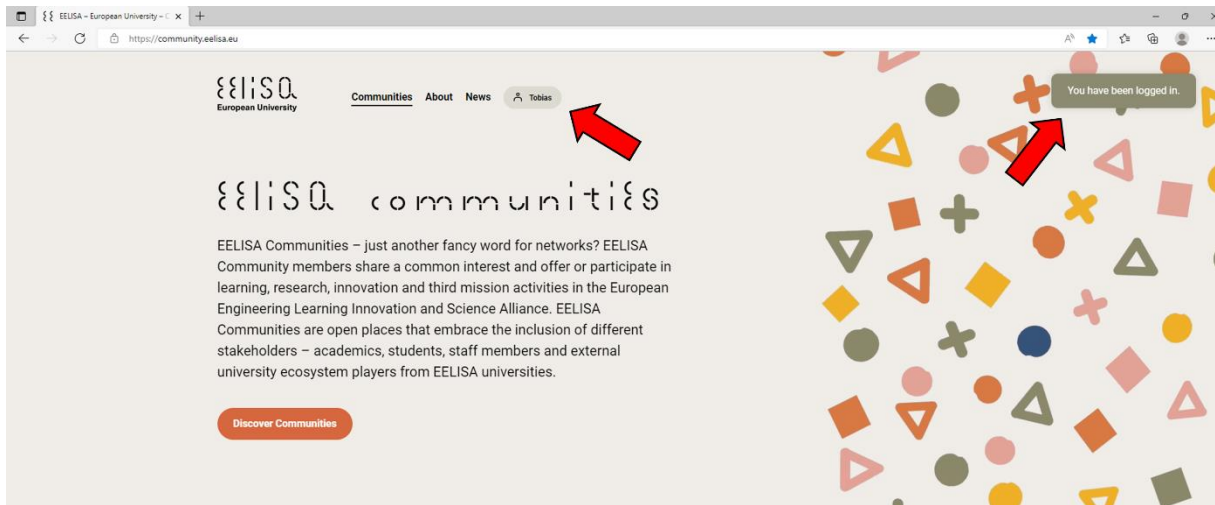
Anmelden

Passwort vergessen?

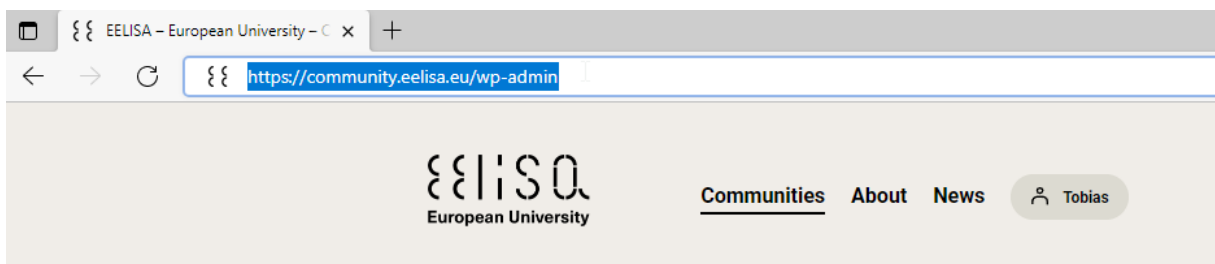
Um die Passwortwiederherstellung zu starten, nutzen Sie bitte den folgenden Link
[Passwortwiederherstellung](#)

Loggen Sie sich aus Sicherheitsgründen immer aus passwortgeschützten Bereichen aus und schließen Sie im Anschluss Ihren Webbrowser!

