# A short guide and general information to help you get to know your new theme.

**First of all, we would like to thank you for purchasing this theme, your contribution is very much appreciated.**

**This document covers the installation and use of this theme and reveals answers to common problems and issues - we encourage you to read this document thoroughly if you are experiencing any difficulties. If you have any questions that are beyond the scope of this document, feel free to pose them in the dedicated support forum.**

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# 1. Getting Started

## 1. Uploading the Theme
1. Download ULMS theme from your Themeforest account.
2. Login to Admin panel in your WordPress site.
3. Go to *Appearance* section in the WordPress Admin panel.
4. Go to *Themes* section in *Appearance*.
5. Click on *Add New* button.
6. Click on the link *Upload Theme*.
7. Click the button *Choose file* and select the ulms.zip downloaded from Themeforest.
8. **Click on Install Now.**

## 2. Activating theme

1. After the theme has been successfully uploaded in WordPress, click on Activate link to activate the theme.
2. After activating the theme, if you open your WordPress site, you will see several messages, which we'll cover in later sections.

## 3. Plugins

**After the theme is installed and activated, you'll get notification to install plugins. Some of these plugins are required and some are recommended. Here is a list of plugins and their functions:**

1. **Runa Core:** The Required plugin with the base functionality
2. **Redux Framework**: The Required plugin for customizing Theme Options.
3. **WPBakery Visual Composer**: The Required plugin that Build a responsive website and manage your content easily with the help of intuitive WordPress Front end editor.
4. **Slider Revolution**: The Required plugin generates an innovative, responsive WordPress Slider Plugin that displays your content in the best way.
5. **WooCommerce**: The Required plugin if you want to sell courses in LMS.
6. **Breadcrumb NavXT**: The Required plugin that generates locational breadcrumb trails for your WordPress.
7. **WP User Avatar**: The Required plugin that enables you to use any photo uploaded into your Media Library as an avatar.
8. **Edit Author Slug**: The Required plugin allows full control of your user permalinks, allowing you to change both the author base (the '/author/' portion of the author URL's).
9. **Contact Form 7**: Optional plugin that allows you to manage multiple contact forms, more over you can customize the form and the mail contents flexibly with simple markup.

10. **Force Regenerate Thumbnails**: Optional plugin that allows you to delete all old images size and REALLY regenerate the thumbnails for your image attachments.
11. **MailChimp for WordPress Lite**: Optional plugin that allows to subscribe your WordPress site visitors to your Mail Chimp lists at ease.
12. **TinyMCE Advanced**: The optional plugin that will let you add, remove and arrange the buttons that are shown on the Visual Editor toolbar.

## 4. Install and activate the plugins

Follow below steps to install and activate the plugins:

1. Click on *Begin Installing* plugins link in the notification.
2. Click on the *Install Plugin* link in front of each of the plugin.
3. The plugin with then install and activate automatically.
4. After the plugin has been installed and activated, click on *go back* to plugins install page.

Follow steps 1.4.2, 1.4.3, 1.4.4 to install all the plugins required for the theme. As soon as all the plugins have been installed the install plugins notification will no longer appear and you should see an ULMS tab in your WP admin screen.

## 5. Import the Demo Content

1. To import all the demo content, you should go to **Theme Options ->Demo Importer** and click to *Import Demo*.
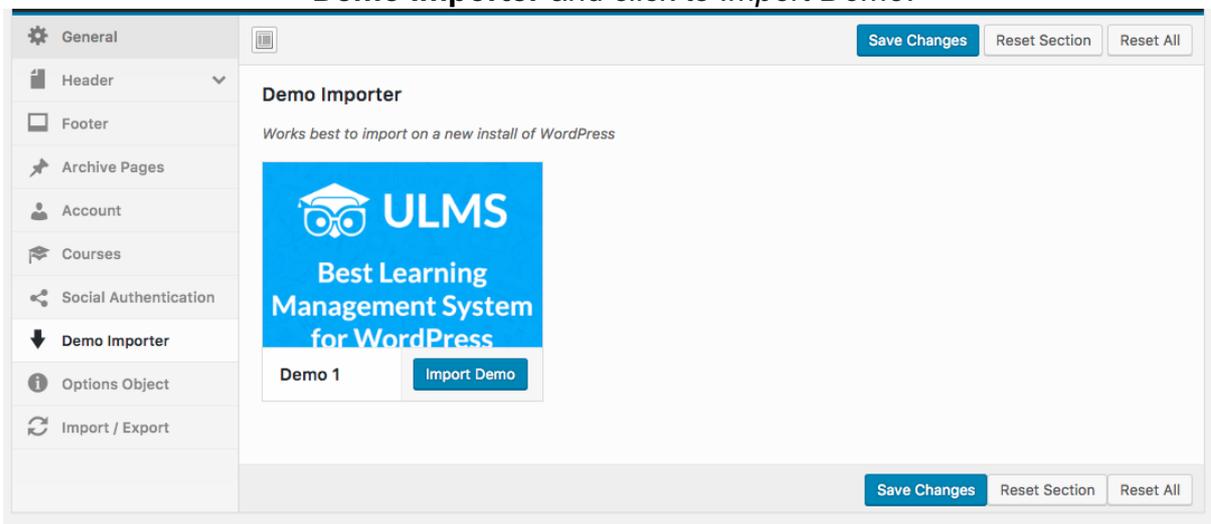


After the demo has been installed you can start to customize the theme.

**What if the Import fails or stalls?**

If the import stalls and fails to respond after a few minutes You are suffering from PHP configuration limits that are set too low to complete the process. You should contact your hosting provider and ask them to increase those limits to a minimum as follows:

·    max_execution_time 600

·    memory_limit 64M

·    post_max_size 32M

·    upload_max_filesize 32M

You can verify your PHP configuration limits by installing a simple plugin found here: http://wordpress.org/extend/plugins/wordpress-php-info. And you can also check your PHP error logs to see the exact error being returned.

# 2.    Theme Features

### 1.  Theme Customization

WordPress Customize allows you to setup the general styling of the website visually. In WordPress menu go to **Theme Options**. Here you can setup most important options of your theme
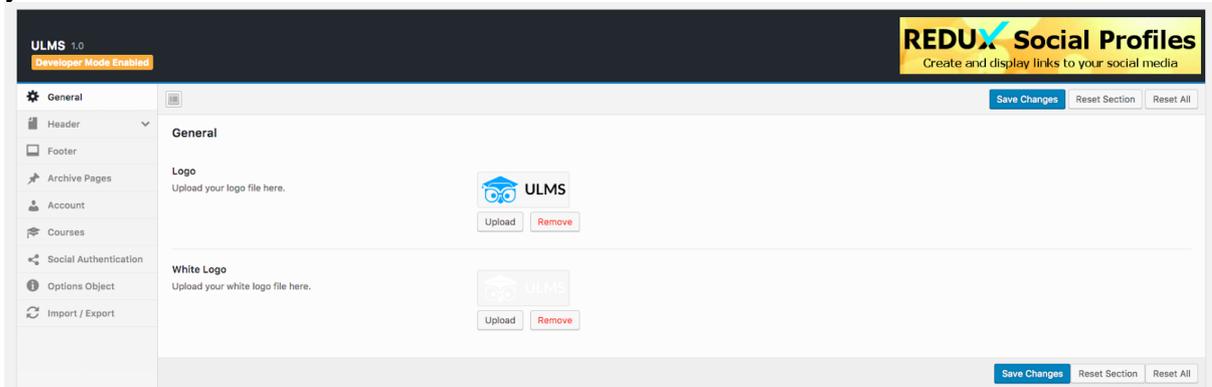


1. **General**: Here you can install your logo, please use jpeg, png or svg (better for retina displays) images. White logo which is necessary for transparent headers.
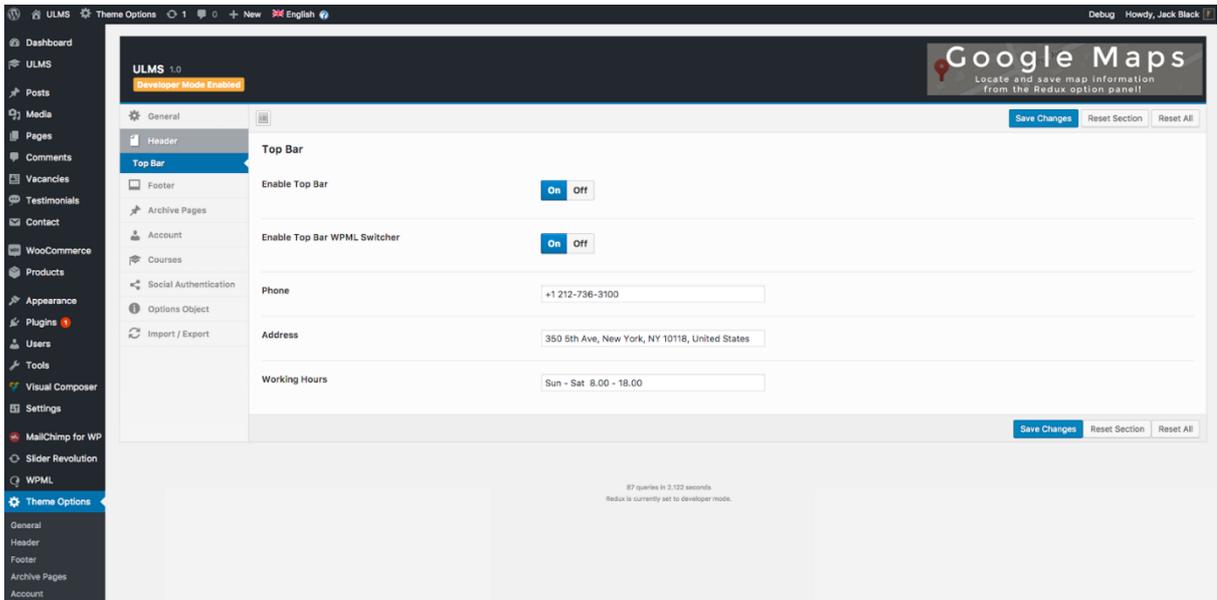
1. **Top Bar:** present Top Bar customization including
2. Top Bar switch on/off
3. Top Bar WPML switch on/off
4. Phone
5. Address
6. Working Hours

