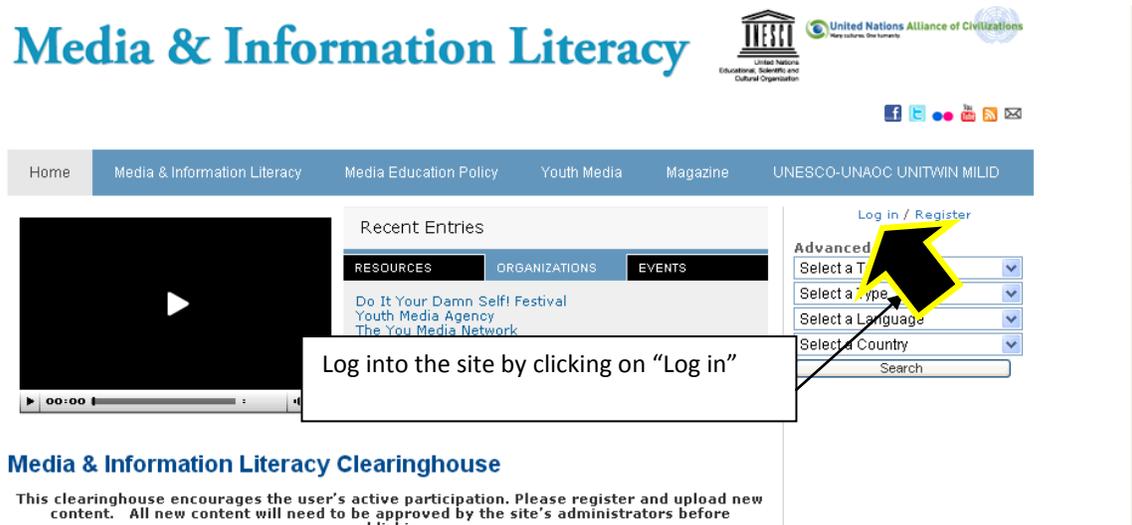


Welcome to the Media Information Literacy (MIL) Clearinghouse User Guide. This Guide is designed to help you upload new content (resources, events, organizations and articles) to the Clearinghouse.

Uploading new content to the Clearinghouse is quite simple, but if you encounter any difficulties then we hope this guide will be useful. The User Guide is broken up into sections, depending on what kind of post (new content) you want to upload, please scroll to the section that applies to your need. There are three steps in each post, make sure you complete every single step.

There is also a section dedicated to the **UNESCO-UNAOC MILID UNITWIN** area of the website, please see the end of the User Guide.

To begin, **you must log in** so that you can upload new content to the Media and Information Literacy (MIL) Clearinghouse. To login please click on the **login button**



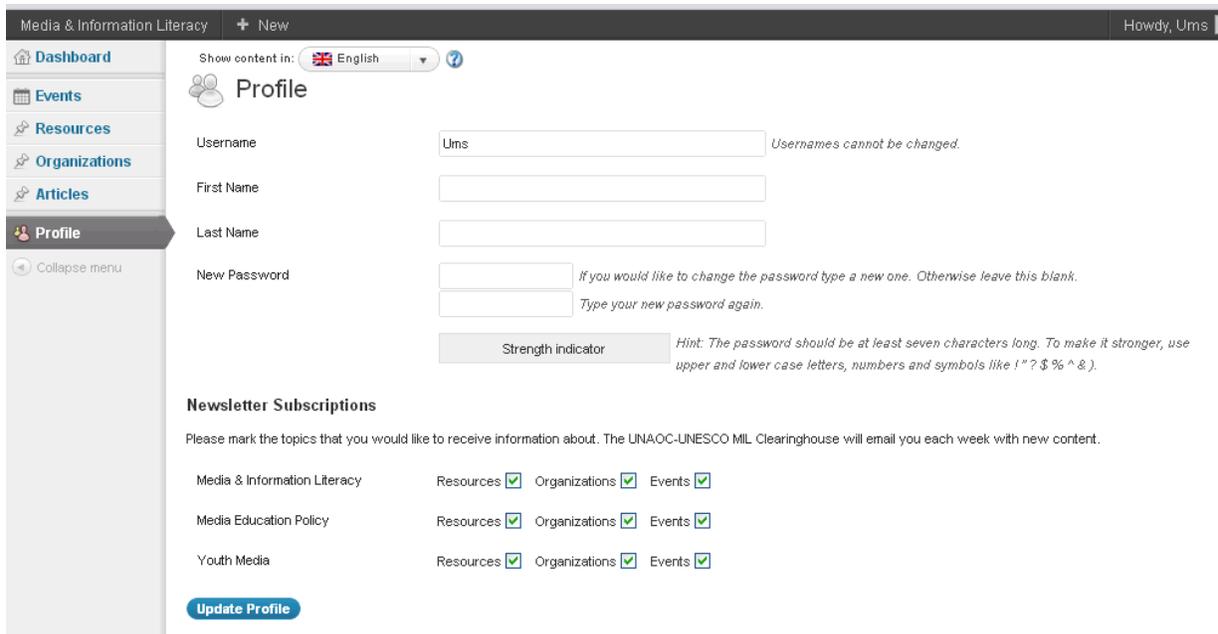
You will come to the following page, enter your username and password and **click “Log in”**. Keep in mind that the login is case sensitive (so be careful of the Caps-Lock key)



The image shows the WordPress login page. At the top is the WordPress logo. Below it is a white box containing a 'Username' input field, a 'Password' input field, a 'Remember Me' checkbox, and a blue 'Log in' button. Below the box are two links: 'Register | Lost your password?' and '← Back to Media & Information Literacy'.