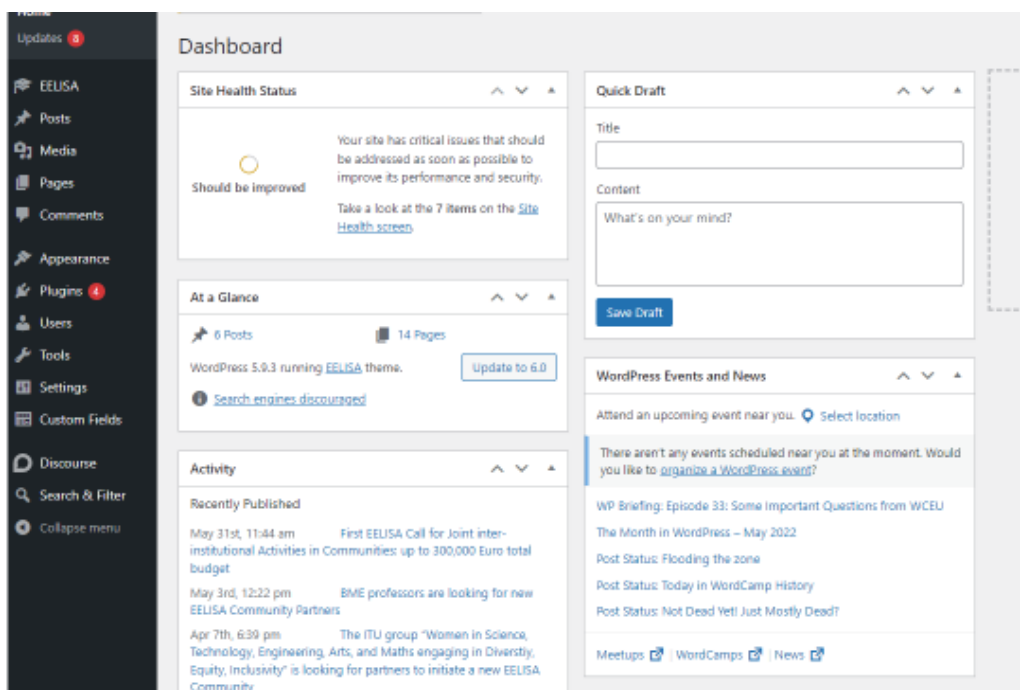
After signing in, you will be directed back to the EELISA community platform. A notification in the upper right will tell you if your login was successful. The sign-in-button will have changed to your user name in case of success.



Now, to switch to the editor's section, you have to extend the URL by adding "/wp-admin".

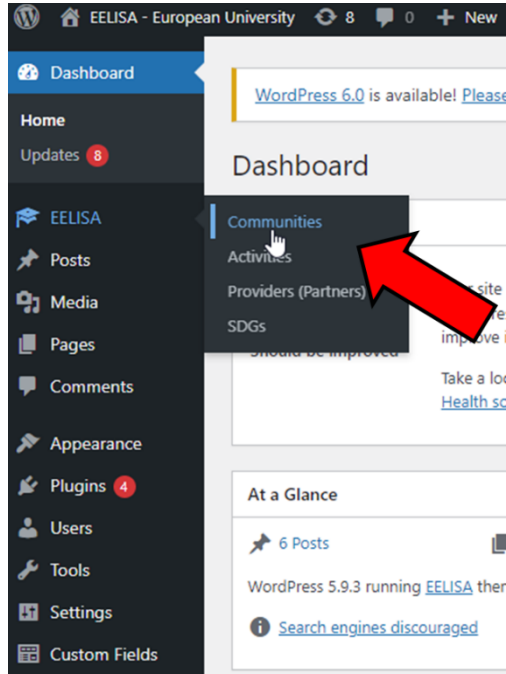


You have now entered the editor's section. If you are denied access, please contact communities@eelisa.eu

