



UPLOAD GUIDE

DIGITAL SHOWCASE



The GSA's Digital Showcase reaches 25,000 visitors each June and 3-5,000 visitors a month throughout the rest of the year. The site is open for graduates to continue to keep up to date for 12 months after which the site will be retained as an archive.

This guide is designed to help you start uploading and experimenting with your page. You don't have to work with finished artwork at the moment - just see what you can do with the page. If you have concepts that you're struggling to implement through your page, please let the Marketing and Communications team know at marketing@gsa.ac.uk.

The Library Learning Technology team will be running sessions on how to populate your showcase page throughout May. You can find information about when sessions are running on their Canvas page as well as their 'Graduate Showcase' online module. You can contact the team at lthelp@gsa.ac.uk

Digital Showcase

Uploading your digital portfolio

1. SET YOUR PASSWORD

Go to

<https://2026.gsashowcase.net/wp-login.php?action=lostpassword>

and enter your GSA email address. Then check your email (and junk/clutter) for a password reset link.



Please enter your username or email address.
You will receive an email message with
instructions on how to reset your password.

Username or Email Address

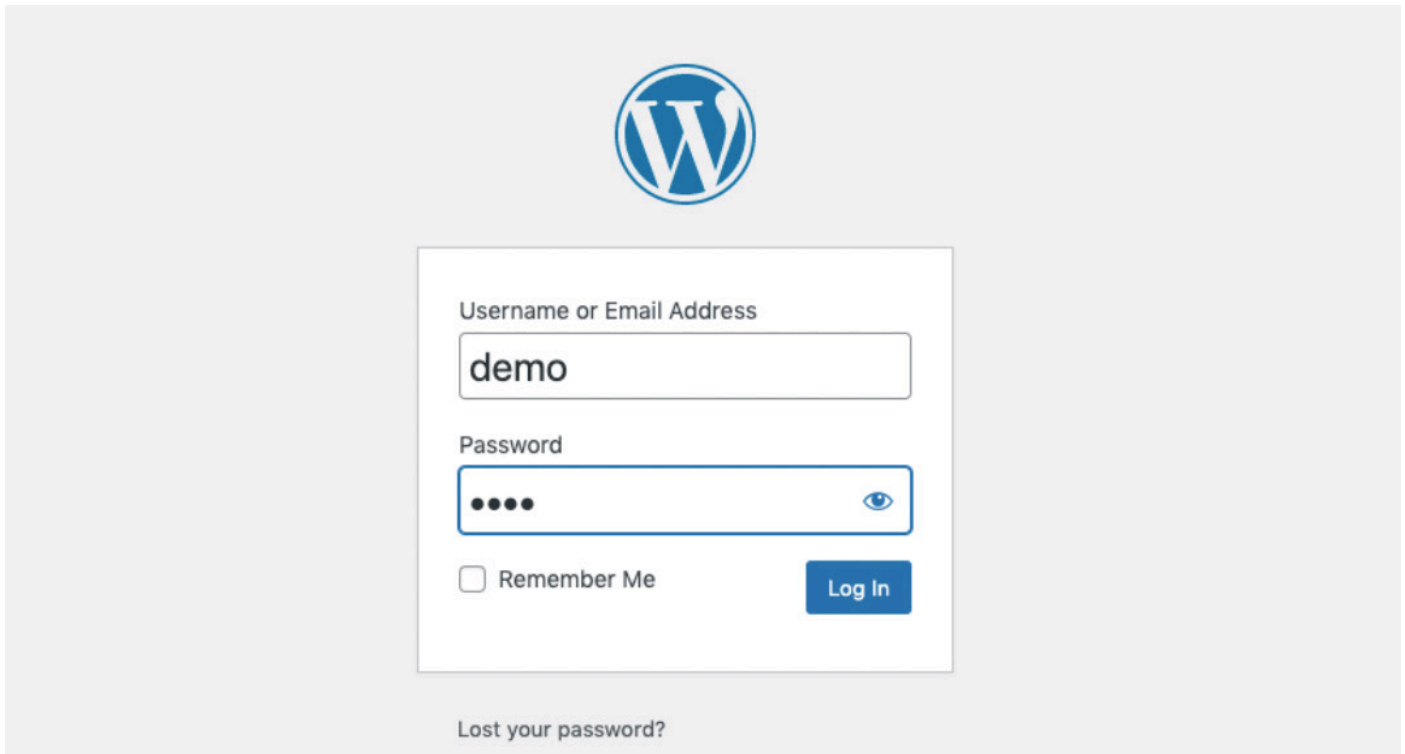
Get New Password

Log in

← Go to GSA Showcase

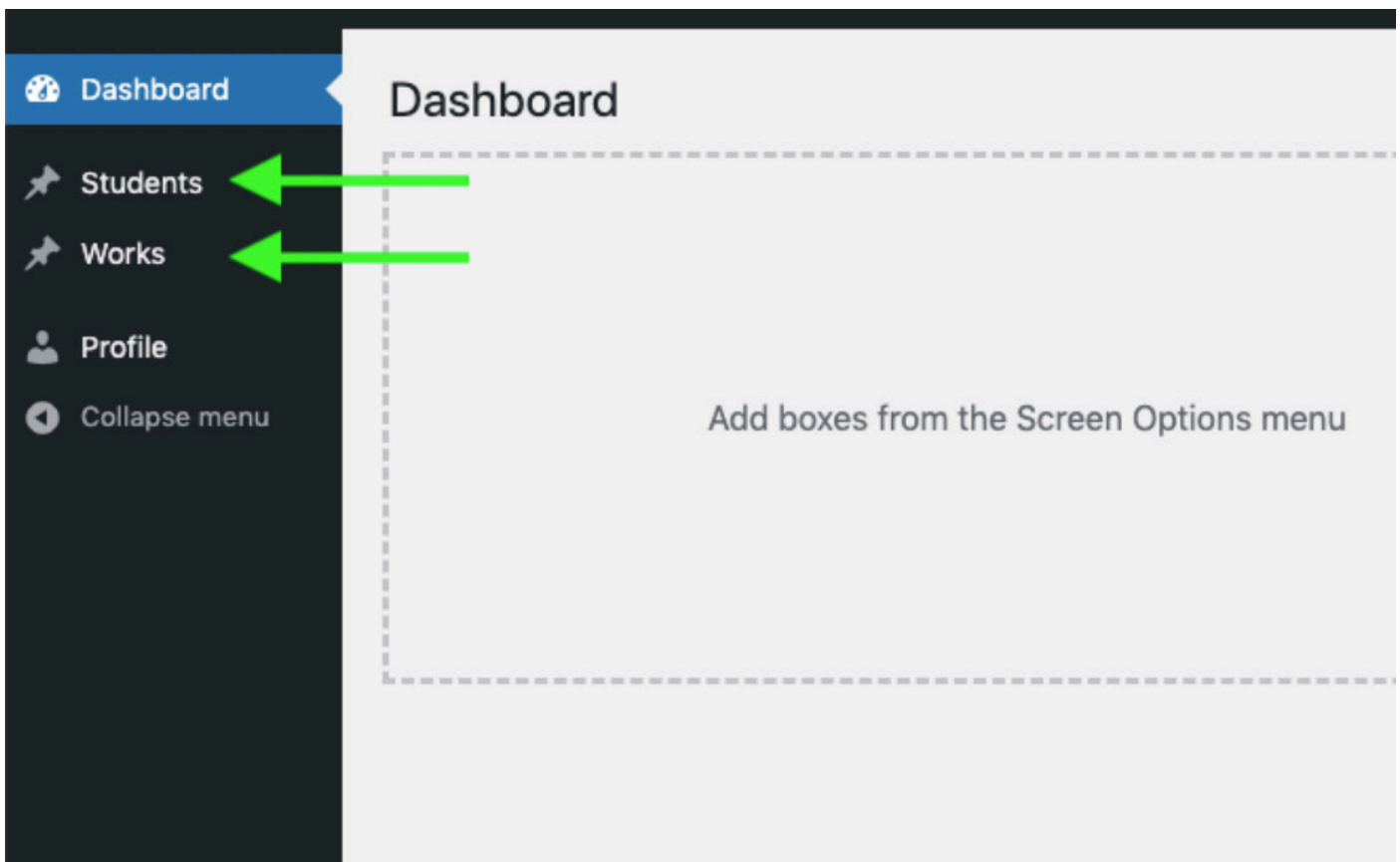
2. LOGIN

You can log in at <https://2026.gsashowcase.net/wp-admin>



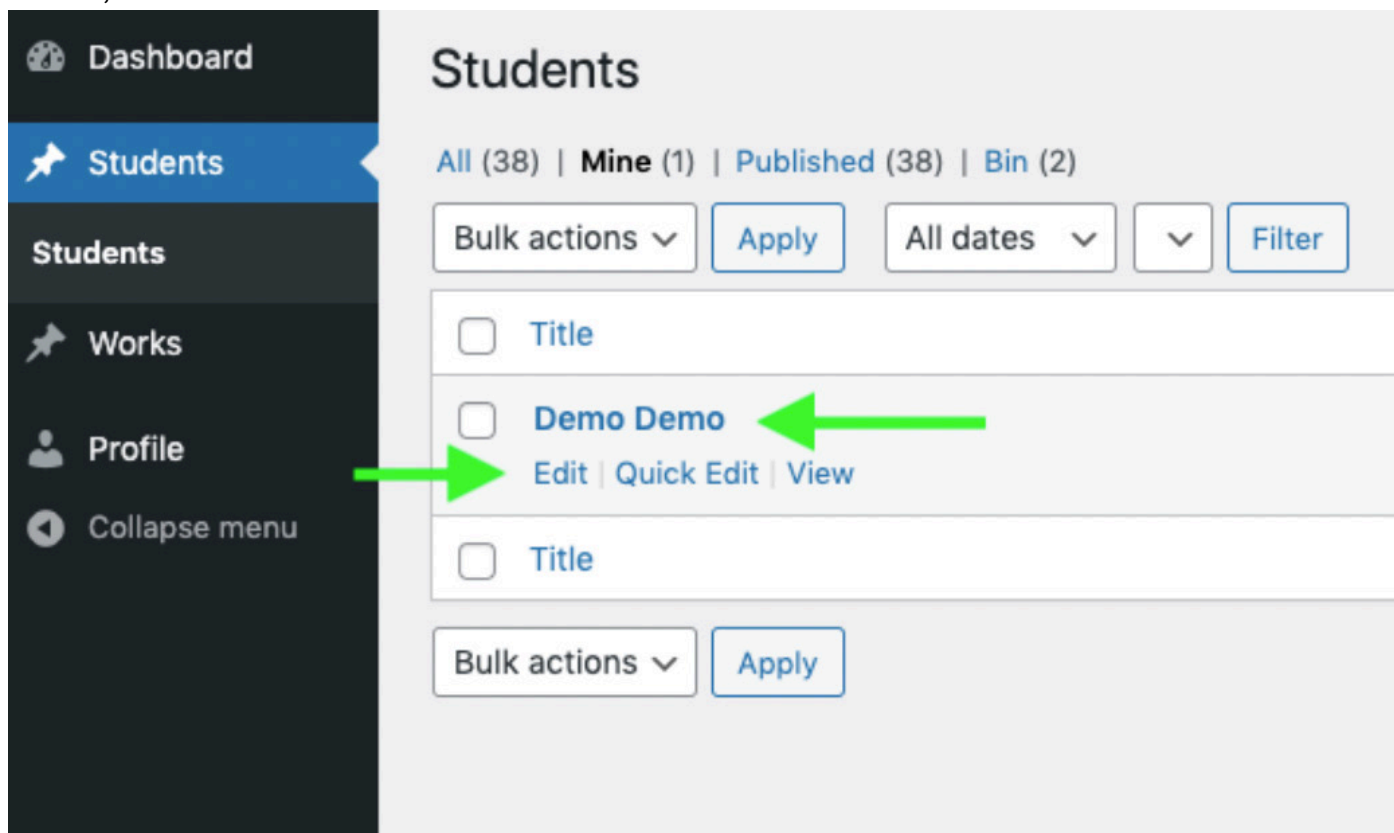
Once you've logged in you'll see two navigation items on the left:

Students and Works.