## NOTE

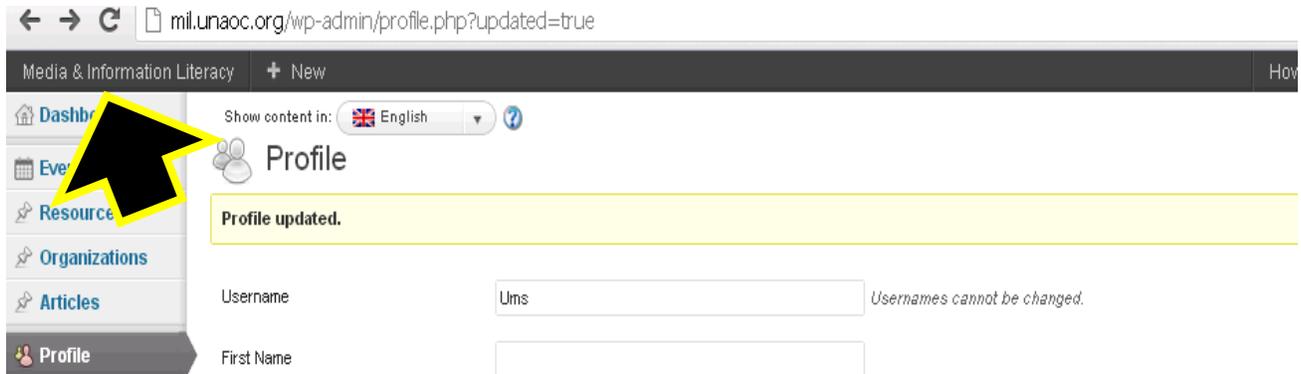
For regular users, the first time that you log in, the system will e-mail you to the e-mail address you have provided. The message will include a password. When you click the provided link, you will be sent to the login box, please use the provided password this first time. Once you log in, you will be sent to your profile page, please see below.



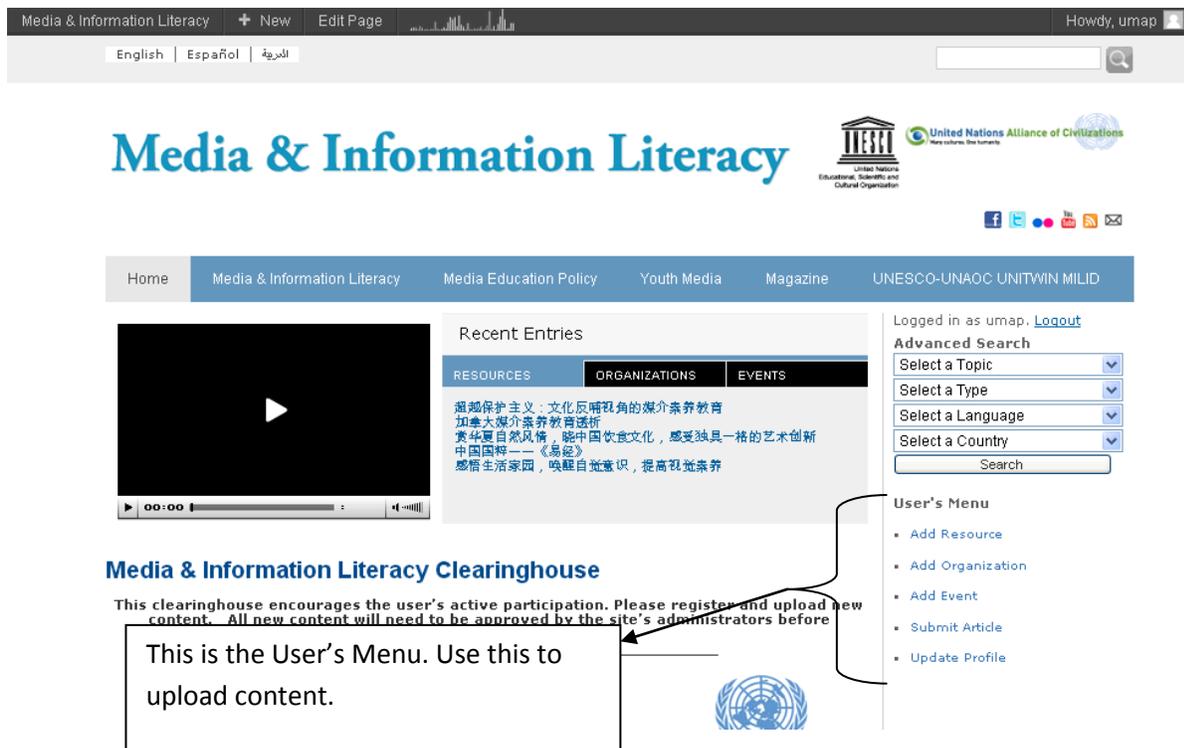
The image shows the WordPress user profile page. The top navigation bar includes 'Media & Information Literacy', '+ New', and 'Howdy, Ums'. A sidebar on the left contains links for 'Dashboard', 'Events', 'Resources', 'Organizations', 'Articles', and 'Profile' (which is highlighted). The main content area is titled 'Profile' and includes a language selector set to 'English'. The profile details section contains fields for 'Username' (Ums), 'First Name', 'Last Name', and 'New Password' (with a confirmation field). A 'Strength indicator' shows a grey bar. Below this is the 'Newsletter Subscriptions' section, which allows users to select topics for weekly updates. The 'Update Profile' button is at the bottom.

The profile page will allow you to reset your password, as well as request weekly updates (newsletter subscriptions) on new content that is uploaded to the Clearinghouse. We highly recommend that you request this weekly update because it will keep you informed on relevant MIL information worldwide.

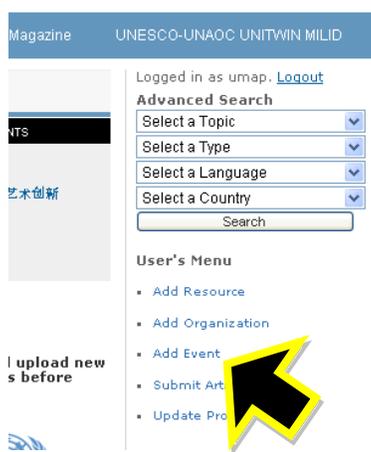
Now that you have created your profile, you can go to the Clearinghouse homepage and search for content or upload new content. Click “Media & Information Literacy” on the top left corner of the page to do so.



After you have successfully logged in, the “User’s Menu” will appear on the right side of the homepage. Decide whether you want to post an event, an organization or a resource. You can also upload an article for the “magazine” section, please see below for more information.