2. **Footer**:

   1. Footer switcher
   2. Footer Columns: Select the number of columns that will be displayed in the footer.
   3. Footer Copyright text: Enter the copyright text

3. **Archive Pages**:

   1. **Layout:** These settings allow to choose grid or list view for Archive Pages
   2. **Chess View:** Allow you to change grid view to chess view
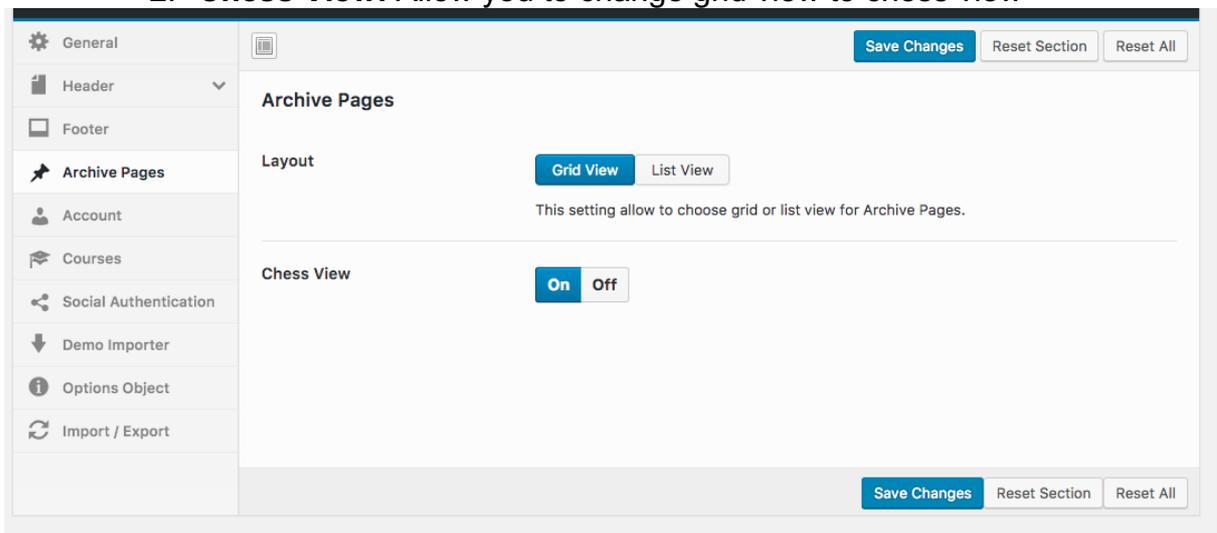
4.      **Account**:  Settings for customization Login page. You should choose image and words for greeting new users.

5.      **Courses**:

    1.  "Take This Course" page: Choose page with "Course Start" template
    2.  Course Page: Please choose page with "Course" template
    3.  Course Limit: Assign number of courses presented on the page
    4.  Course Categories Base

6.      **Social Authentication**: allow your website readers and customers to register on using their existing social accounts IDs, eliminating the need to fill out registration forms and remember usernames and passwords. There are 4 frequently used social networks. More detailed manual you can find here:

    1.  **Facebook**
    2.  **Twitter**
    3.  **Google**
    4.  **LinkedIn**

## 2.  Adding the Images to Revolution Slider

If you need to use Default Revolution Slider, you will need to upload various images to the Layer slider. You can add items from Revolution Slider plugin in the WordPress backend.  When you go there first you need to create the new Slider, and add new slides.
More detailed manual you can find here: http://www.themepunch.com/revslider-doc/slider-revolution-documentation/

## 3.  Menus

There are two navigations on the site – Header menu and Sidebar menu, so you can adjust them under **Appearance - > Menus**
This is a standard Wordpress functionality, you can choose from the pages, post categories, or custom links.

## 4.  Localization

You can change your site main language via Settings -> General -> Site Language.
It's easy to localize your site using Loco Translate plugin. Here you can see related tutorial - https://localise.biz/help/wordpress/translate-plugin/beginners.
Another way is to add your translations via creating your own .po files. Before adding translations for static strings it needs to rename language files correctly according your site languages. Theme language files are located in a ../wp-content/theme-folder/languages/ folder. You can find a list of language codes at WordPress in your Language. As an example, the language code for English is en_EN, so you will save the translated files as en_EN.po first, then en_EN.mo.
There are several ways to fill up translations. One of them if using PoEdit platform. You can add translation via editing your .po file and at the end PoEdit generates .mo file for

you. Then you need to upload ready translation files to primordial folder (../wp-content/theme-folder/languages/).

# 3.   Content

## 1. ULMS Course creation

**Only administrator can create Courses.** Before the creation a course you should **Create Lessons, Questions, Quizzes, Groups (**for onsite Courses**)**

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## 2. Creating Lessons

1. Login to Admin Panel.
2. Go to ULMS section and click *All Lessons*.
3. Click to *Add New*.
4. Now fill all the details of lesson.
5. You can save the unit as draft for future releases or *Publish* it.

## 3. Lesson settings:

1. **Description**: Enter the lesson description to the WYSIWYG field. The description comes after the heading of the lesson.
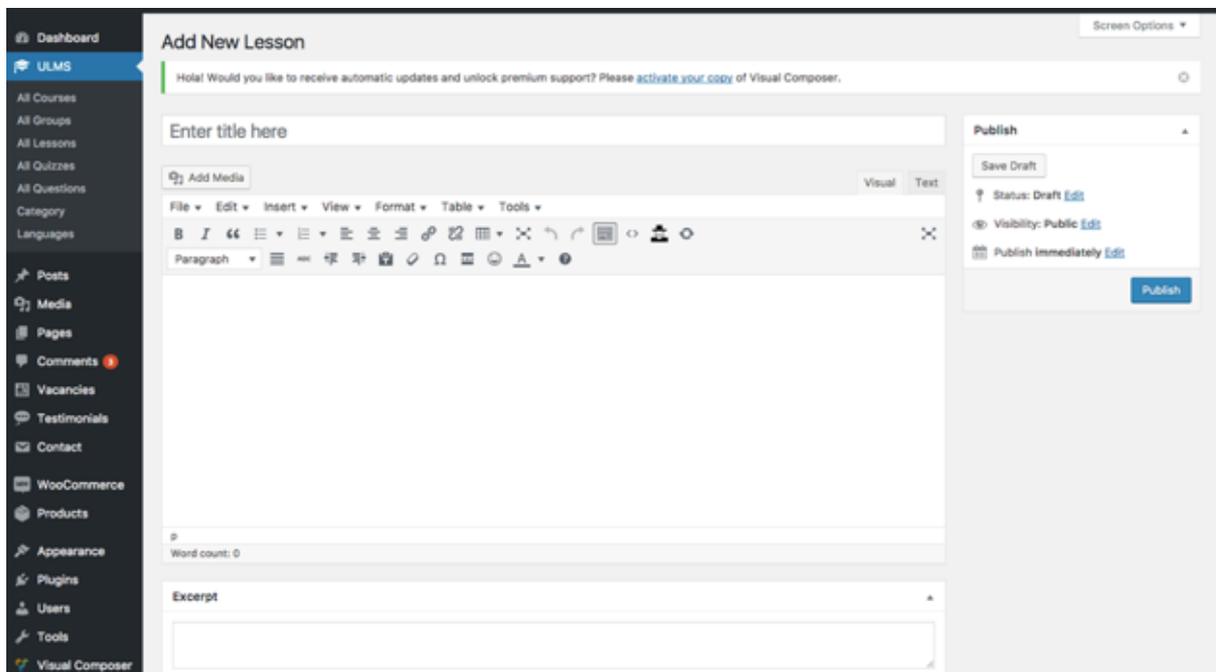