3. EDIT YOUR INFORMATION

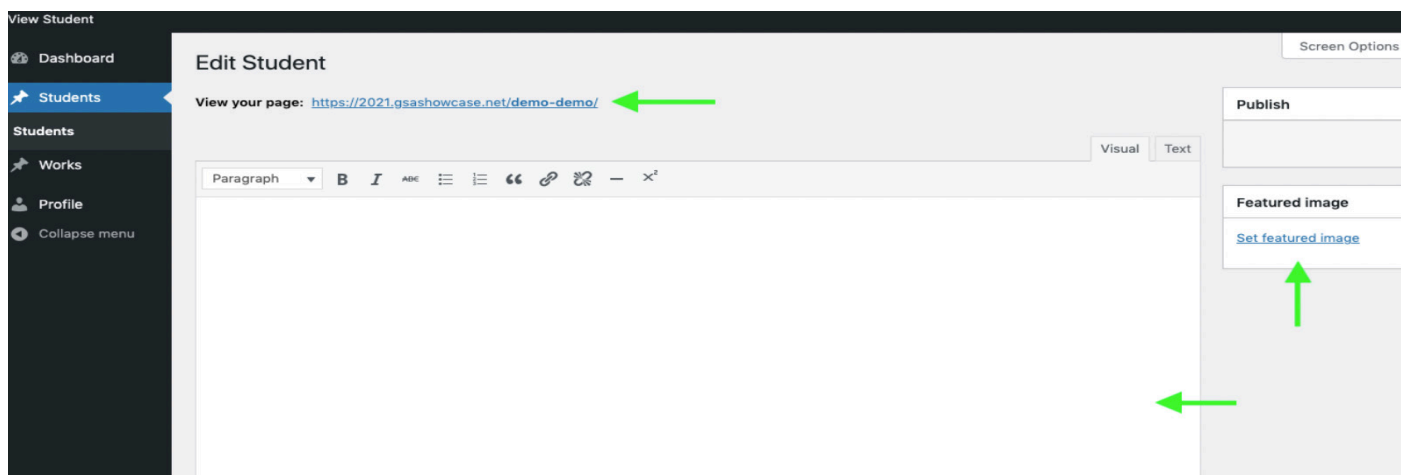
In the Students section you can add your personal info, edit your name, URL, bio, links, etc and add preferred pronouns. Navigate to Students, and then click on your name, or the edit link.



Click the View your Page link to view your page at any time.
Add your **bio/artists' statement/intro text** in the main text box.

Required - Add a featured image - The featured image will show at the top of your page, and in contexts that call for a single image, for example when sharing your page on social media. This should be a primary piece of your work.

This year we have introduced a 'portrait' feature should you wish to give your page a more 'CV' style. This is entirely optional and may not be appropriate for certain programmes.



Fill in the rest of your information in the Student section.

You can add multiple links (that might be to your online shop, crowdfunder/kickstarter, source materials, websites, socials, documents etc) by clicking the **Add Row** button.

Student

Terms and Conditions *

Do you agree to the [terms and conditions](#)?

Yes No

Pronouns

Email

GSA Email

Links

Your website, instagram, twitter, etc

URL	Label
Where the link should go. Must start with http:// or https:// (For example: https://twitter.com/GSofA)	What the text of the link should be (For example: @GSofA)