To **add an event** click “add an event” on the User’s Menu, on the right side of the page



The screenshot shows a web interface with a top navigation bar containing 'Magazine' and 'UNESCO-UNAOC UNITWIN MILID'. Below this is a sidebar with a search bar and a list of categories including '艺术创新'. The main content area is divided into two sections: 'Advanced Search' with dropdown menus for 'Select a Topic', 'Select a Type', 'Select a Language', and 'Select a Country', followed by a 'Search' button; and 'User's Menu' with a list of options: 'Add Resource', 'Add Organization', 'Add Event', 'Submit Art', and 'Update Pro'. A yellow arrow with a black outline points to the 'Add Event' option.

Please see next page

The following screen will pop up, **fill in the boxes**. If the criterion has an asterisk (\*) next to it then that field is compulsory. Remember to **list “tags” (keywords)**, separated by commas, for the event that you are uploading. **Click “Publish” when you are finished**.

The screenshot shows the 'Add New Event' form in a WordPress dashboard. The form includes the following fields and options:

- Title:** New Event
- Permalink:** http://mil.unaoc.org/event/new-event/
- Language:** English (dropdown menu with options: English, Spanish, Arabic)
- Publish:** Save Draft, Preview, Status: Draft, Visibility: Public, Publish immediately, Publish
- Details:** All day event? (checkbox), Start Date/Time: 2012-09-05 @ 08:00 am, End Date/Time: 2012-09-05 @ 05:00 pm, Very Fun
- Description\*:** (text area)
- Organizer\*:** (text field)
- Contact Name:** (text field)
- Email\*:** (text field)
- Website\*:** (text field)
- Country\*:** (dropdown menu)
- City\*:** (text field)
- Topic(s)\*:** Media & Information Literacy, Media Education Policy, Youth Media (checkboxes)
- Tags:** (text field with 'Add' button, instructions: 'Separate tags with commas', 'Choose from the most used tags')

Annotations and callout boxes:

- Top Left:** You do not need to worry about these options (points to sidebar menu)
- Right Side (Publish area):** You do not need to worry about these options (points to Save Draft, Preview, Status, Visibility, Publish immediately)
- Right Side (Tags area):** Click “submit for review” when you are finished For UNITWIN, this button will be “Publish” (points to Publish button)
- Right Side (Tags area):** Make sure that you do not forget to insert “tags” (points to Tags input field)
- Bottom Right:** Please make sure that the e-mail and website both work and connect with the website/person you intended. (points to Email\* and Website\* fields)
- Bottom Center:** Select at least one of these topics that the event reflects. The topics help users efficiently find what they are looking for (points to Topic(s)\* checkboxes)

After you click “publish”, the following box will pop up on the right top side of the screen, make sure that you **click both of the options available** (in this case, Spanish and Arabic). After you click the options, the “duplicate” button will appear. **Click “duplicate”**. Once the system has completed the “duplication” then remember to **click “submit for review”**. THIS LAST STEP IS VERY IMPORTANT

The screenshot shows a 'Translate yourself' section with two rows: 'Spanish' and 'Arabic'. Each row has a '+' icon under 'Translate' and a checked checkbox under 'Duplicate'. A 'Duplicate' button is located below these rows. A yellow arrow points from a callout box to the 'Duplicate' button. Below this is a 'Publish' section with a 'Preview Changes' button, 'Status: Published', 'Visibility: Public', and a date 'Published on: Sep 5, 2012 @ 12:13'. A yellow arrow points from a second callout box to the 'Update' button.

**1) Click both options, then click “duplicate”**

**2) Make certain that you click “Submit for review” afterwards.**  
For UNITWIN press “PUBLISH”, the system will post your entry automatically

The system has now uploaded your post. Click “**Preview Post**” to make sure all the details have been correctly uploaded.

The screenshot shows a web browser window with the URL 'mil.unaoc.org/wp-admin/post.php?post=15767&action=edit&message=8'. The page title is 'Edit Event'. A yellow banner at the top says 'Event submitted. [Preview event](#)'. Below this is a form with fields for 'test', 'Excerpt', and 'test'. A yellow arrow points to the 'Preview event' link.

Please remember that a manager of the Clearinghouse will need to approve your content before it publicly appears on the site. This does not apply to the universities of the UNITWIN.

If you see a mistake, please click “edit”, otherwise your event has been internally stored in the Clearinghouse waiting for the manager’s approval. For UNITWIN universities, the system will publish automatically. Thank you very much, your participation is appreciated.

Author  
test

test

<http://test.org>

Submit a revision

[Tweet](#) [f](#)

This entry was posted in [Media Education Policy](#), [Uncategorized](#). Bookmark the [permalink](#). [Edit](#)

[← test](#)

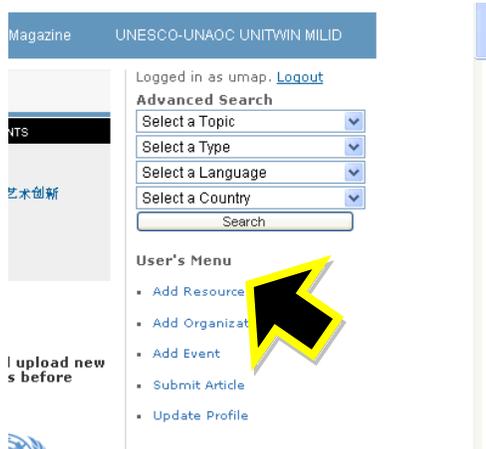
PROJECTS OF THE UNAOC

[Home](#) | [Partners](#) | [Contact Us](#) | [Disclaimer](#) | [UNAOC](#) | All content is © 2012 United Nations Alliance of Civilizations



To **add a resource**: click “add resource” on the User Menu



The following screen will pop up, **fill in the boxes**. Remember to **list “tags” (keywords)**, separated by commas, for the resource that you are uploading. **Click “Publish” when you are finished.**