2.     **Excerpt**: Enter the short description of the lesson to excerpt field. This information comes handy in course curriculum where the lessons are shown on this selection.
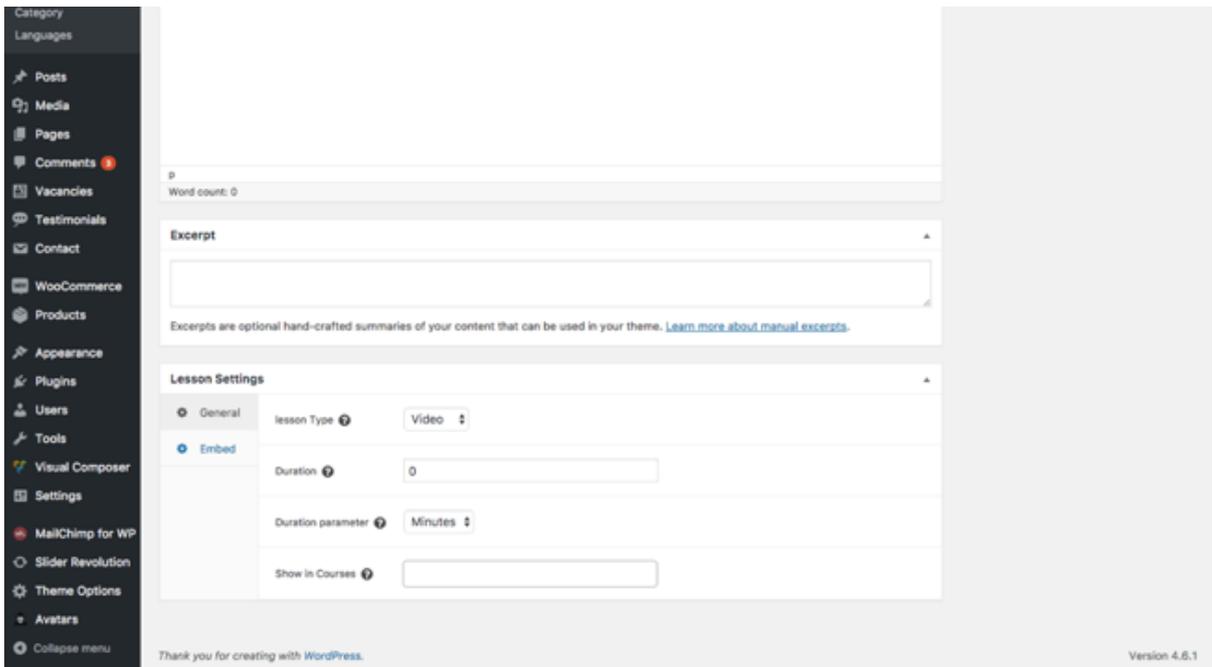
3. **General**:

   1. **Lesson Type**: Choose Lesson Type from General (Text Unit), Audio or Video. Selecting the lesson type comes handy in course curriculum where the lesson icons are shown based on this selection i.e. in case of a video lesson, a video icon will be shown along with the unit name in the course curriculum.
   2. **Duration**: Fill Duration of a lesson and choose unit of time in Duration parameter. This information comes handy in course curriculum where the lessons are shown on this selection.
   3. **Show in Courses**: Choose Course to associate with Lesson. This option allows to share lesson in chosen Courses.

**If the list of courses doesn't contain Course you are looking for, you can find and associate it later, after creating Course.**

4. **Embed**: Enter the block of HTML which is embedded in the page-source.

## 4. Creating Questions

1. Question is the most basic elements in a Quiz. Follow the steps to create a new question.
2. Login to Admin Panel.
3. Go to ULMS section and click All Questions.
4. Click to Add New.
5. Now fill all the details of Question.
6. Publish.

## 5. Question settings

1. **Title**: Fill in the reference name of the question like "Eng 2 Quiz 1 Question 1″ etc., naming your question helps in putting up questions together while making a quiz. After naming, enter the question in the editor area.

2. **General**:

   1. **Hint**: Enter a hint if it's necessary, or if a question is too hard for students. Remember, well organized hints could make good influence on student skills.
   2. **Show in Quizzes**: Choose quiz to associate it with question. This option allows to share question in chosen Quizzes.
   3. If the list of Quizzes doesn't contain Quiz you looking for, you can find and associate it later, after creating Quiz.

3. **Option**: Add options and check in if it is correct



# 6. Creating Quiz

1. Quiz is made up of questions. Administrator can place quiz anywhere inside the course, after each unit or after the completion of all the units or both. Follow the steps to create a new quiz.
2. Login to Admin Panel.
3. Go to ULMS section and click All Quizzes.
4. Click to Add New.
5. Now fill all the details of Quizzes.
6. Publish

# 7. Quiz settings

1. **Title**: Fill in the reference name of the Quiz like "Eng2 Quiz 1″ etc., naming your Quiz helps in putting up quizzes together while making a curriculum
2. **Description**: Enter Quiz description to the WYSIWYG field. The description comes after the heading of the Quiz
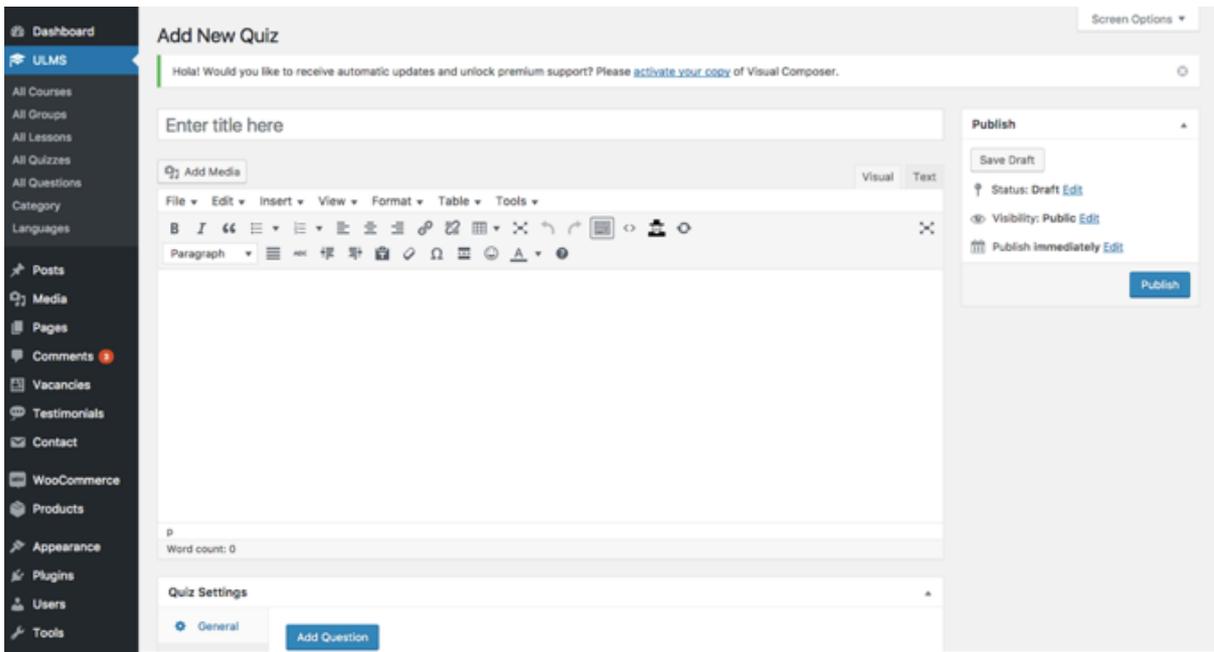
3. **General**:

   1. **Duration**: Fill Duration of Quiz and choose unit of time in Duration parameter (Seconds, Minutes, Hours). This information comes handy in course curriculum where the lessons are shown on this selection.
   2. **Min required points**: Enter a number of points necessary to pass a quiz. Note: number of points must be less or equal than amount points of all Questions in Quiz.
   3. **Final Message**: Enter some information or inspiring words for student that will be shown after the end of Quiz.
   4. **Show in Courses**: Choose Course to associate it with quiz. This option allows to share quizzes in chosen courses.

**If the list of Courses doesn't contain Course you are looking for, you can find and associate it later, after creating Course.**



4. **Question**: Add questions and define points for correct answer.

## 8. Group Creating

At ULMS creating groups possible only for onsite Courses. It helps to manage and promote studying process for onsite educational activity. Students can be in touch with a teacher and classmates. Moreover, an opportunity to share attachments, repeat missed classes, pass quizzes and control progress of students online, provide a wide range of merits.

1. Login to Admin Panel.
2. Go to ULMS section and click All Groups.
3. Click to Add New.
4. Now fill all the details of Group.
5. Publish