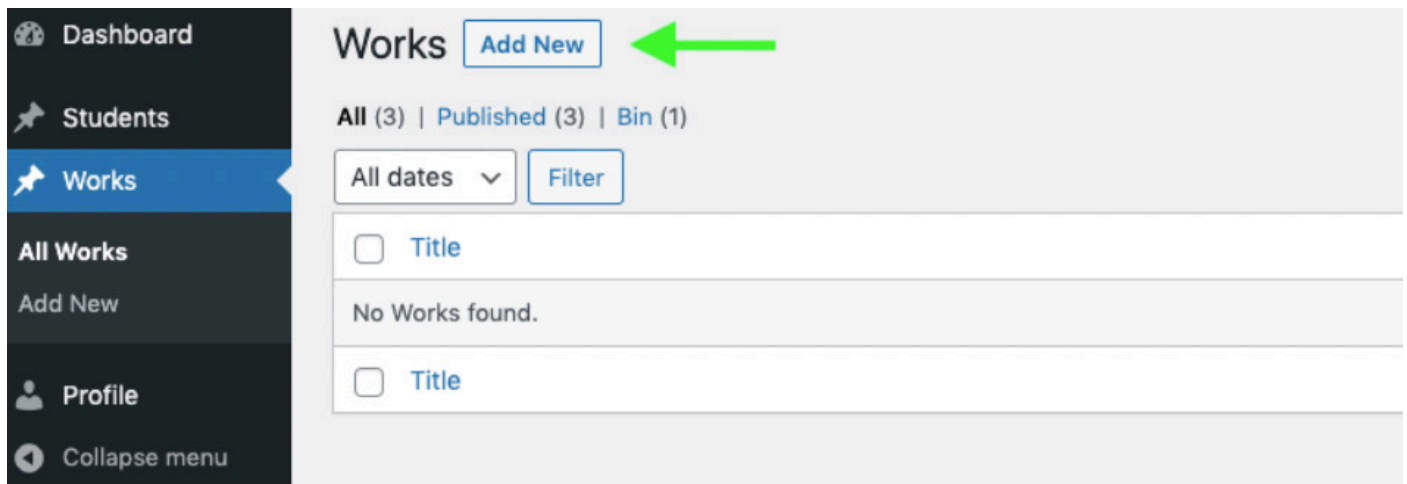
Add Row

Click **update** (or publish) to save your changes

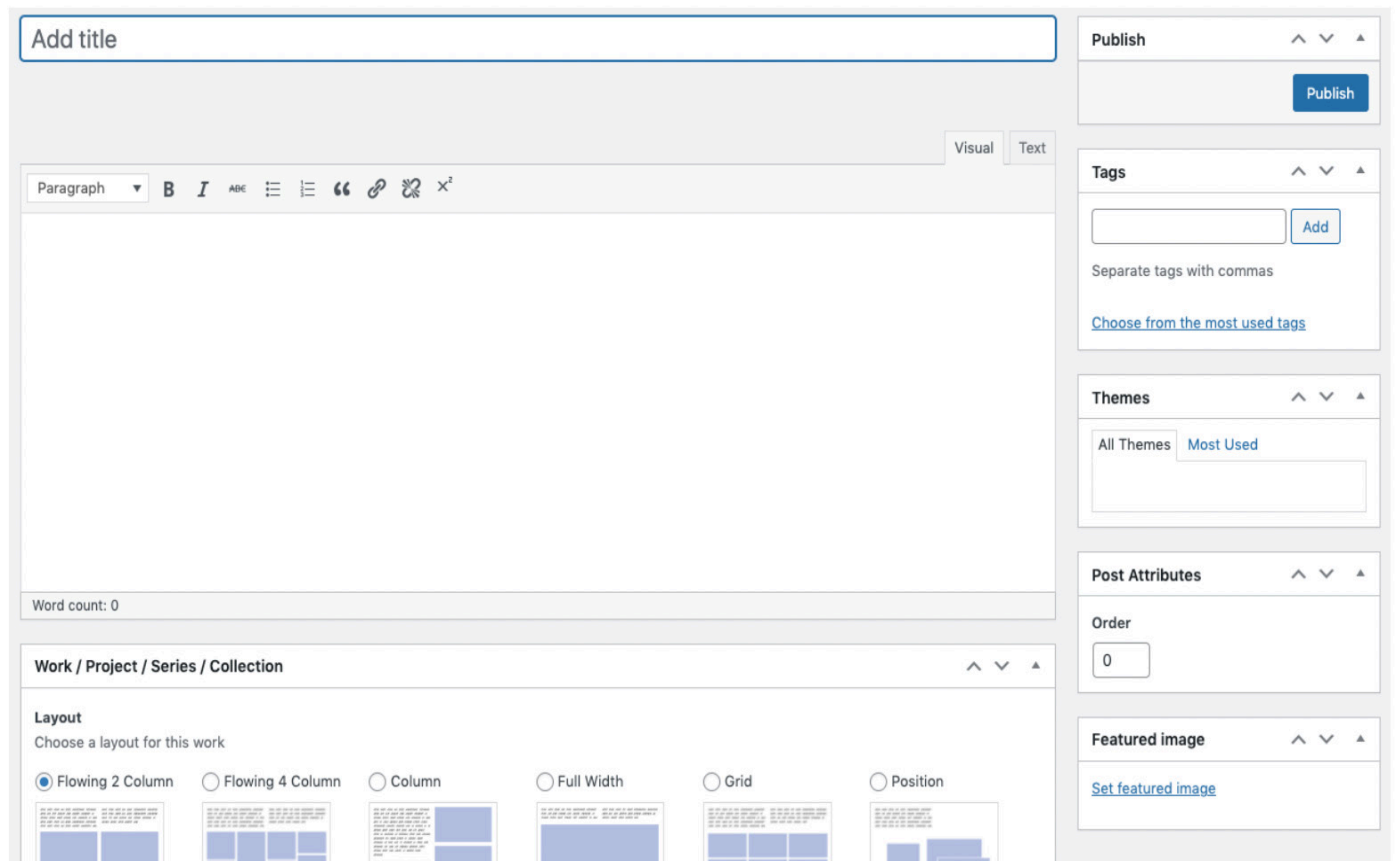
The screenshot shows the 'Edit Student' page in a WordPress dashboard. The sidebar on the left contains navigation links: Dashboard, Students (highlighted), Profiles, Works, Profile, and Collapse menu. The main content area is titled 'Edit Student' and shows a rich text editor with a toolbar. On the right side, there is a 'Publish' section with an 'Update' button highlighted by a green arrow, and a 'Featured image' section with a 'Set featured image' link.

