In This Guide

- Log In
- Change Password
- Change Display Name and Set Profile
- Orientation to Dashboard and Toolbar
- Setting Your Site Identity
- Posts vs. Pages
- Creating Posts & Adding Categories
- Creating Pages
- Adding Media to Posts & Pages
- Managing Comments
- Changing the Look-and-Feel of Your Site (Themes)
- Adding Plugins
- Custom Menus

More Help Elsewhere

1. The WordPress Codex is a help guide for everything WordPress
2. Lynda.com is a collection of online training videos to which American University subscribes. The entire WordPress Essential Training (5 hr, 14 min duration) is great, but you can also

peruse video segments by topic. In particular, this EdSpace Getting Started playlist covers the basics. (Note: Lynda.com requires AU login.)
3. WordPress is the most popular website development system in the world, so there is a wealth of YouTube videos, forums, and other training support and documentation online. A little googling can get you far.

Log in

Go to edspace.american.edu and select on “Log In/Dashboard”

Log in to edspace.american.edu with the access ID and temporary password you received via email to begin.

Change Password

Change your password when you first log in.

Dashboard > Users > Your Profile. Scroll down to the Account Management section and select **Generate Password**. Replace the suggested password with a new password of your choosing. Choose a password or phrase that you will remember, including numbers, letters, and symbols. American University requires Medium or Strong passwords, as indicated by the

strength tester. Once you have updated your password, click **Update Profile** to save your new password.

Change Display Name and Set Profile

Dashboard > Users > Your Profile >Edit your Personal Options.

Enter your First Name, Last Name, and Nickname in the respective fields. Choose a display name from the “Display name publicly as” dropdown field. Your display name is the name that will be visible the public. Edit your settings and avatar based on your personal preferences. Once you are finished, be sure to scroll to the bottom of the page and select **Update Profile**.

…scroll to bottom…

Orientation to Dashboard and Toolbar

Dashboard

The Dashboard allows you to **customize your site's appearance, add content, manage comments** and **users**, and more. We'll take a quick look at some key features, and then get into specific actions on the Dashboard.

Toolbar

Once you are logged into your site, you'll see an admin toolbar across the top of any edspace.american.edu site. This toolbar lets you navigate from your site to other areas, such as a different site of yours (My Sites), to view site (Visit Site), to view comments (comment icon), and to quickly add new content (+New). From here, we will explore the Dashboard in order to learn more about the backend of your blog.

Dashboard

The Dashboard is your site's control center, and the main way to access and change all of your site's settings and functionality.

Dashboard Menu

There are three sets of items on the left-hand menu. The first set is for blog admin (Home - Stats), the second set (Posts - Feedback) helps you manage your blog content, and the third set (Appearance - Avatars) allows you to manage the design and structure of your blog.

Start Editing Your Site

Click the "My Sites" button on the sidebar to get started. From here you can visit your site, or your "Dashboard." Click on **Dashboard** to begin managing your site.

Alternative 1: Top Navigation Bar: **My Sites > Your Site Name > Dashboard**
Alternative 2: Append "/wp-admin to the end of your site URL.
Example: edspace.american.edu/js1234b/wp-admin

Introduction to your Site

Your website has a “home” page created for you. This page is *dynamic*, meaning that it will reflect the most recent posts you create. Your site has a sidebar that will automatically generate links based on your recent updates, comments, and categories.

Setting your Site Identity

Dashboard > Settings > General

Your site is set up with the URL as the default site title. You can **customize your site title, subtitle and display.**

When you are finished, remember to scroll to the bottom and select Save Changes.

Posts vs. Pages

Posts are entries listed in reverse chronological order on the blog home page or on the posts page if you have set one in Settings → Reading. Posts can be found in the Archives, Categories, Recent Posts, and other widgets. Posts are also displayed in the RSS feed of the blog. You can control how many posts are displayed at a time in the Reading Settings. The URL for a post includes the date the post was published like this: https://edspace.american.edu/johnsmith/2008/11/30/post-title/. See Posts for more detailed information about WordPress posts.

All, or nearly all, of your assignments for WRTG-100 will be posts. You will turn in your assignments by sharing the URL of each specific post with Professor Hoskins via the assignment submission form on his website.

Pages are static and are not listed by date. Pages do not use tags or categories. An About page is the classic example. The URL for a page looks like this: https://edspace.american.edu/johnsmith/page-title/. You can create a menu to provide navigation to your pages (see Menus). Pages can also be displayed in the sidebar using the Pages widget, and some themes display pages in tabs at the top of the blog. See Pages for more detailed information about WordPress pages.

You may decide to create optional pages to customize and enhance your website for WRTG-100.