**You do not need to worry about these options**

**You do not need to worry about these options**

**Click “submit for review” when you are finished. For UNITWIN, this button will be “Publish”**

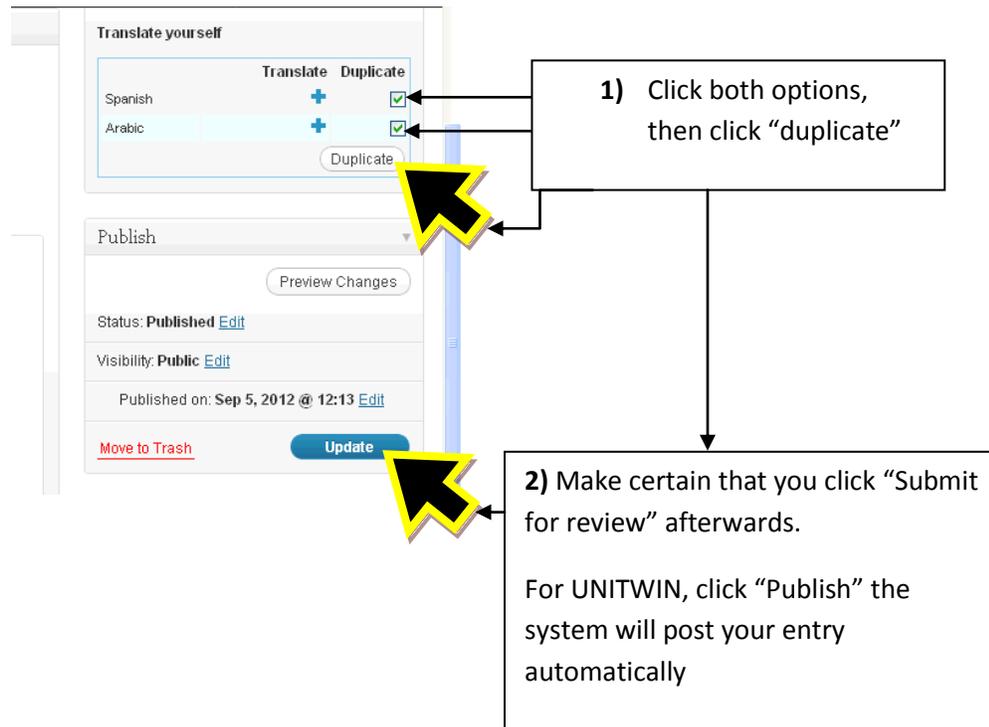
**Make sure that you do not forget to insert “tags”/keywords**

**Make sure your link actually connects with the content/resource that you are uploading.**

**Identify the topical relevance of this resource. It could be multiple (not limited to one)**

**The source is the organization from where the resource came. The author(s) is who actually wrote it**

After you click “publish”, the following box will pop up on the right top side of the screen, make sure that you **click both of the options available** (in this case, Spanish and Arabic). After you click the options, the “duplicate” button will appear. **Click “duplicate”**. Once the system has completed the “duplication” then remember to **click “submit for review”**. THIS LAST STEP IS VERY IMPORTANT



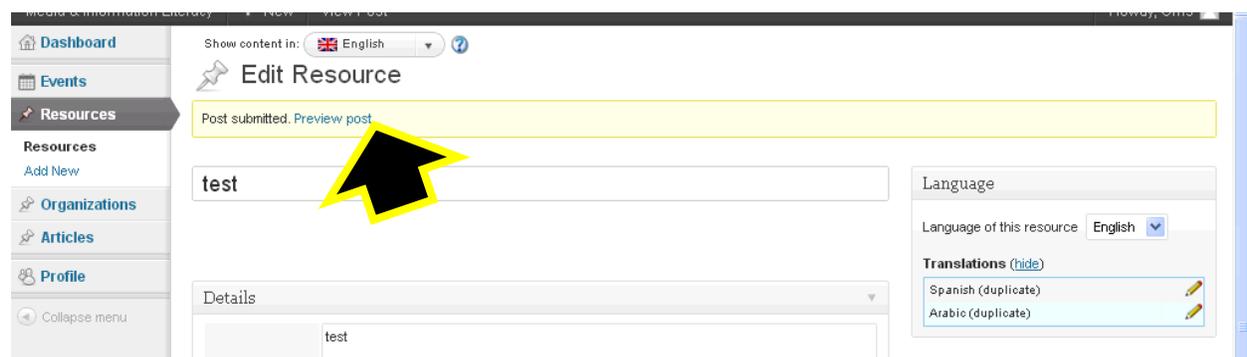
The screenshot shows a 'Translate yourself' section with a table for selecting languages. Below it are 'Publish' and 'Update' buttons. Two callout boxes provide instructions:

**1) Click both options, then click “duplicate”**

	Translate	Duplicate
Spanish	+	<input checked="" type="checkbox"/>
Arabic	+	<input checked="" type="checkbox"/>

**2) Make certain that you click “Submit for review” afterwards.**  
For UNITWIN, click “Publish” the system will post your entry automatically

The system has now uploaded your post. Check “**Preview Post**” to make sure that all the details have been correctly uploaded. For UNITWIN users, the button will read “View post”



The screenshot shows the 'Edit Resource' page with a yellow confirmation banner at the top: 'Post submitted. [Preview post](#)'. A yellow arrow points to the 'Preview post' link. The page also shows a search bar with 'test' and a sidebar with navigation options like Dashboard, Events, Resources, Organizations, Articles, and Profile.

Please remember that a manager of the Clearinghouse will need to approve your content before it publicly appears on the site.

NOTE: For the universities of UNITWIN posting, their submissions will be publicized automatically, without the need for the Clearinghouse’s manager approval.

If you see a mistake, please click “edit”, otherwise your resource has been internally stored in the Clearinghouse waiting for the manager’s approval. Thank you very much, your participation is appreciated.

Author  
test

test

<http://test.org>

[Submit a revision](#)

[Tweet](#) [f](#)

This entry was posted in [Media Education Policy](#), [Uncategorized](#). Bookmark the [permalink](#) [Edit](#)

[← test](#)

#### User’s Menu

- [Add Resource](#)
- [Add Organization](#)
- [Add Event](#)
- [Submit Article](#)
- [Update Profile](#)

#### PROJECTS OF THE UNAOC



[Home](#) | [Partners](#) | [Contact Us](#) | [Disclaimer](#) | [UNAOC](#) | All content is © 2012 United Nations Alliance of Civilizations



To **add an organization**: click “add organization” in the User’s Menu.