## 9. Group Settings

1. **Title**: Fill in the reference name of the Group, naming your Group helps in associating Groups together while making a Course.
2. **Description**: Enter Group description to the WYSIWYG field. The description comes after the heading of the Group.
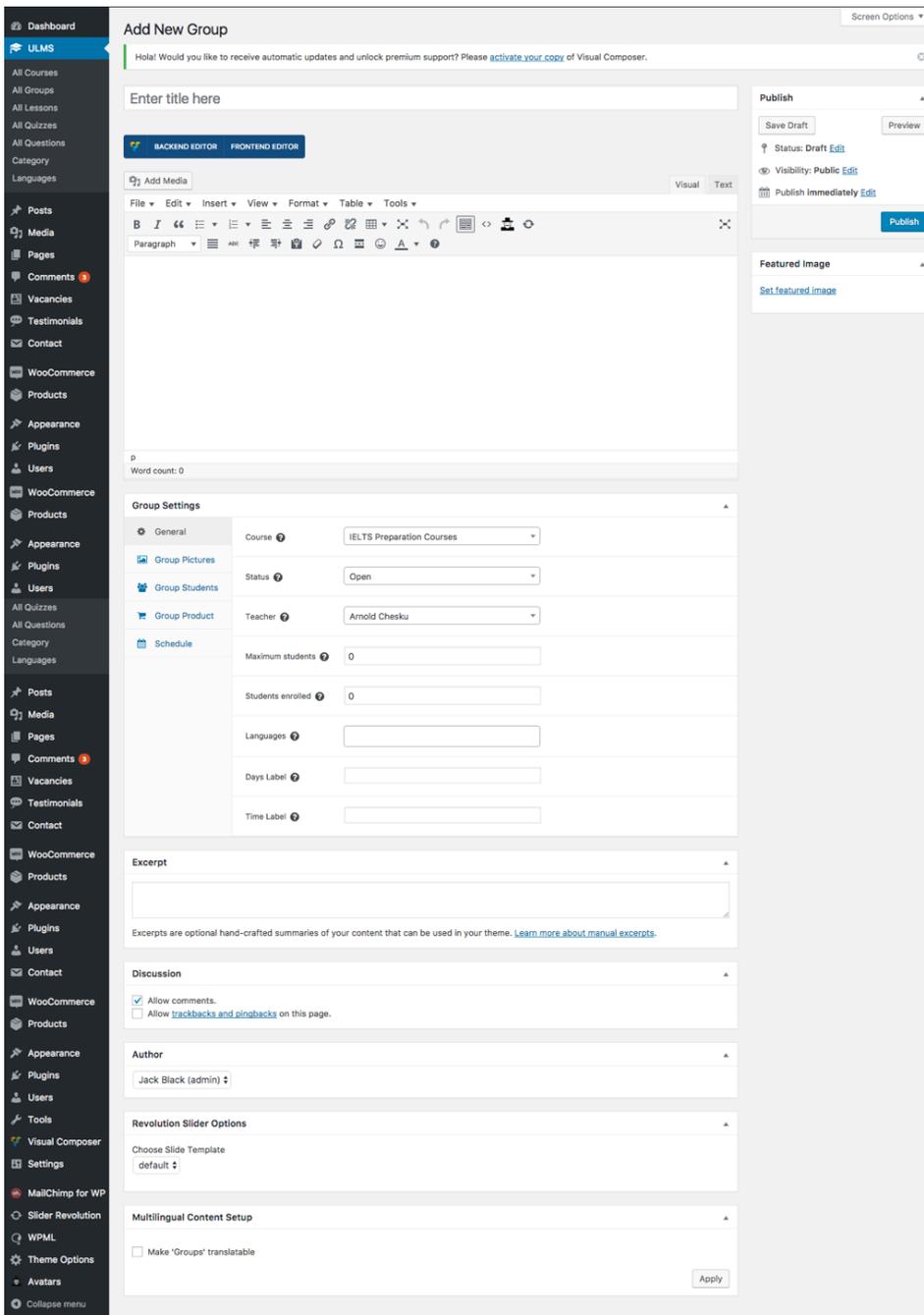
3. **General**:
   1. **Course**: Choose Course for associating with Group. This information will be shown in Course Group details.

**If the list of Courses doesn't contain Course you are looking for, you can find and associate it later, after creating Course.**

   2. **Status:** Select Status of Group. Open for unfilled groups and Closed for Groups without places for new students. This information will be shown in Group details.
   3. **Teacher:** Select a Teacher to associate with Group. This information will be shown in Group details.

**If the list of Teachers doesn't contain a Teacher you are looking for, you can find and associate him/her later, after registration or creating a Teacher.**

4. **Maximum Students**: The number of Students available in Group. This information will be shown in Group details.
5. **Student Enrolled:** The number of Students enrolled in Group. This quantity can't be more than maximum size of a group. This information will be shown in Group details.
6. **Languages:** Choose primary using Language in Group and (or) a studied Language. This information will be shown in Group details.
7. **Days Label:** This field presents brief information about lessons all days a week and shows it in Group details.
8. **Time Label:** Enter starting and ending time of lessons to display it in Group details

4.     **Group Pictures:** Add pictures of Group for giving extended view of daily activity in the classes.
5.     **Group Students:** Choose Students to add and associate them with the Group. Check "Private" if you want to make group available only for enrolled users
6.     **Attachments:** Choose any type of files to add and associate them with the Group. Check "Private" if you want to make attachments available only for enrolled users.



**If the list of Students doesn't contain a Student you are looking for, you can find and associate him/her later, after registration or creating a Student.**

7.     **Group Product:** Group Product is made so that the group created is sold as a product in the shop. After the group product is created, we should associate both a group as well as product with each other with the help of this setting to assign price. It allows to fix the price of a group and sell it as a product in the shop. You should create a product in Woo Commerce. After that you should associate the product with a current group.

**If you want to make Free Group, please check in checkbox "Free Group"**

**If the list of Products doesn't contain Product you are looking for, you can find and associate it later, after creating a Product.**

1. **Schedule:** Fill the timetable to provide it on Group page. You should point the day and an hour of the first and the last classes. Moreover, one should indicate repeating days of a week.
2. **Add featured image** to the Group in the right side of this page. This image of your Group will appear as the main picture.

## 10.    Creating Course

Course represents a group of thematic lessons and quizzes, available in online and onsite versions. A course is said to be complete after lessons, quizzes are added to it. Administrator can place quiz anywhere inside the course, after each unit or after the completion of all the units or both. Follow the steps to create a new Course.

**Before the initialization a Course you need to create:**

- o **Lessons**
- o **Quizzes**
- o **Groups** (for onsite Courses)
- o **Product** (for online Courses)
- o **Teacher**
- o **Students**

1. Login to Admin Panel.
2. Go to ULMS section and click All Courses.
3. Click to Add New.
4. Now fill all the details of Course.
5. Publish
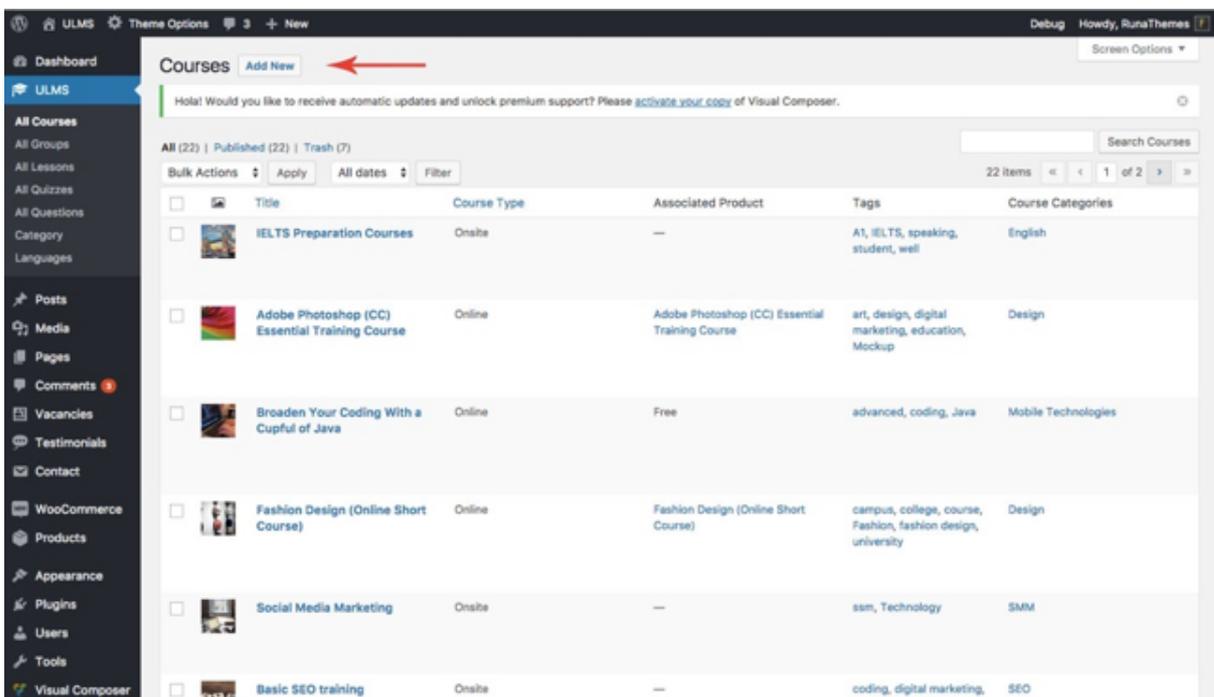


## 11.    Course Settings
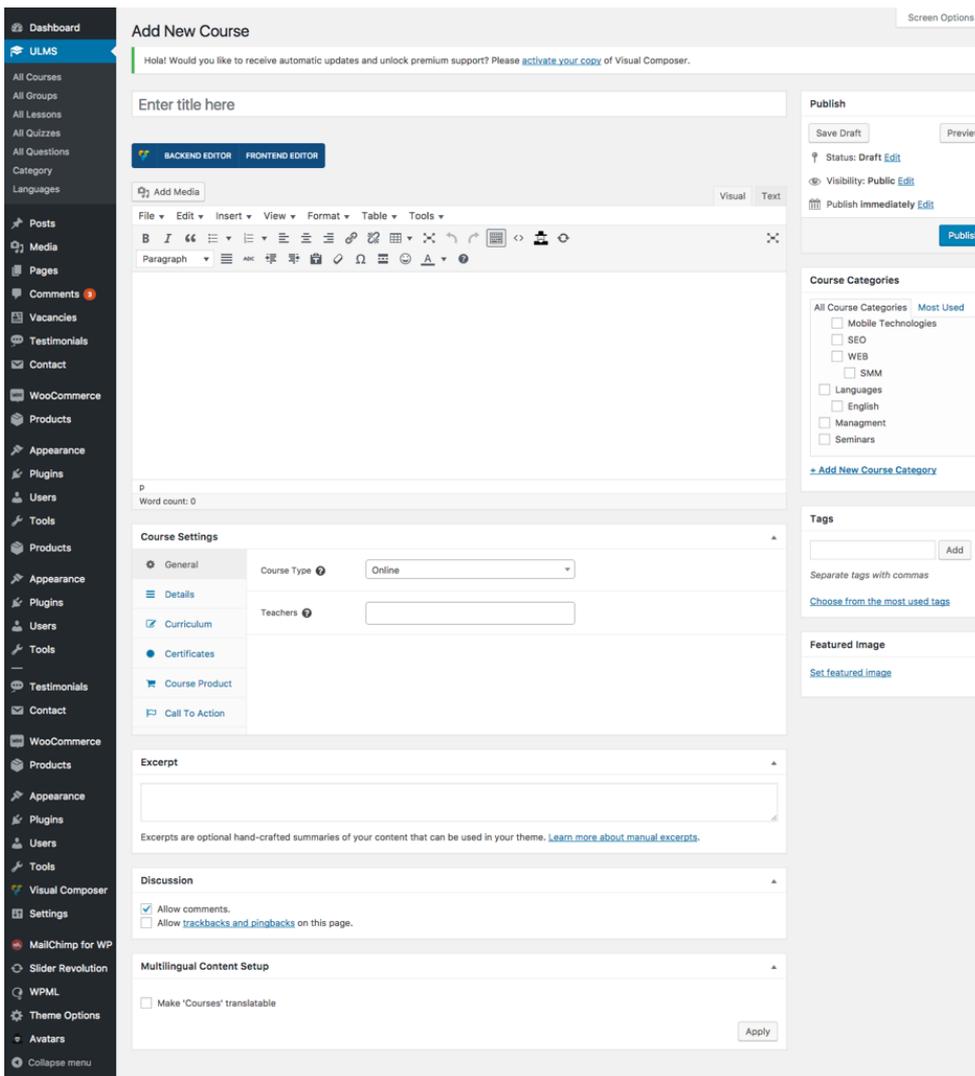
1. **Title**: Fill in the reference name of the Course
2. **Description**: Enter Course description to the WYSIWYG field. The description comes after the heading of the Course
3. **General**:

    1. **Course Type**: Choose Online or Onsite course type.
    2. **Groups** (available only in Onsite Courses): Choose group to associate it with Course.

**If the list of Groups doesn't contain a Group you are looking for, you can find and associate it later, after creating a Group.**

3.      **Teachers**: Choose Teachers to associate them with Course.

**If the list of Teachers doesn't contain a Teacher you are looking for, you can find and associate him/her later, after registration or creating a Teacher.**

4.      **Details**:



1. **Lectures**: Enter a number of Lessons in Course. This information will be shown in Course details.
2. **Maximum Students**: Enter a number of Maximum limit of students in Course. This information will be shown in Course details.
3. **Student Enrolled**: Enter a number of student admitted to attend (or enrolled for online version of Course). This information will be shown in Course details.
4. **Quizzes**: Enter a number of Quizzes in curriculum in Course. This information will be shown in Course details.
5. **Duration**: Enter a total duration of Course. This information will be shown in Course details.
6. **Skill level**: Enter a level of student skills that is necessary to be admitted to the Course. This information will be shown in Course details.
7. **Language**: Choose language of Course. This information will be shown in Course details.

8. **Certificate**: If set Yes, after the course is completed each student who passes the course will get this certificate of completion. You can design the certificate according to your requirements.
9. **Share Buttons**: Choose enable to show social networks link button in Course details.

5.     **Curriculum**: These settings help to the Administrator to create the curriculum of the course by arranging the Lessons, Quizzes and make an assortment it in Sections. Add a section and name it. Add Lesson associated with Course that has been created earlier. The Lessons can further be arranged differently by dragging and dropping. Add Quiz after unit, section or anywhere. All the three i.e. Section, Lesson, Quiz are draggable and can be arranged likewise.
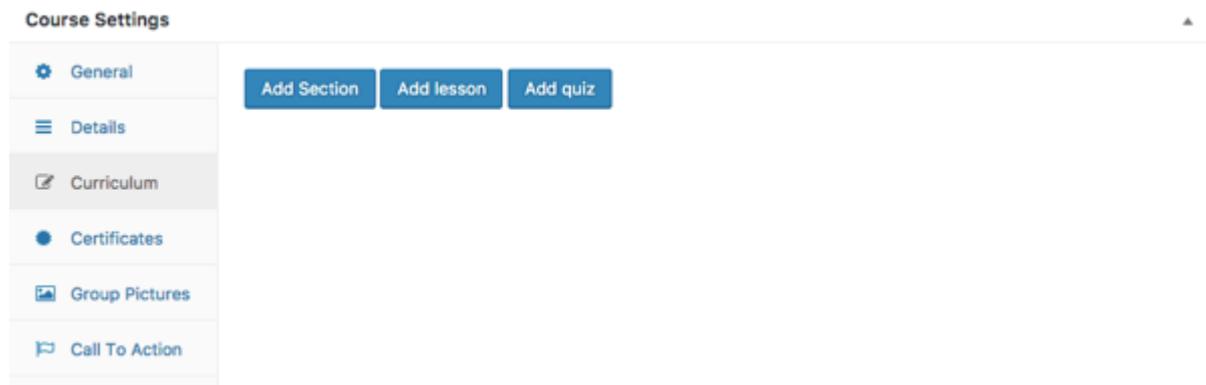


6.     **Certificates**: Click to add template of certificate.
7.     **Attachments**: Choose any type of files to add and associate them with the Course. Check "Private" if you want to make attachments available only for enrolled users.
8.     **Course Product**: This setting is available only in online Courses. The course product is made so that the course created is sold as a product in the shop. After the course product is created, we should associate both the course and the product with each other with the help of this setting to assign price.

**If the list of product doesn't contain Product you are looking for, you can find and associate it later, after creating Product.**

**If you want to make Free Course, please check in checkbox "Free Course"**

10.     **Group Pictures**: This setting is available only in onsite Courses. Add Image: Click to add pictures off groups associated with Course.

1. **Call to Action**:  Call to Action block, available before the footer.
2. **Enable**: Check it to activate Call to Action block.
3. **Icon**: Choose icon Before the title.
4. **Title**: Enter some inspiration words for title.
5. **Button Text**: Enter some inspiration words for text on button.
6. **Button Link**: Enter url for link button.

11.     **Excerpts**: Enter short description of Course to excerpt field. This information comes handy in Courses List.

## 12.     Finish Course

1. Add featured image to the course in the right side of this page. This image of your course will appear as the main picture.
2. Add tags and choose (or create) category to Finish.
3. Publish Course

# 13.    Setting up Content Pages and Posts

All pages can be created as simple content pages or built by means of Visual Composer page builder. You will need to first set up the page and then add and set up content blocks. Just add a row and add the modules to row from the Visual Composer dashboard.
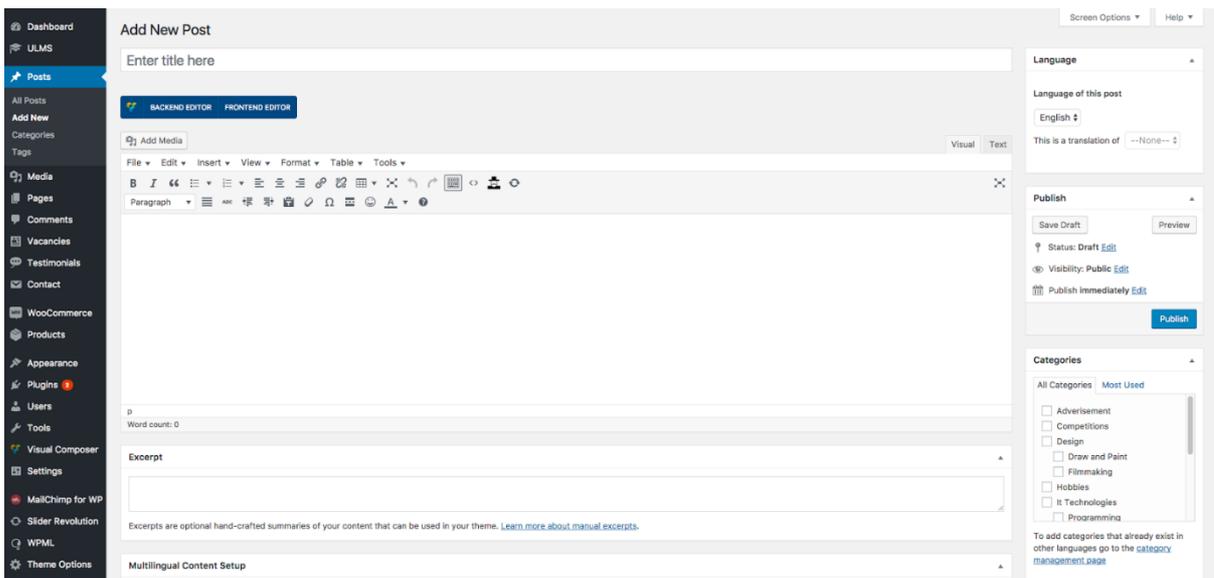