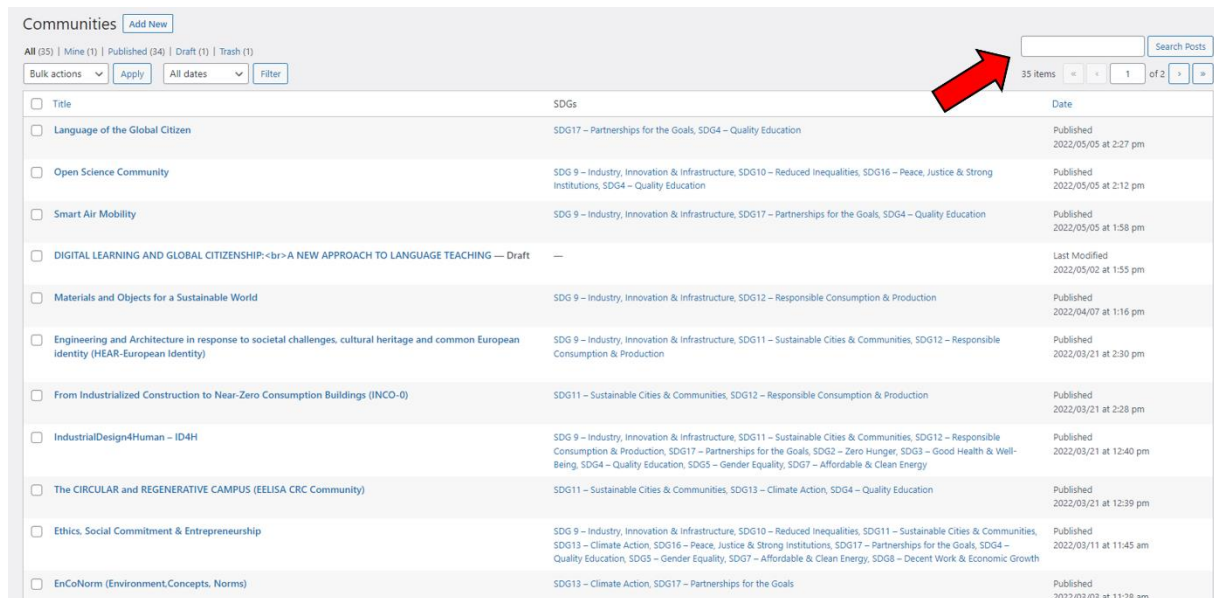


How to edit your EELISA Community

After accessing the editor's section of the EELISA Community website, navigate to the Communities section by choosing EELISA → Communities in the menu on the left.



An overview of all available communities appears, you can search your community by the search field in the upper right, and select it from the list.



Communities [Add New](#)

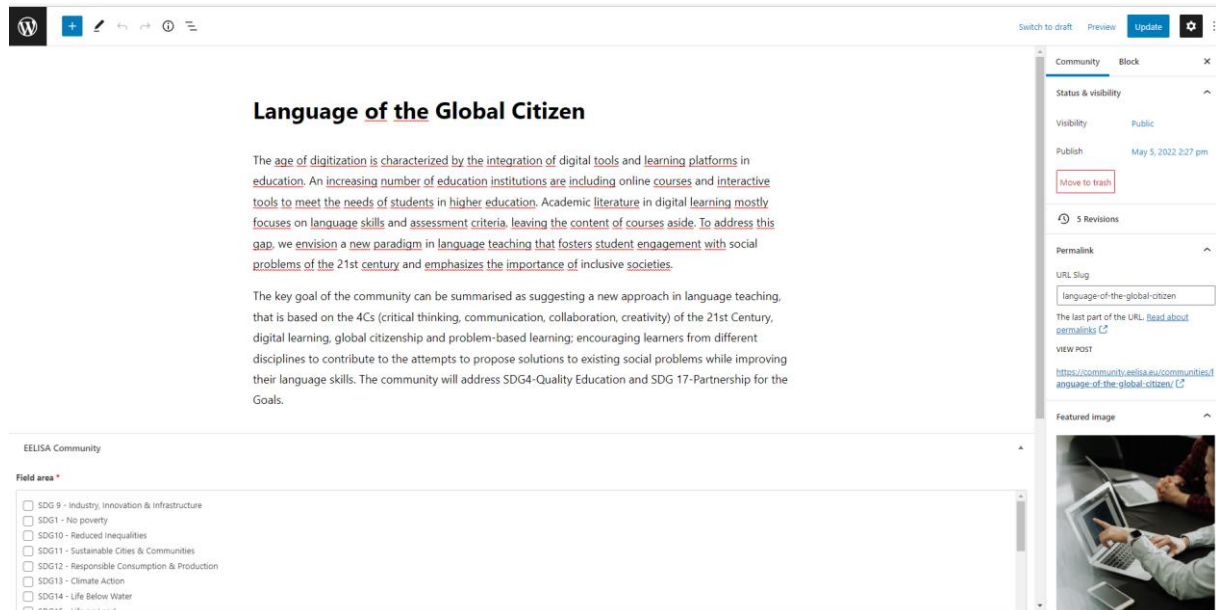
All (35) | Mine (1) | Published (34) | Draft (1) | Trash (1)