The following screen will pop up, **fill in the boxes**. If the criterion has an asterisk (\*) next to it then that field is compulsory. Also remember to **list “tags”** for the organization, these are themes or ideas that the event is concerned with (e.g. pre-school or journalism). **Click “Submit for Review” when you are finished.** For UNITWIN universities posting, this will be “Publish”.

A screenshot of the 'Add New Organization' form in a WordPress dashboard. The form includes fields for title, description, country, language(s), contact name, address, email, phone, website, and tags. There are also dropdown menus for language and visibility, and buttons for 'Save Draft', 'Preview', 'Publish', and 'Move to Trash'. A sidebar on the left shows navigation options like 'Dashboard', 'Events', 'Resources', 'Organizations', 'Articles', 'Pages', and 'Profile'. The 'Organizations' menu item is highlighted. A 'Show content in: English' dropdown is at the top. The form is annotated with several callouts and arrows.

You do not need to worry about these options

You do not need to worry about these options

Click “Submit for review” when you are finished.  
For UNITWIN, this button will be “Publish”

Make sure that you do not forget to insert “tags”.  
Separate them with commas.

Identify the topical relevance of this resource. It could be multiple (not limited to one)

After you click “publish”, the following box will pop up on the right top side of the screen, make sure that you **click both of the options available** (in this case, Spanish and Arabic). After you click the options, the “duplicate” button will appear. **Click “duplicate”**. Once the system has completed the “duplication” then remember to **click “submit for review”/update**. THIS LAST STEP IS VERY IMPORTANT

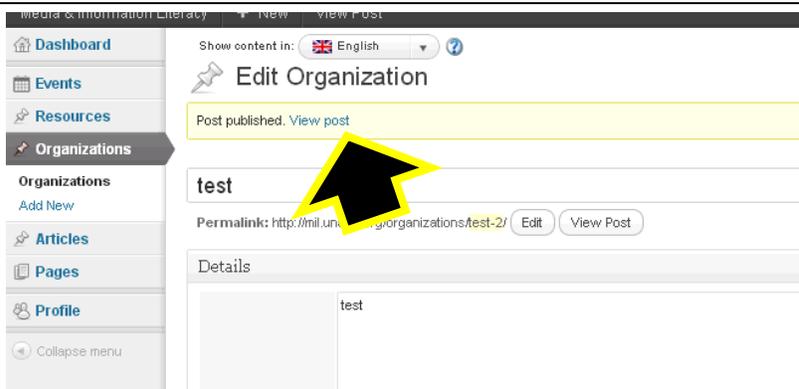
1) Click both options, then click “duplicate”

2) Make certain that you click “Submit for review” afterwards.  
For UNITWIN universities, this button will be “Update” and the system will post your content automatically

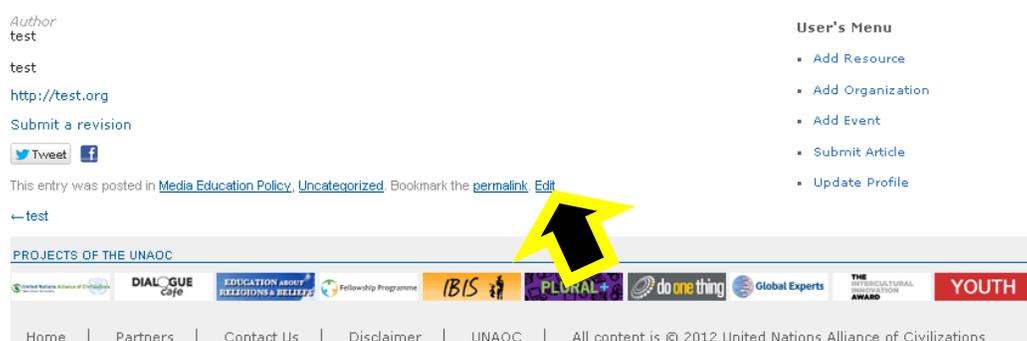
Please remember that a manager of the Clearinghouse will need to approve your content before it publicly appears on the site

NOTE: For the universities of UNITWIN posting directly, their submissions will be publicized automatically, without the need for the Clearinghouse’s manager approval.

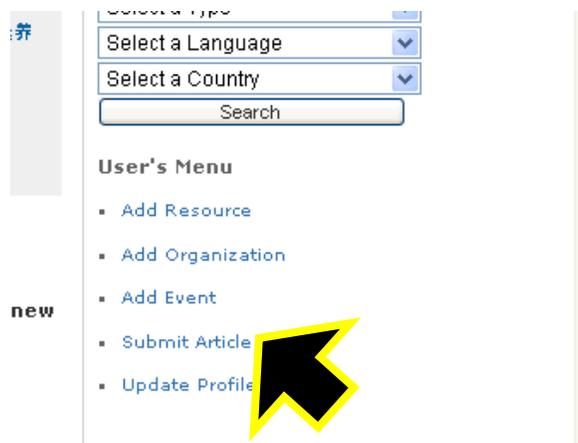
The system has now uploaded your post. Check “**Preview Post**” to make sure all the details have been correctly uploaded. For UNITWIN users, the button will read “View post”



If you see a mistake, please click “edit”, otherwise your resource has been internally stored in the Clearinghouse waiting for the manager’s approval. Thank you very much, your participation is appreciated.



To **add an article**: click “submit article” on the User’s Menu on the right side of the homepage.