Now you can choose how to compose your template. Add Content modules, Testimonials, etc. You have everything to realize your imagination.
We have also included extension packages for Visual Composer. You can use them free. Just pick the module you like and add it to the row. Then you can edit it.
You can also edit the row background, add video or parallax images to the background. Just click on Row edit icon and you will see the options & features, which are available for this row.
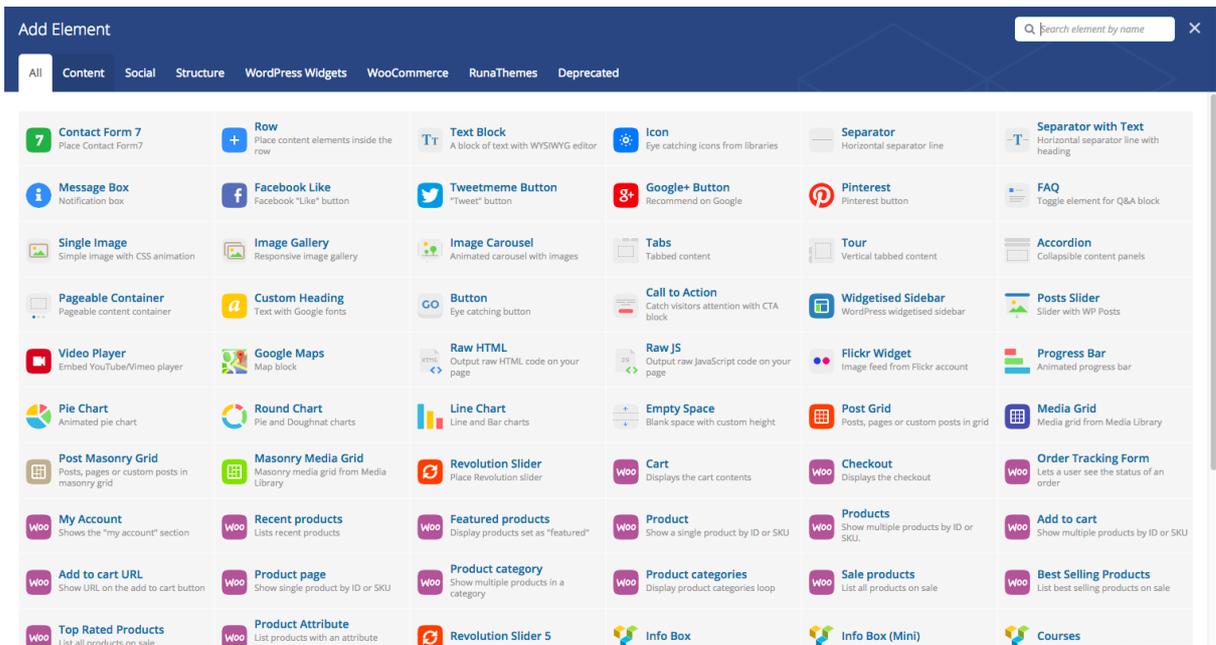
Custom added shortcodes in our theme are on a separate tab:
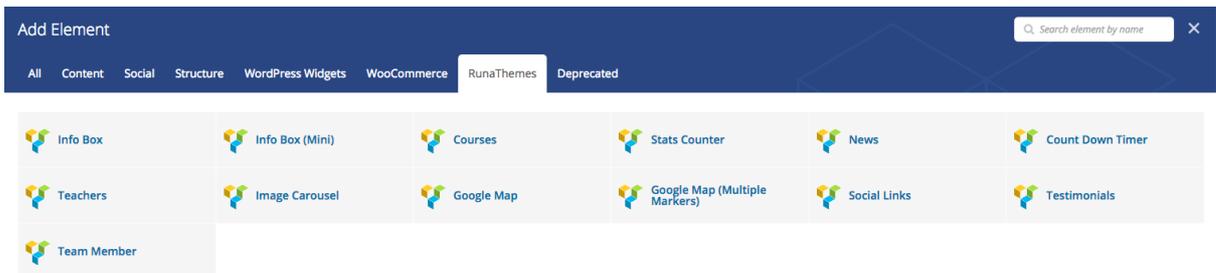


Besides, each page contains these options which include header styles or background image,
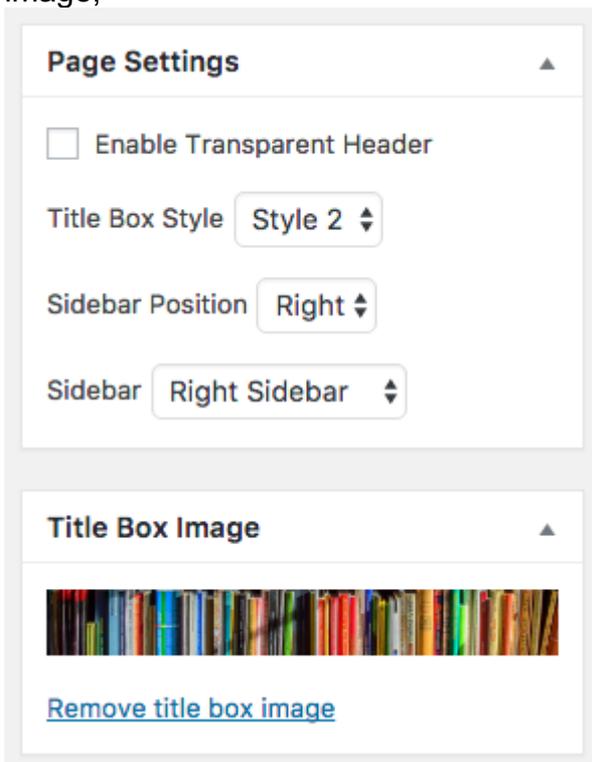
And "Call to Action" block settings:

**Call To Action**

| | |
|---|---|
| ☐ | Enable |

| Icon | ⊘ ▾ |
|---|---|
| Title | |
| Button Text | |
| Button Link | |

# 14.     Vacancies

This section allows to create a list of vacant positions. If you need some specialists, please fill this form.
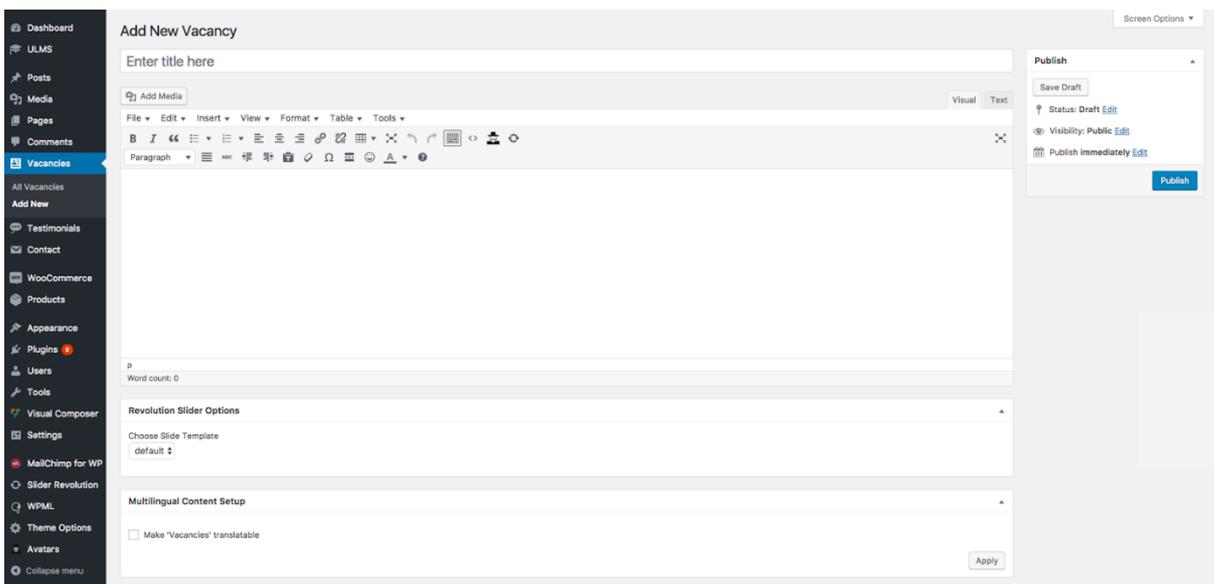


# 15.     Testimonials

In order that you could create testimonials in one place and then use all over the site, just inserting a VC element, we have created custom posts. First of all, you should create testimonials.