Bulk actions Apply All dates Filter

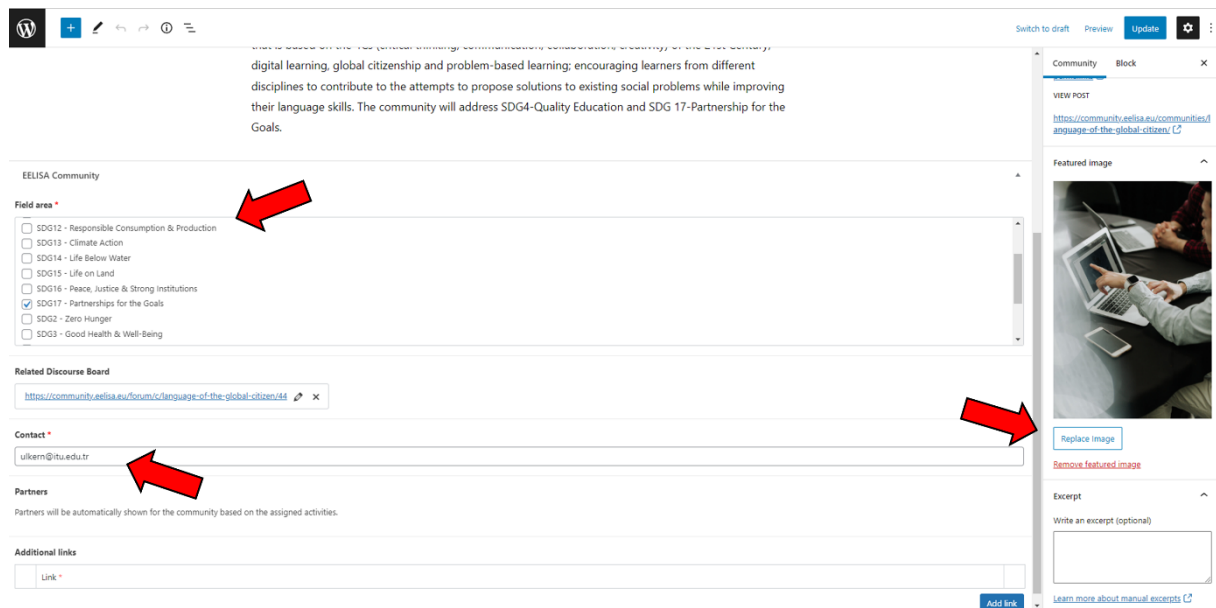
35 items 1 of 2

<input type="checkbox"/> Title	SDGs	Date
<input type="checkbox"/> Language of the Global Citizen	SDG17 – Partnerships for the Goals, SDG4 – Quality Education	Published 2022/05/05 at 2:27 pm
<input type="checkbox"/> Open Science Community	SDG 9 – Industry, Innovation & Infrastructure, SDG10 – Reduced Inequalities, SDG16 – Peace, Justice & Strong Institutions, SDG4 – Quality Education	Published 2022/05/05 at 2:12 pm
<input type="checkbox"/> Smart Air Mobility	SDG 9 – Industry, Innovation & Infrastructure, SDG17 – Partnerships for the Goals, SDG4 – Quality Education	Published 2022/05/05 at 1:58 pm
<input type="checkbox"/> DIGITAL LEARNING AND GLOBAL CITIZENSHIP: A NEW APPROACH TO LANGUAGE TEACHING — Draft	—	Last Modified 2022/05/02 at 1:55 pm
<input type="checkbox"/> Materials and Objects for a Sustainable World	SDG 9 – Industry, Innovation & Infrastructure, SDG12 – Responsible Consumption & Production	Published 2022/04/07 at 1:16 pm
<input type="checkbox"/> Engineering and Architecture in response to societal challenges, cultural heritage and common European identity (HEAR-European Identity)	SDG 9 – Industry, Innovation & Infrastructure, SDG11 – Sustainable Cities & Communities, SDG12 – Responsible Consumption & Production	Published 2022/03/21 at 2:30 pm
<input type="checkbox"/> From Industrialized Construction to Near-Zero Consumption Buildings (INCO-0)	SDG11 – Sustainable Cities & Communities, SDG12 – Responsible Consumption & Production	Published 2022/03/21 at 2:28 pm
<input type="checkbox"/> IndustrialDesign4Human – ID4H	SDG 9 – Industry, Innovation & Infrastructure, SDG11 – Sustainable Cities & Communities, SDG12 – Responsible Consumption & Production, SDG17 – Partnerships for the Goals, SDG2 – Zero Hunger, SDG3 – Good Health & Well-Being, SDG4 – Quality Education, SDG5 – Gender Equality, SDG7 – Affordable & Clean Energy	Published 2022/03/21 at 12:40 pm
<input type="checkbox"/> The CIRCULAR and REGENERATIVE CAMPUS (EELISA CRC Community)	SDG11 – Sustainable Cities & Communities, SDG13 – Climate Action, SDG4 – Quality Education	Published 2022/03/21 at 12:39 pm
<input type="checkbox"/> Ethics, Social Commitment & Entrepreneurship	SDG 9 – Industry, Innovation & Infrastructure, SDG10 – Reduced Inequalities, SDG11 – Sustainable Cities & Communities, SDG13 – Climate Action, SDG16 – Peace, Justice & Strong Institutions, SDG17 – Partnerships for the Goals, SDG4 – Quality Education, SDG5 – Gender Equality, SDG7 – Affordable & Clean Energy, SDG8 – Decent Work & Economic Growth	Published 2022/03/11 at 11:45 am
<input type="checkbox"/> EnCoNorm (Environment, Concepts, Norms)	SDG13 – Climate Action, SDG17 – Partnerships for the Goals	Published 2022/03/03 at 11:28 am