4. ADD YOUR WORK

In the Works section you can add your works/projects/series/collections/etc. You can create as many works as you need. Each work has its own Title, Description, and Images / Videos / Media. Click **Add New** to add a new work.



Fill in the **Project Title** and the **Description** in the text box.



Add a featured image in the right-hand column - The featured image will show in contexts that call for a single image or preview your page, for example when sharing your page on social media.

Tag your work

In the right hand column here you can tag your work with any keywords that you would like to make your work searchable on the site and will help us build the multiple navigation routes through the site. There are no set tags – there will be themes linking to curation of the show and the main programme of events that you will be able to check as we progress with the site build.

Themes

Themed work is pulled through onto curated thematic on the front page.

Colours

This year we have introduced a new feature allowing students to choose background color and text color for your profile and each work. Please consider **accessibility** when designing your profile.

Order

If you wish to change the order of works/projects, you can drag and drop them as you see fit.


Choose a Layout

For each work/project you can select a different (or indeed the same) layout. Different layouts will suit different styles and different types of work and your choice will depend on your practice. You may want to discuss this further with your tutor.

Work / Project / Series / Collection ^ v ▲

Layout
Choose a layout for this work

Flowing 2 Flowing 4 Column Full Width Grid Position



Work
Click the Add Row button to add to a work. Choose Image, File, or Embed. For files and embeds you have the option to upload a preview image.

Add Row

Position

Items in this layout can be arranged more freely. Open your page and use the Edit positions toolbar above this work to drag and resize each item, then click Save to store your composition.

IMPORTANT To see how this works in practice you can login to see one page with many layouts here: <https://gsashowcase.net/leslie-meldrum/>

You can add as many images or embeds or other media as you need to represent the work. To add another image, embed, etc. click **Add Row**. For each project/work you can select

'Inverted' to show the work (or whole page) inverted as white text on black.

Flagging Graphic/Over 18 Content

Please flip the switch 'graphic content' next to any content that would be **unsuitable for under 18s**. This will blur the content until hovered over.

Adding Content Warnings

This function will allow you to tag content as you wish for the safety of others. You can use it if you think your work contains or explores sensitive content that you would like people to be aware of.

Adding Work

Each row has dynamic fields that update based on the type of media you add. These fields have detailed instructions. Read these instructions carefully for the full range of options and inputs.

Image file formats: Accepted file formats are .jpg .jpeg. png .gif.

Audio file format: mp3 or embed if over 5MB/ if preferred.

Video file format: Must be hosted on Vimeo or YouTube (contact marketing@gsa.ac.uk if you have a large file that you would like us to host on the GSA premier account)

iFrame - for bespoke websites and software you can embed an iFrame.