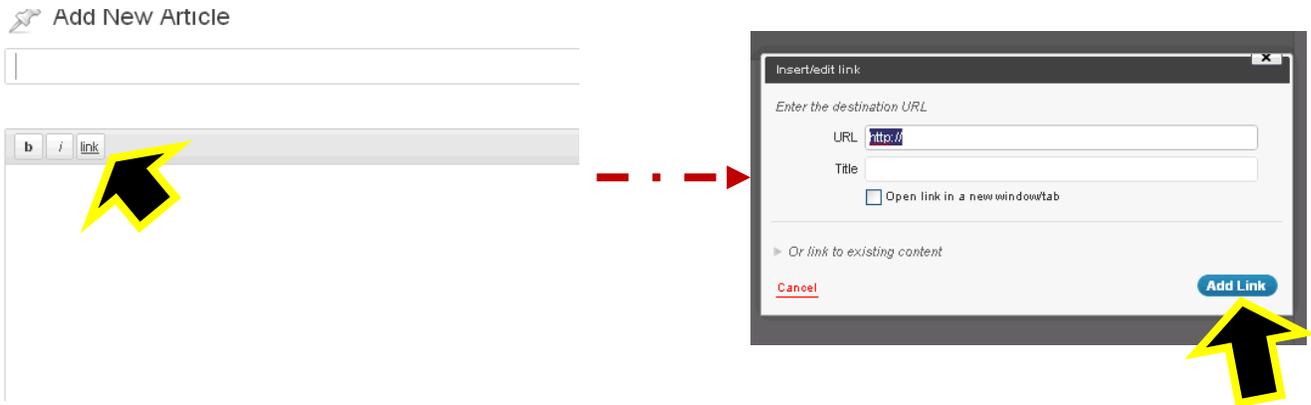


Fill out all of the details and make sure you **put all of the text for your article in the biggest box**. Make sure that you remember to **put the correct name of the author** and **fill out the tags**.

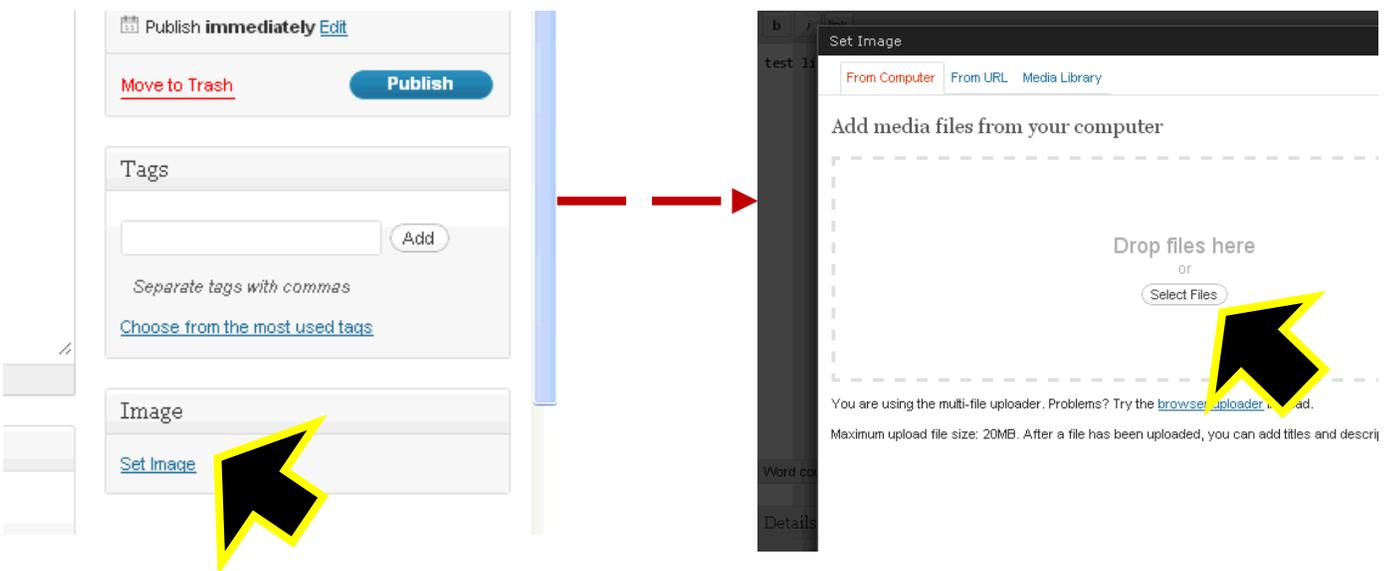
A screenshot of the article creation form in a web application. The form is titled 'Media &amp; Information Literacy' and includes a 'New' button. The main content area is a large text box for the article body. To the right of the text box are several sections: 'Language' (with a dropdown set to 'English'), 'Publish' (with buttons for 'Save Draft', 'Preview', 'Publish', and 'Move to Trash'), 'Tags' (with an 'Add' button and a list of tags), and 'Image' (with a 'Set Image' button). Below the main text box is a 'Details' section with fields for 'Author', 'Language', and 'Topic(s)'. Annotations with arrows point to the 'Publish' button and the 'Tags' section. A text box says 'You do not need to worry about these options' pointing to the 'Save Draft', 'Preview', and 'Move to Trash' buttons. Another text box says 'Click “submit for review” when you are finished' pointing to the 'Publish' button. A third text box says 'Make sure that you do not forget to insert “tags”' pointing to the 'Tags' section.

You can include a link or an image in your article. To put in a link, **highlight the text** that you want “linked” and press the **“link icon”**.

A box with URL and Title will appear, **put in the URL** and then **click add link**. Please make sure that the URL connects to the website that you want it to.



To add an image, **select “set image”**, on the right hand side of the page. Then select the file. This image will appear at the top of the article.



Once you have clicked “Publish/submit for review” make sure you **duplicate** the post into both Spanish and Arabic and then **click “update”/“submit for review” afterwards**

1) Click both options, then click “duplicate”

2) Make certain that you click “Submit for review” afterwards.  
For UNITWIN universities, this button will be “update” and the system will post your article automatically

Please remember that a manager of the Clearinghouse will need to approve your article before it publicly appears on the site

NOTE: For the universities of UNITWIN posting directly, their submissions will be publicized automatically, without the need for the Clearinghouse’s manager approval.

The system has now uploaded your post. Check “**Preview Post**” to make sure all the details have been correctly uploaded. For UNITWIN users, the button will read “View post”

Media & Information Literacy + New View Post Howdy, unitwin\_cairo

Dashboard  
Events  
Resources  
Organizations  
Articles

Show content in: English

Edit Article

Post updated. View post

test

Permalink: http://mil.un.../articles/test-3/ Edit View Post

Language  
Language of this article English

If you see a mistake, please click “edit”, otherwise your resource has been internally stored in the Clearinghouse waiting for the manager’s approval. Thank you very much, your participation is appreciated.