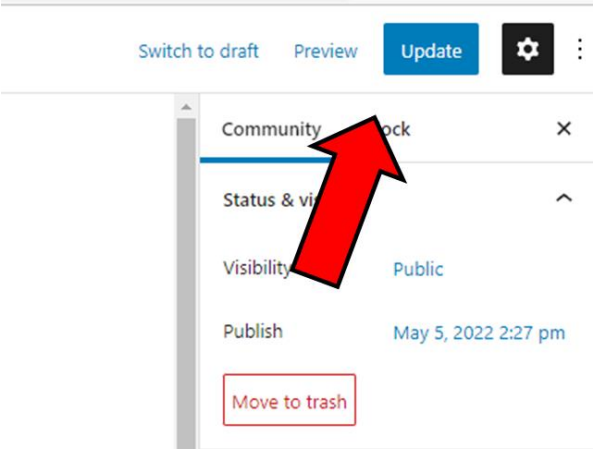
Your community page will open in the usual Wordpress editing view. You can directly edit the text in the main window.



When scrolling down, you can add/delete SDGs to your community, change the point of contact, or change the featured image on the right.

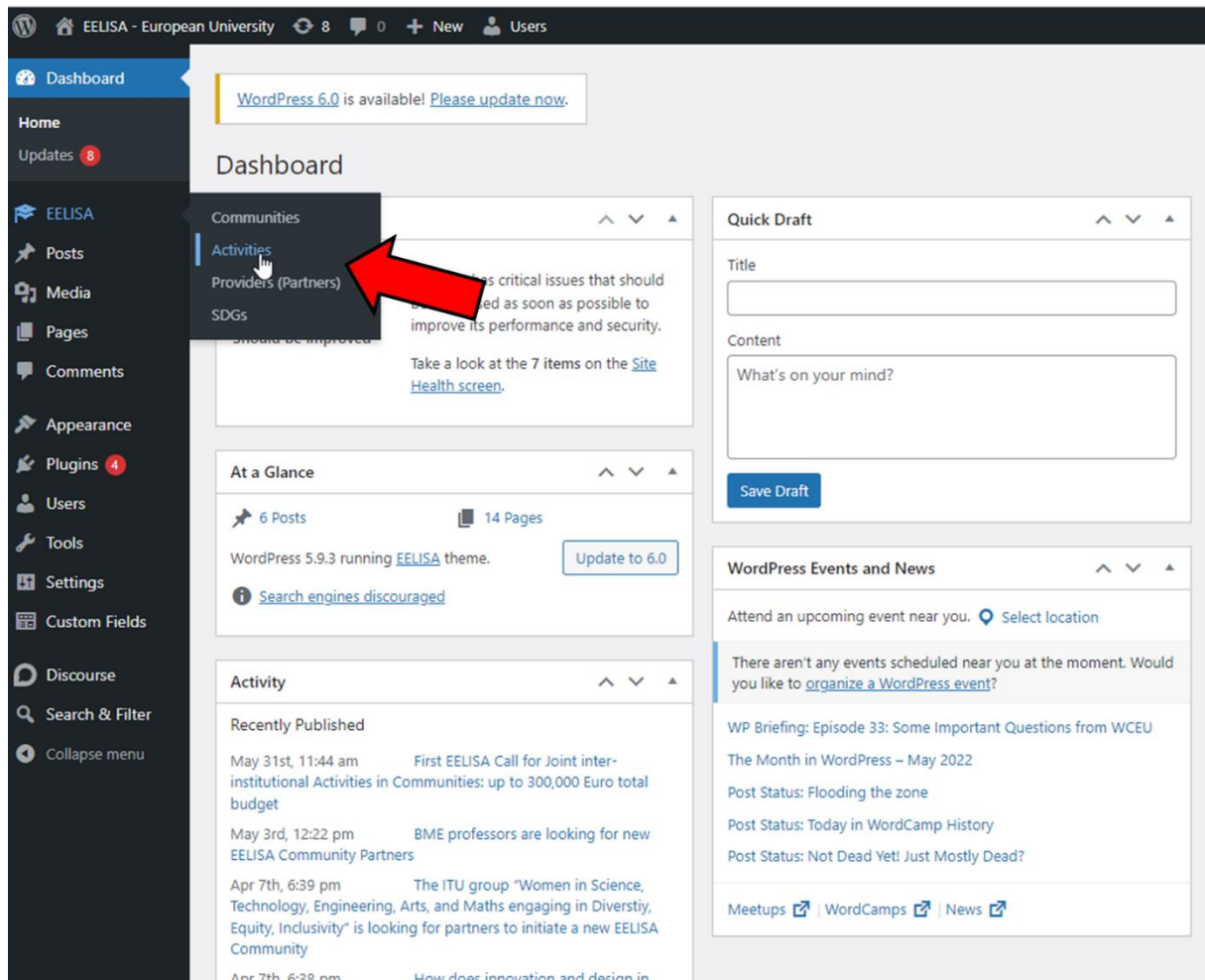


After making changes, you can check the results by clicking “Preview” in the upper right corner. If