Maximum Size of files: 5MB

NB Whilst high-res images are often much larger than 5MB, that is for Print Quality only. Screens have much lower resolution than a printed image, so for display on screen 5MB is considered very large.

PDFs. Single images should be converted to an appropriate image format. Work that requires to be PDFs (for example multiple publications, workbooks, sketch-books etc) can be sent by file transfer to marketing@gsa.ac.uk and we will return embed links from Issuu for you to add to your showcase page. See the FAQ on PDFs below for more information.

<p>Type Video can be added as an Embed from Vimeo or YouTube PDFs can added as an Embed from Issuu Large Sound files (above 5MB) can added as an Embed from SoundCloud or similar</p>	<p><input checked="" type="radio"/> Image - jpg, jpeg, png, gif <input type="radio"/> Audio - mp3 <input type="radio"/> Embed - Vimeo, SoundCloud, MixCloud, Issuu, SketchFab, YouTube, etc</p>	
<p>Image Can be .jpg .jpeg .png .gif - Once you've uploaded an image you should edit the title and</p>	<p>No image selected <input type="button" value="Add Image"/></p>	

Collaboration

If the work is a collaboration, select one member of your group to create the work. On that work's page flip the Collaboration switch to Yes, then add a Row for each group member.

Back on your student page you also have a switch to control whether or not to show collaborative projects you've been tagged in on your page. Switch this on if you're happy for work you've been tagged by other students in to appear.

The screenshot shows the 'View Work' interface. On the left is a dark sidebar with navigation options: Dashboard, Students, Works (highlighted), All Works, Add New, Profile, and Collapse menu. The main content area has a table with two rows. The first row has a text field containing 'and clicking the pencil icon.' The second row has a toggle switch for 'For sale?' set to 'No'. The third row has a toggle switch for 'Graphic Content?' set to 'No'. Below the table is an 'Add Row' button. Further down is a 'Collaboration?' section with a 'Yes' toggle switch, which is highlighted by a green arrow pointing to it. Below that is a 'Collaborators' section with the instruction 'Include yourself and the other members of your group.' It contains a table with two rows. The first row has a 'Student' header and a dropdown menu with 'Demo Demo' selected. The second row has a dropdown menu with 'Sarah Meldrum' selected. An 'Add Row' button is at the bottom right, highlighted by a green arrow.

Press & Marketing Images

We encourage all students to select 'yes' on our press images tab - this gives us permission to promote your work via our official channels digitally and in print. We will always fully credit any of your work to you, your programme and year of graduation. These versions of your work must be 300dpi minimum.

Portrait

No image selected [Add Image](#)

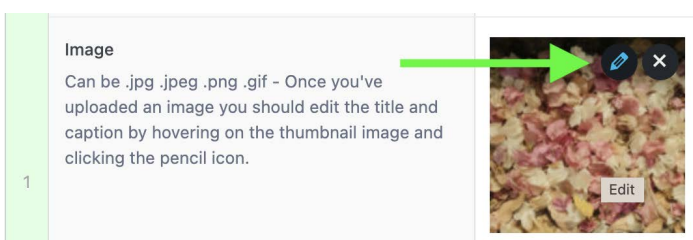
Upload Press Images

Set to 'Yes' to agree to the [Terms and Conditions](#) and upload high-resolution images for use in press materials.

No

Captioning

It is essential you add a title, caption and alt text to each of your works:



UPLOADING TO THE SHOWCASE FREQUENTLY ASKED QUESTIONS

1. What file formats are accepted?

Image file formats: Accepted file formats are .jpg .jpeg. png .gif.

Audio file format: mp3 or embed if over 5MB/ if preferred.

Video file format: Must be hosted on Vimeo or YouTube

Maximum Size of files: 5MB

2. What is the size limit per file? Why is there such a limit in place?

The maximum file size per image is 5MB.

Whilst high-res images are often much larger than 5MB, that is for Print Quality only. Screens have much lower resolution than a printed image, so for display on screen 5MB is considered really quite large.

If your page contained many images in the 10 or 20MB range, that page would take a really long time to load and you would likely receive much less traffic to your page and sites.

3. Is there a limit on the number of files I can have on my page?

No, the only limits are on individual file sizes.