Author  
test

test

<http://test.org>

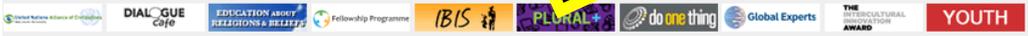
[Submit a revision](#)

[Tweet](#) [f](#)

This entry was posted in [Media Education Policy](#), [Uncategorized](#). Bookmark the [permalink](#). [Edit](#)

← test

PROJECTS OF THE UNAOC



[Home](#) | [Partners](#) | [Contact Us](#) | [Disclaimer](#) | [UNAOC](#) | All content is © 2012 United Nations Alliance of Civilizations



To access the area of the site that is dedicated to UNITWIN, **click the UNESCO-UNAOC UNITWIN MILID** **UNITWIN MILID on the website**



United Nations  
Educational, Scientific and  
Cultural Organization

Home Media & Information Literacy Media Education Policy Youth Media Magazine UNESCO-UNAOC UNITWIN MILID

Logged in as [unitwin\\_cairo](#). [Log out](#)

Advanced Search

Select a Topic

Select a Type

Select a Language

Select a Country

Search

User's Menu

- Add Resource
- Add Organization
- Add Event
- Submit Article
- Update Profile

Recent Entries

RESOURCES ORGANIZATIONS EVENTS

超越保护主义：文化反哺视角的媒介素养教育  
加拿大媒介素养教育透析  
清华夏自然风情，融中国饮食文化，感受独具一格的艺术创新  
中国国粹——《易经》  
感悟生活家园，唤醒自觉意识，提高视觉素养

Media & Information Literacy Clearinghouse

This clearinghouse encourages the user's active participation. Please register and upload new content. All new content will need to be approved by the site's administrators before publishing.

PLEASE SEE NEXT PAGE

The following screen will appear

The screenshot shows the website's header with navigation links: Home, Media & Information Literacy, Media Education Policy, Youth Media, Magazine, and UNESCO-UNAOC UNITWIN MILID. Below the header is a breadcrumb trail: Home > UNESCO-UNAOC UNITWIN on Media and Information Literacy and Intercultural Dialogue.

The main content area features the title "UNESCO-UNAOC UNITWIN on Media and Information Literacy and Intercultural Dialogue" and logos for UNESCO, uniTwin, and the United Nations Alliance of Civilizations. A text block states: "UNESCO and UNAOC have created the UNESCO-UNAOC UNITWIN Global Chair on Media and Information Literacy and Intercultural Dialogue ('UNESCO-UNAOC MILID UNITWIN')."

Below this, it lists "UAC-MILID specific objectives include:" followed by a bulleted list of 10 objectives related to media literacy, intercultural dialogue, and research.

Next, it lists "UNESCO-UNAOC MILID UNITWIN current universities include:" followed by a bulleted list of 8 universities: The Autonomous University of Barcelona, Spain; Cairo University, Egypt; Tsinghua University, Beijing, China; Temple University, Philadelphia, USA; The University of Sao Paulo, Brazil; Queensland University of Technology, Australia; University of the West Indies, Mona, Jamaica; and Sidi Mohamed Ben Abdellah University, Fez, Morocco.

At the bottom of the main content area, it says: "For information on UNESCO-UNAOC MILID UNITWIN, please contact Jordi Torrent, jordit@unops.org"

On the right side, there is a sidebar with a "Logged in as unitwin\_cairo. Logout" link. Below it is an "Advanced UNITWIN Search" section with dropdown menus for "All Universities", "Select a Topic", "Select a Type", "Select a Language", and "Select a Country", along with a "Search" button. Below the search is a "Recent Posts" section showing "Nothing added yet." and a "User's Menu" with links: "Add Resource", "Add Organization", "Add Event", "Submit Article", and "Update Profile".

Four callout boxes with red brackets point to specific features:
 

- Top right: "You can search for an upload from a UNITWIN profile here, only UNITWIN entries will be searched" (points to the search filters).
- Middle right: "You can also upload a resource/organization etc from here" (points to the "Add Resource" and "Add Organization" links).
- Bottom right: "You can subscribe to newsletters about MIL content here" (points to the "Update Profile" link).
- Bottom left: "You can also browse the different universities and their uploads from here." (points to the list of universities).

The footer contains social media links (Twitter, Facebook), a "PROJECTS OF THE UNAOC" section with logos for various programs (DIALOGUE Cafe, EDUCATION ABOUT RELIGIONS & BELIEFS, Fellowship Programme, IBIS, PLURAL, do one thing, Global Experts, THE INTERCULTURAL AWARD), and a navigation bar with links: Home, Partners, Contact Us, Disclaimer, UNAOC, and a copyright notice: "All content is © 2012 United Nations Alliance of Civilizations".

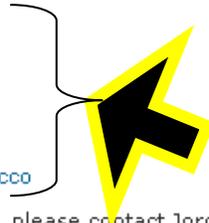
To look at your UNITWIN University's or another UNITWIN university's page, select a university at the bottom of the page.

Education and other relevant tools, publications, congresses, seminars, teaching resources, and faculty and students' exchanges) that could contribute towards stimulating dialogue and understanding among people of and within different cultures and societies.

- Create a virtual centre to research on, and study and develop MIL initiatives aimed at the creation of projects and publications linking universities and research centres.
- Promote and support other global media initiatives that could reinforce civic participation through open, free and independent media and information systems that favour intercultural dialogue and cooperation.
- Encourage and support citizen participation as well as educational and cultural institutions whose initiatives promote media and information literacy, cooperation and intercultural dialogue.

UNESCO-UNAOC MILID UNITWIN current universities include:

- [The Autonomous University of Barcelona, Spain](#)
- [Cairo University, Egypt](#)
- [Tsinghua University, Beijing, China](#)
- [Temple University, Philadelphia, USA](#)
- [The University of Sao Paulo, Brazil](#)
- [Queensland University of Technology, Australia](#)
- [University of the West Indies, Mona, Jamaica](#)
- [Sidi Mohamed Ben Abdellah University, Fez, Morocco](#)



For information on UNESCO-UNAOC MILID UNITWIN, please contact Jordi Torrent, [jordit@unops.org](mailto:jordit@unops.org)

A version of the following page will appear.