you are content with the results, click “Update” to publish the changes to the website. If you do not publish them and instead just close the tab, the changes will be discarded.



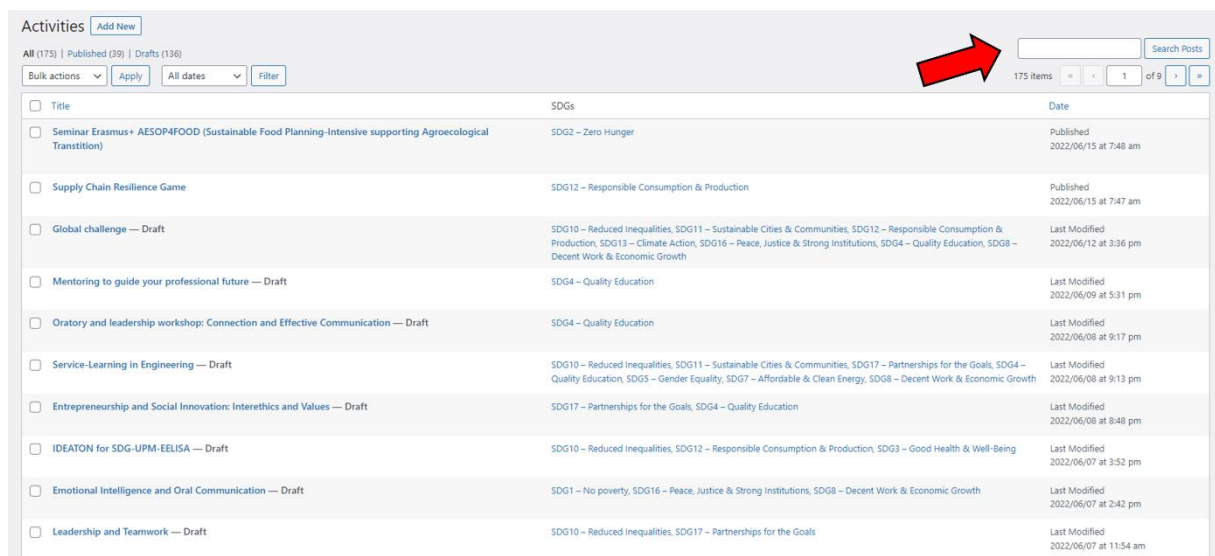
How to edit activities related to your EELISA Community

After accessing the editor's section of the EELISA Community website, navigate to the Activities section by choosing EELISA → Activities in the menu on the left.