4. Is it possible to embed online programmes that support 3D software- e.g. photogrammetry?

Yes, this is possible. The best way to do this would be to choose a site to host the 3D project and provide an embed code. Then it will work in a similar way as a Vimeo embed. The same applies to VR and other specialist software.

You can also embed an iFrame. If you have any issues with any specific software not embedding let us know by emailing us at marketing@gsa.ac.uk

5. How do I edit the title and add a caption of an image?

Once you've uploaded an image file you can edit the title and caption by hovering on the thumbnail image and clicking the pencil icon.

6. Can I add in a PDF?

Yes. PDFs can be added as embeds via Issuu. Alternatively PDFs can be added in the links section on your student page – e.g. linking to source materials.

If you need to upload a PDF format rather than an image or video format (for example for a publication or sketchbook), please file transfer (using wetransfer or dropbox or similar) your PDF to us at marketing@gsa.ac.uk and we will upload to the GSA's professional Issuu account and send you back the links to embed the mobile and desktop optimised publication in your showcase, featuring live links and full screen sharing.

7. Why can't PDFs be added as files?

PDFs are often very large unwieldy files that can slow down your page load time hugely and as multiple page documents, not very interactive. You can embed as an Issuu or convert to another image format if a single image.

8. My images are uploading very slowly?

This is likely to be caused by uploading too many images at once. Uploading one-by-one is a more efficient route.

In the 'profile' it does not allow me to upload an avatar?

There is need to edit the info in here, it will not appear on the public site. The section is only visible so you can change your password and login email.

9. What is the difference between works, projects, series, etc?

It's labelled like this so as not to be specific about what can be added here – what you want to add is completely up to you. One person might consider their works 'Projects' and another 'Collections'. Each 'work' is a title, description of any length, and collection of media.

10. How and why should I tag my work?

Editing an individual work you can add tags in the menu on the right-hand side. You can also create your own tags. (Please note, tags which could be considered offensive will be removed unless there is prior agreement from the GSA.)

Showcases will not only be navigable by school, discipline and name, but also will be searchable by tags, and some tags will be pulled into themed pages that provide cross-school content from a range of students e.g. Sustainability. As well as tags, you can also select from one of our Themes. The themes allow users to explore the Showcase, rather than by discipline or programme. If your work resonates with one of these themes, simply select any that apply.

11. Can I change the order in which Works appear on the site?

On the right-hand side there is a 'post attributes' box and a number input for order. There you can fill in the order that the work should appear. You can set this number for each work.

12. I can't get Vimeo/YouTube to embed?

You should not upload your video files directly. Instead all videos should be first added to Vimeo (or YouTube) and hosted there.

To add the video, you should just need to paste in the public url of the video NOT the <iframe> embed code, so e.g. just <https://vimeo.com/484095256>

13. What kind of audio files can I add?

The site can accommodate audio through mp3 or a free Soundcloud or Mixcloud embed.

14. What accessibility provisions are in place?

The website is based on The Web Content Accessibility Guidelines for accessibility <https://www.w3.org/WAI/standards-guidelines/wcag/>

The site will:

- Support 3rd-party software to change colours, contrast levels and fonts
- turn off autoplay media
- zoom in up to 300% without the text spilling off the screen
- Support navigating the website using just a keyboard
- Support navigating the website using speech recognition software
- Support listening to the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

Events featured as part of the programme of Showcase events will also include captioning.

15. Why are there different page layouts and which should I choose?

For each project you can select a different (or the same) layout.

Different layouts will suit different styles and different types of work and your choice will depend on your practice. You may want to discuss this further with your tutor.

IMPORTANT: To see how this works in practice once you are logged in you can see one page with many layouts here:

<https://gsashowcase.net/leslie-meldrum>

16. I'm having problems uploading or am trying to work out how to achieve something before I upload it. What support is in place for me?

If you can't find the answer in this guide, you can contact the Library Learning Technology team for assistance. They can assist with uploads to the site. Email LThelp@gsa.ac.uk.

If you have a specific technical question about a specific piece of software, you can also contact TSD via Connect2 on Canvas.

If something on the site appears to be broken, please contact marketing@gsa.ac.uk advising of the issue and we will rectify as soon as is possible. All other support and guidance is available on the student intranet [Degree Show pages](#).



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