Creating Posts & Adding Categories

From within your top toolbar, select **+ New > Post** *or alternative*: ***Dashboard > Posts > Add New.*** (Previously-made posts are available to edit under **Posts > All Posts**).

1. Fill out post title, text (body) and insert media as desired
2. Add **categories** as specified in prompt. This is extremely important, as these will filter and organize your posts into the class site.

a. To create new categories, click the **+ Add New Category** link, enter the category (check to ensure no spelling errors or typos!), and click the **Add New Category** Button.

b. Once you've created categories, add them to your posts by clicking the desired ones from the list of available categories.

3. Select **Publish** when ready.
4. Submit your post's URL via the assignment submission form (on Professor Hoskin's site).

Creating Pages (optional)

From within your top toolbar, select **+ New > Page** *or alternative*: ***Dashboard > Pages > Add New.*** (Previously-made pages are available to edit under **Pages > All Pages**).

1. Fill out page title, text (body) and insert media as desired
2. Select any page attributes – some themes offer page templates and the potential to have a parent/child page hierarchy (particularly helpful for large site organization)
3. Select **Publish** when ready.

Adding Media to Posts and Pages

In addition to written content, you can add images, videos, files, and links to your pages and posts. You can add media through the post or page editor (outlined below). Alternatively, you can add media directly to your site through **Dashboard > Media > Add New**. You can also access all uploaded files to add details or delete them via **Dashboard > Media > Library**.

Adding Images/Files

1. From within the editing pane of a post or page, select the **Add Media** button.

2. You can upload new media, including images, PDFs, word documents, and other types of files in the **Upload Files** tab. If you have already uploaded media, you can select them in the **Media Library** tab.

3. Add details about your media.
a. Complete the Alt Text field, which provides a description of the image for people with visual disabilities.
b. Set the alignment, size, and optional linking.
c. Check to make sure the checked file (outlined in blue with a check mark in the corner) is the one you have been editing, and select **Insert into Post**.

Managing Comments

Dashboard > Settings > Discussion

Choose your Comments settings. These settings allow you to decide when you get notifications about new comments and what kind of comments you allow or disallow. Baseline settings that will work for this class are:

- Comment author must fill out name and email
- Receive email whenever
  - Anyone posts a comment

AND

  - A comment is held for moderation
- Before comment appears, comment author must have a previously approved comment

These settings will allow you to know who is providing comments, alert you to new comments, and require you to manually approve first time posters to your site (which helps mitigate potential spam comments).

Changing the Look-and-Feel of Your Site with Themes (Optional)

A WordPress Theme is a collection of files that work together to produce a graphical interface with an underlying unifying design for a weblog. These files are called “template files.” A Theme modifies the way the site is displayed, without modifying the underlying software or content.

Change Your Theme

Within the wp-admin dashboard, select **Appearance > Themes**, then browse layouts available, and select **Activate** for desired theme.

Adding Plugins

WordPress plugins add functionality to your site. Examples are plugins that add integrations between WordPress and another software or allow enhance menu and posting control. Adding plugins can limit or expand your site’s functionality, and not all plugins work together. For this reason, it’s recommended that you keep the number of plugins activated on your site to a minimum.

Activating Plugins

In WRTG-100, you will need to activate the plugin Hypothesis on your site. You may also wish to activate the plugin Advanced iFrame, which will allow you to embed content from other websites in your site. The steps for adding either plugin are the same, but each plugin has its own set of settings and customization options.

Dashboard > Plugins > Installed Plugins

1. Scroll through the available plugins to find the plugin you want.

2. From your installed plugins page, you can learn more about particular plugins by visiting the plugin site or activating them.
3. After activating your plugin, navigate to the plugins settings to customize the settings for your site. These additional settings appear in different places depending on the plugin. Some plugin settings appear in their own area on the dashboard while some are added to the **Dashboard > Settings** tab. Hypothesis settings are added within **Dashboard > Settings > Hypothesis.**

4. For help with plugins, visit the plugin site of a particular plugin.

Custom Menus (Optional)

Create a Menu

Dashboard > Appearance > Menus. Name your menu (e.g. main menu), then click **Create Menu**. You can also edit previously created menus from this area.

Add Items to Your Menu

Dashboard > Appearance > Menus

1. Select desired pages, posts, links, or categories to make a navigational link directly to that content. For example, adding the category CommonplaceBook[LM1] to your menu will create a menu link to all of your posts in the CommonplaceBook category.

2. Once you have selected content, click **Add to Menu**.

3. Once you have selected all of the items for your menu, click **Save Menu**.

Manage Menu Locations

Dashboard > Appearance > Menus > Manage Locations

Some themes have multiple menus locations. After you have created a menu, you will need to assign your menu to a location on the **Manage Locations** tab.

[LM1]Hunter, this will need to be updated/verified to reflect an active class category.