Each testimonial is a simple post:
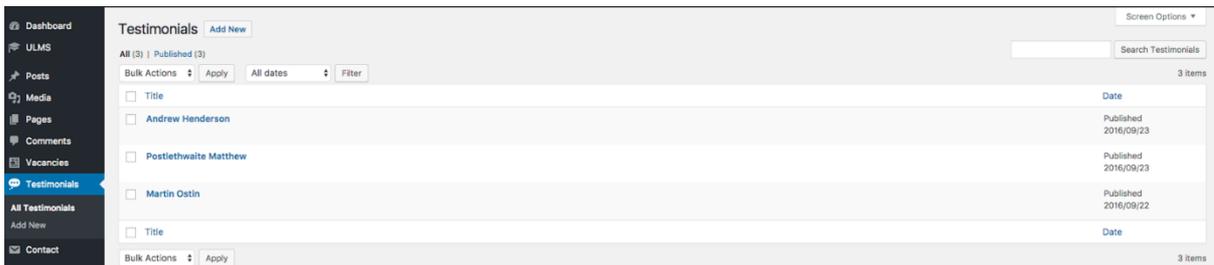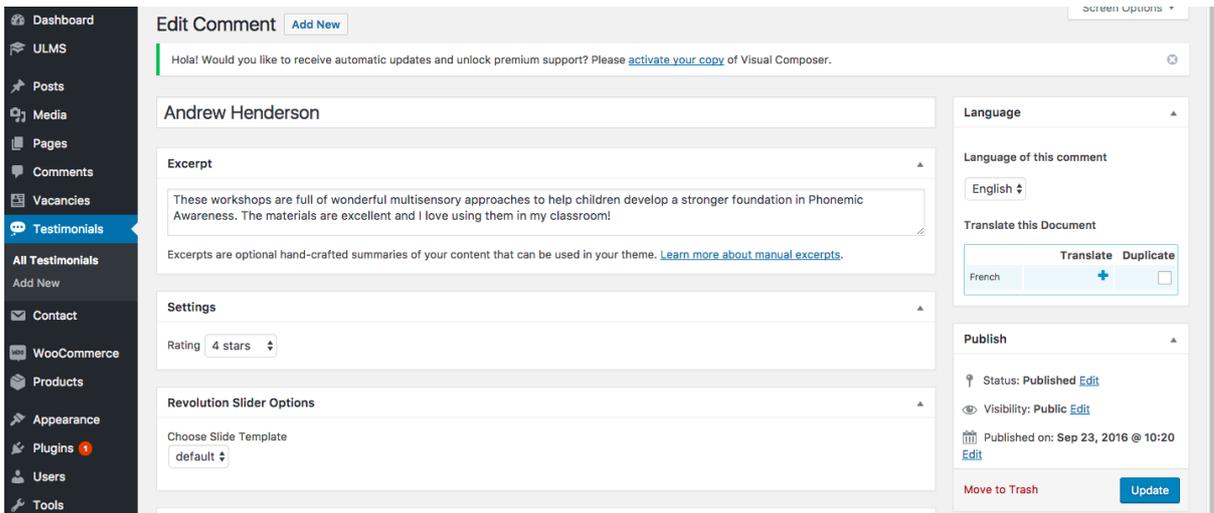
After it you can add testimonials everywhere.
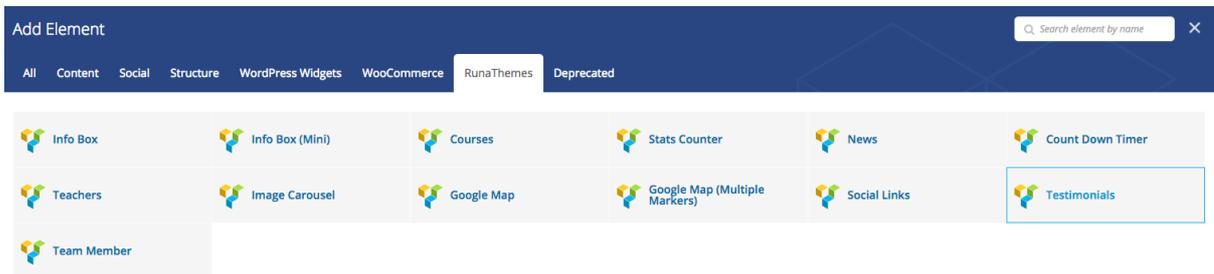


# 16.    WooCommerce Shop settings

ULMS is deep integrated with WooCommerce and comes with inbuilt customization for WooCommerce.

Each WooCommerce product can be associated to unlimited Groups and Courses.

Each WooCommerce product can be a Standard One time Buy Product or A Subscription Product

**General Settings**

1.  Set Up your base location, currency & allowed countries.
2.  Disable Guest Checkout. Guest checkout is not supported in the theme.
3.  Disable Allow registration on checkout page. For ULMS subscriptions to work properly, a user must be pre registered before purchasing a product
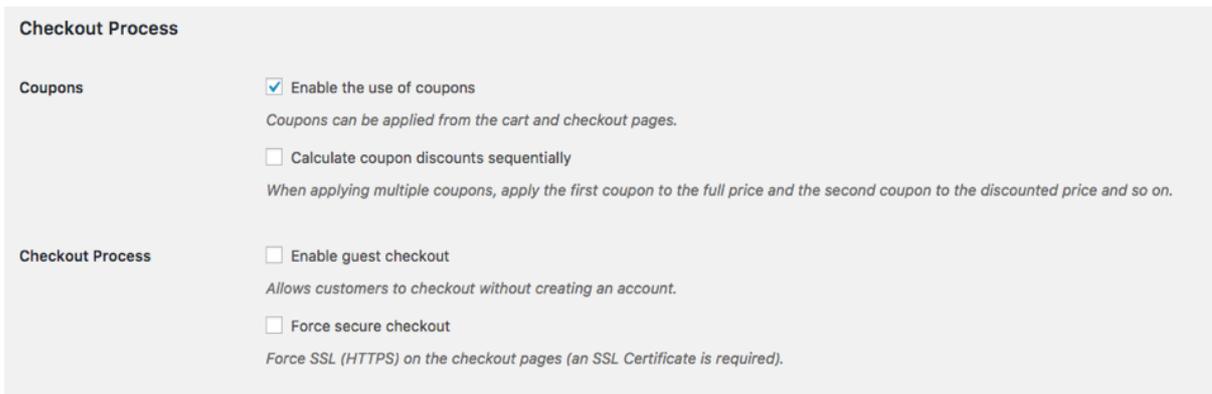
## Catalog Settings

There are a few important recommended settings in the catalogue section in WooCommerce.

Locate the Image options setting at the bottom of the page and disable the hard crop form images, this will allow your images to appear in their natural aspect ratio.
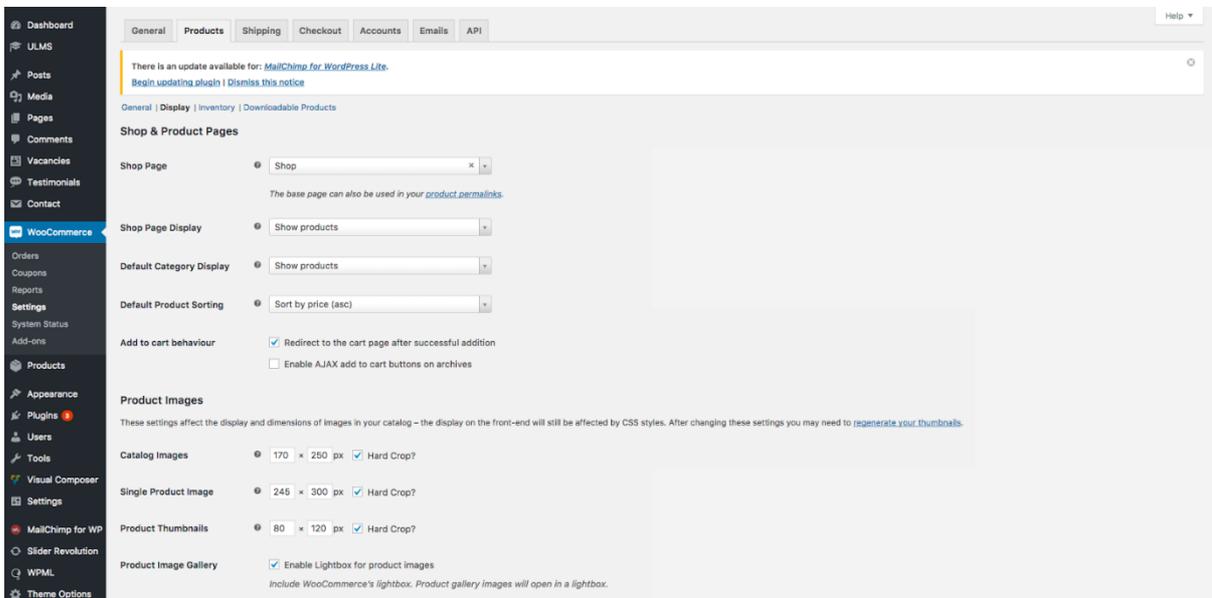


### WooCommerce Page setup

4. WooCommerce page setup is important for handling subscriptions methods built in the theme.
5. Setup pages for WooCommerce. You can use the inbuilt WooCommerce pages for every thing apart from following pages
6. Checkout Page should have Checkout Page Template. This is the step checkout template inbuilt in the theme. Make sure the checkout page has the short code [woocommerce_checkout] in the content
7. Thanks page should have the Thankyou Page template. This is the inbuilt Page template which acts as a replacement for WooCommerce Thank you page. Since this functionality is inbuilt in the theme, you can remove the [woocommerce_thankyou] shortcode from thank you page content. This page shows the subscription status when an order is complete.
8. To Setup "My Account" Page Make sure the checkout page has the shortcode [woocommerce_my_account] in the content

Here you can find WooCommerce Documentation -
https://docs.woothemes.com/documentation/plugins/woocommerce/getting-started/.