The screenshot shows the UNITWIN website interface for Cairo University. At the top is a navigation bar with links: Home, Media & Information Literacy, Media Education Policy, Youth Media, Magazine, and UNESCO-UNAOC UNITWIN MILID. Below the navigation bar is a breadcrumb trail: Home » UNESCO-UNAOC UNITWIN on Media and Information Literacy and Intercultural Dialogue » Cairo University. The main heading is "Cairo University" with a sub-heading: "The Online UNESCO UNAOC UNITWIN Media & Information Literacy & Intercultural Dialogue Network was launched September 2012. Cairo University will be updating this page in the coming weeks." There is an "Edit" link and social media icons for Twitter and Facebook. On the right side, there is a "Logged in as unitwin\_cairo. Logout" notification, an "Advanced UNITWIN Search" section with dropdown menus for "All Universities", "Select a Topic", "Select a Type", "Select a Language", and "Select a Country", and a "Search" button. Below the search is a "Recent Posts" section with two entries: "test" dated "12 October, 2012" and "Post Archive". At the bottom right is a "User's Menu" with "Add Resource".

**Annotations:**

- An arrow points from the "Edit" link to a box: "If the UNITWIN page belongs to your university, you can edit the text that appears".
- A box: "The most recent uploads from your/that UNITWIN University will appear here." has a bracket pointing to the "Recent Posts" section.

To edit the text that appears on your university's page, click "edit" on your UNTWIN page.

# Media & Informat

Home    Media & Information Literacy    Media Educ

[Home](#) » [UNESCO-UNAOC UNITWIN on Media and Informat](#)  
University

## Cairo University

The Online UNESCO UNAOC UNITWIN Media & Information L  
launched September 2012. Cairo University will be updating

[Edit](#)



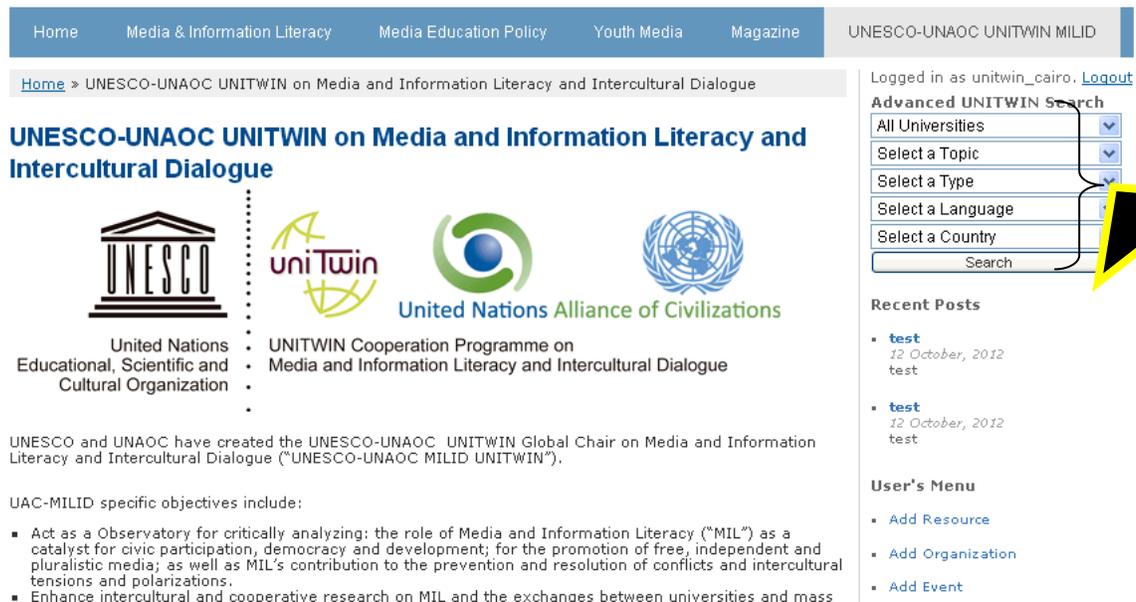
Edit the text in the main box and then click "Update" when you have finished

The screenshot shows the 'Edit Page' interface for 'Cairo University'. On the left is a sidebar with navigation links: Events, Resources, Organizations, Articles, Pages (selected), All Pages, and Profile. The main content area has a title 'Cairo University' and a rich text editor with a toolbar. The text in the editor reads: 'The Online UNESCO UNAOC UNITWIN Media & Information Literacy & Intercultural Dialogue Network was launched September 2012. Cairo University will be updating this page in the coming weeks.' A yellow bracket highlights this text, and a callout box below it says: 'Please edit this text according to what you would like your university's page to officially read.' On the right side, there are sections for 'Language' (set to English), 'Translations' (Spanish and Arabic duplicates), and 'Publish' (with 'Update' and 'Move to Trash' buttons). A yellow arrow points to the 'Update' button. At the bottom, it shows 'Word count: 27' and 'Last edited by DanielSak on September 10, 2012 at 10:28 am'.

Once you have finished, click “view page” to check that the updates you made are correct.



To search for content from UNITWIN members, use the “Advanced UNITWIN Search” on the right side of the page. You must select a “type” (resource/event/organization) in order for it to work. **Please remember that when you are in the UNITWIN section of the MIL Clearinghouse, only UNITWIN related content will appear. To search throughout all the content of the MIL Clearinghouse, please go through the home page of the site.**



Relevant results will be listed on a page, similar to this.

# Media & Information Literacy



Home | Media & Information Literacy | Media Education Policy | Youth Media | Magazine | UNESCO-UNAOC UNITWIN MILID

## test

Posted on [October 12, 2012](#)

test

Posted in [Media Education Policy](#), [Uncategorized](#) | Tagged [Test](#) | [Edit](#)

### PROJECTS OF THE UNAOC



Home | Partners | Contact Us | Disclaimer | UNAOC | All content is © 2012 United Nations Alliance of Civilizations