The screenshot shows the WordPress dashboard for EELISA - European University. The left-hand navigation menu is expanded to show the 'EELISA' sub-menu, where 'Activities' is highlighted with a red arrow. Other menu items include Home, Updates (8), Posts, Media, Pages, Comments, Appearance, Plugins (4), Users, Tools, Settings, Custom Fields, Discourse, Search & Filter, and Collapse menu. The main dashboard area displays a notification for WordPress 6.0, a 'Quick Draft' box, 'At a Glance' statistics (6 Posts, 14 Pages), and an 'Activity' section listing recent publications.

An overview of all activities appears, you can search for activities by the search field in the upper right, and select it from the list.



The screenshot shows the 'Activities' list page. At the top, there is a search bar with a red arrow pointing to it. Below the search bar, there are filters for 'Bulk actions', 'Apply', 'All dates', and 'Filter'. The main content is a table of activities with columns for Title, SDGs, and Date. The table lists 175 items, with the first few rows visible.

Title	SDGs	Date
<input type="checkbox"/> Seminar Erasmus+ AESOP4FOOD (Sustainable Food Planning-intensive supporting Agroecological Transition)	SDG2 - Zero Hunger	Published 2022/06/15 at 7:48 am
<input type="checkbox"/> Supply Chain Resilience Game	SDG12 - Responsible Consumption & Production	Published 2022/06/15 at 7:47 am
<input type="checkbox"/> Global challenge — Draft	SDG10 - Reduced Inequalities, SDG11 - Sustainable Cities & Communities, SDG12 - Responsible Consumption & Production, SDG13 - Climate Action, SDG16 - Peace, Justice & Strong Institutions, SDG4 - Quality Education, SDG8 - Decent Work & Economic Growth	Last Modified 2022/06/12 at 3:36 pm
<input type="checkbox"/> Mentoring to guide your professional future — Draft	SDG4 - Quality Education	Last Modified 2022/06/09 at 5:31 pm
<input type="checkbox"/> Oratory and leadership workshop: Connection and Effective Communication — Draft	SDG4 - Quality Education	Last Modified 2022/06/08 at 9:17 pm
<input type="checkbox"/> Service-Learning in Engineering — Draft	SDG10 - Reduced Inequalities, SDG11 - Sustainable Cities & Communities, SDG17 - Partnerships for the Goals, SDG4 - Quality Education, SDG5 - Gender Equality, SDG7 - Affordable & Clean Energy, SDG8 - Decent Work & Economic Growth	Last Modified 2022/06/08 at 9:13 pm
<input type="checkbox"/> Entrepreneurship and Social Innovation: Interethics and Values — Draft	SDG17 - Partnerships for the Goals, SDG4 - Quality Education	Last Modified 2022/06/08 at 8:48 pm
<input type="checkbox"/> IDEATON for SDG-UPM-EELISA — Draft	SDG10 - Reduced Inequalities, SDG12 - Responsible Consumption & Production, SDG3 - Good Health & Well-Being	Last Modified 2022/06/07 at 3:52 pm
<input type="checkbox"/> Emotional Intelligence and Oral Communication — Draft	SDG1 - No poverty, SDG16 - Peace, Justice & Strong Institutions, SDG8 - Decent Work & Economic Growth	Last Modified 2022/06/07 at 2:42 pm
<input type="checkbox"/> Leadership and Teamwork — Draft	SDG10 - Reduced Inequalities, SDG17 - Partnerships for the Goals	Last Modified 2022/06/07 at 11:54 am

An activity page will open. Here, you can review and manage all aspects of the proposed challenge. Do not forget to check the inputs in each tab.

Be aware that even though anyone can submit a challenge to your Community, only you can publish a challenge after reviewing it and clicking “Publish” in the upper right corner. It will then be displayed in your respective community tab.

The screenshot shows the WordPress editor for a 'Global challenge' activity. The main content area is titled 'Global challenge' and contains a text input field with the placeholder 'Type / to choose a block'. Below this is a tabbed interface with 'General' selected. The 'General' tab contains a search field for 'Activity provider / partner' with a list of results including 'A-PIE - non motorized', 'ALSA', 'Alstom', 'AVANZA', 'Biomedical Technology Center', and 'Budapest University of Technology and Economics'. There is also a 'Local partner course ID' field, a 'Registration form' section with a 'Select Link' button, and a 'Link (more info)' section with a 'Select Link' button. On the right side, there is a sidebar with a 'Publish' button highlighted in blue, a 'Move to trash' button, and a '2 Revisions' section. A red arrow points to the 'Publish' button. Three red arrows point to the 'Activity' tab and the 'General' tab.