Select "Shop" option at "Shop Page Display" to set up base Page of your Shop - This is where your product achieve will be.
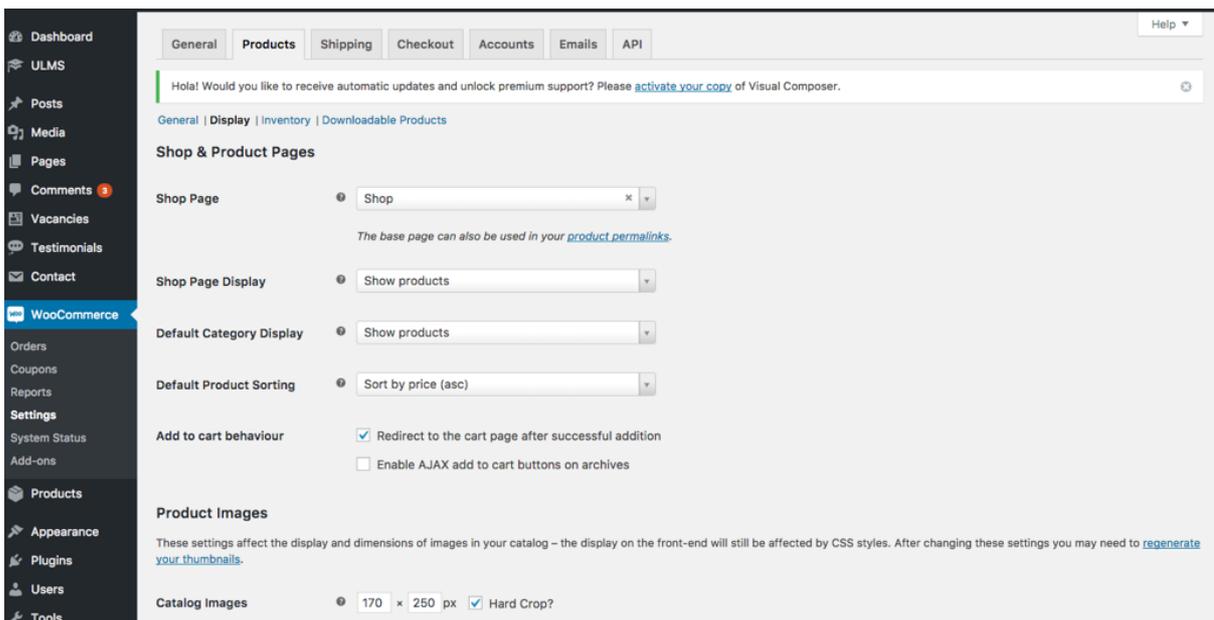


## 17.    Products

Adding the products: You can easily add new products via Products -> Add Product.  We add some features giving you a possibility to associated Products with Courses or Groups (for onsite education)
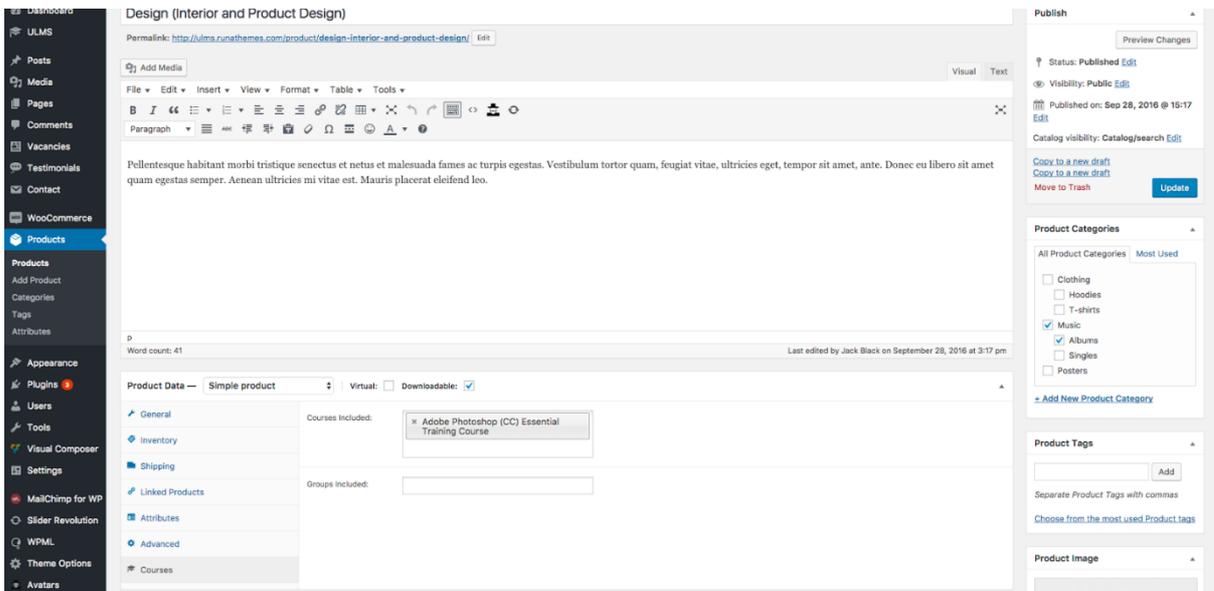
These settings allow students to take a course (group) after product purchasing. Additionally, if you choose a few courses, it gives an opportunity to sell all associated courses or groups by selling one product.
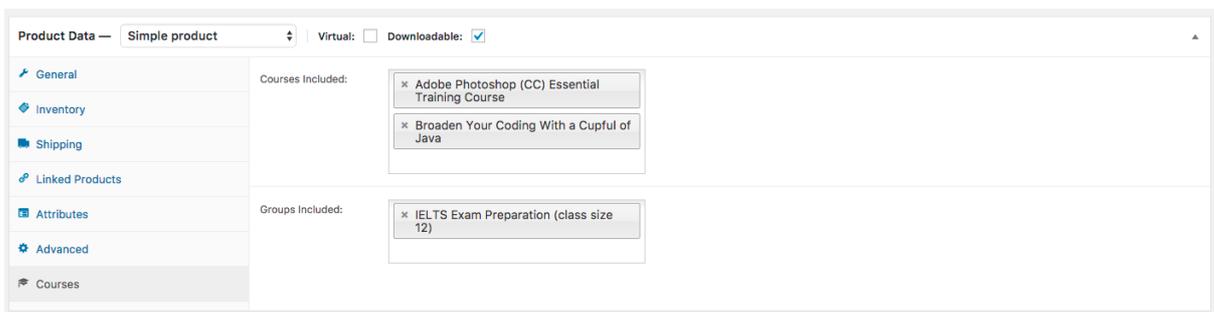


## 18.      Users

Users is a standard functionality of WP
There are 2 types of roles added by us:

### 1. **Student**
a.      Can be added to the Groups and Courses.
b.      Can buy Courses, Groups
c.      Didn't have personal page.

### 2. **Instructor**
a.      Have a personal page
b.      Displayed at groups, courses, infoblock  "About Us"
c.      Can buy Courses, Groups

Additional information you can find here:
https://easywpguide.com/wordpress-manual/users/

## 19.      Update the theme
There are 3 methods to update our WordPress themes to newer version. These new updates are essential if you want to have a bug free website as we give new features

and improvements to the theme over time. Some of these updates might be needed in order to make the theme compatible with WordPress newer versions. There is no risk on losing your settings and pages. However, if you have done modifications on core theme files, then they will be lost, so you should back up those files.

Update Through **WordPress** Admin Panel It's possible to update the theme easily via Dashboard -> Updates, after entering correct API credentials via Theme Options -> One Click Update:

Envato Username - your ThemeForest (or Envato) username (i.e. runathemes).
Envato API Key - secret API key you have on ThemeForest. You can create a new one under the Settings > API Keys section of your profile.
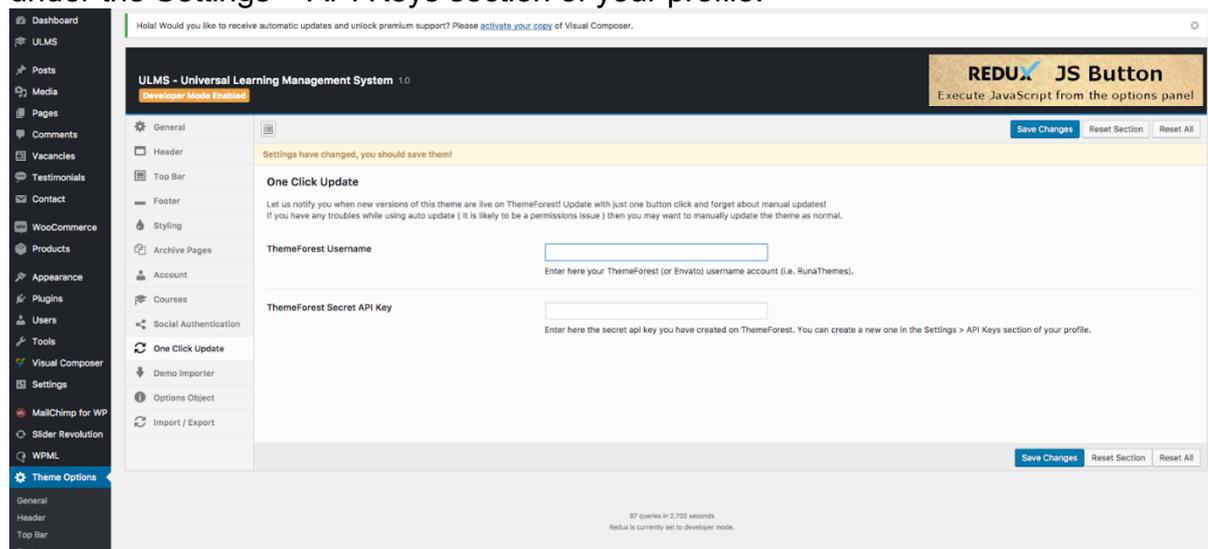


## Updating using a FTP software

- Login into your Themeforest account and go to downloads (Dashboard > Downloads)
- Download the theme into your computer
- Install an FTP program (Filezilla is free) Retrieve your FTP login information from your hosting admin panel and login into your hosting via FTP
- Unzip the item main file and locate theme archive file and unzip it. Make sure your unzipping software do not create extra directory with the same name nested into each other.
- Drag and drop theme main folder into your FTP program with the destination : YOUR_HOSTING_ROOT/YOUR_SUBDIRECTORY/wp-content/themes/
- FTP program will give a warning that there is an existing with the same directory name, choose replace all.

*After upgrading the theme, you can update extra plugins via* **Appearance -> Install Plugins.**

Also, remember to clear your browser cache after each update if you notice anything off. Old theme files can persist in your local cache and make you think something's wrong.

**Again, thank you for purchasing this theme!**
If you have any questions that are beyond the scope of this document, feel free to pose them in the dedicated support forum at www.runathemes.com