



# WordPress Hands-on Studio

## Getting Started

### What is WordPress?

WordPress is a website and blogging platform provided free to post-secondary educators and students through a [provincially-hosted installation](#) organized by BC teaching and learning leaders (Open Educational Technology Collaborative - OpenETC).

### What Tools and Processes Are Included in this Handout?

This handout covers:

- Signing up for a WordPress site
- Choosing a theme
- Adding Pages and Posts
- Adding Tags and Categories
- Creating menus
- Adding Links and Media
- Settings and other features

### Signing up for a WordPress Site

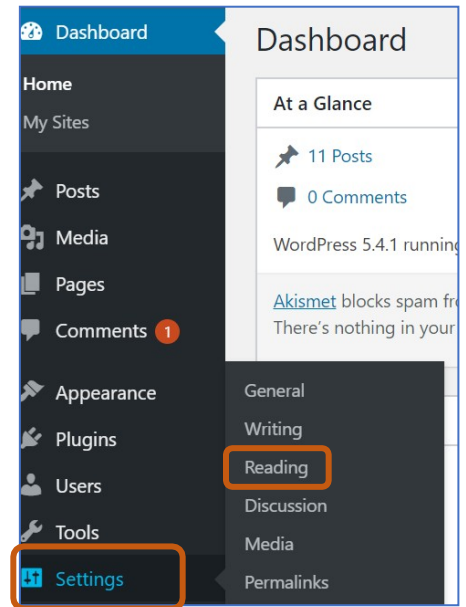
1. Go to <https://opened.ca/get-started/>
2. Click on red “**Get Started**” button.
3. A new page will appear where you need to create a site domain name (at least 4 characters), site title (this can be changed later), and email address (your NIC email address). Select “**Give me a site!**”
4. Select your privacy options (information is provided on what the different levels of privacy include / exclude).
5. Pick a template for your new site. If one has not been created for you by a course instructor, choose, ‘new site.’
6. Once you have activated your WordPress account by responding to the email to your NIC email address, generated when signing up, and received your log-in details, you’re ready to sign in to your new site at: <https://opened.ca/wp-login.php>.
7. Bookmark this site for future reference and make sure you keep your log-in details.

Decide on a title and URL (address) for your site. Your title can be changed later if needed, but the URL **cannot be changed**. Once you have decided:

1. Click on **Dashboard**.
2. Select **My Sites**.
3. Click **Add New**.
4. Put in your **Site Name** (the URL – cannot change).
5. Put in your **Site Title** (can change later).
6. Select your **Privacy level**.

### Setting Privacy Level

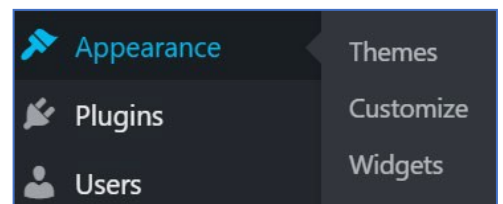
1. From your Dashboard, click on **Settings** near the bottom of the left-hand menu.
2. Next, click on **Reading**.
3. Check **Visible only to administrators of this site** until you are comfortable with how the site is set up and what you are sharing.



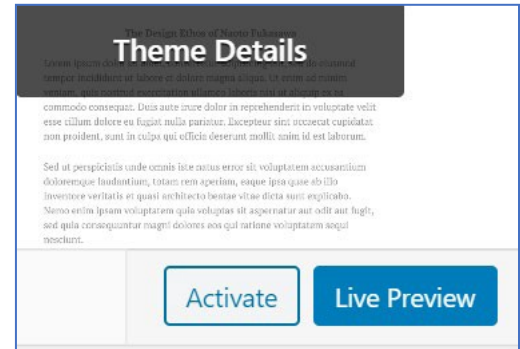
### Choosing a theme

**Themes** are the design of your site, what a visitor sees when they land on your website or blog. Different **Themes** have different ways of organizing content and include different kinds of functions.

1. From your **Dashboard**, click on **Appearance**. A new menu will appear. Click on **Themes**.
2. Through OpenETC you have a choice among 43 **Themes**. All these **Themes** have been checked for suitability of use in an educational setting (e.g., they are secure, have relevant functionality etc.).



3. If you want to see what a site will look like, click on **Live Preview**.
4. Once you have decided which theme you would like, click on **Activate**.
5. Note that if you change your mind, you can follow the steps above and change the **Theme** of your site.



## Adding pages and posts

You can create content on your site in one of two ways:

- 1) as a **Post** or;
- 2) as a **Page**.

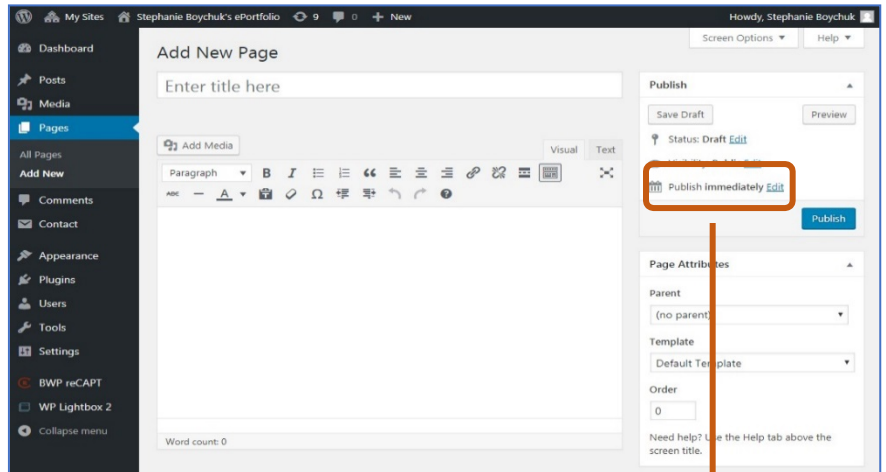
Posts	Pages
<ul style="list-style-type: none"> <li>• Are entries listed in reverse chronological order on the blog home page by default</li> </ul>	<ul style="list-style-type: none"> <li>• Are static and are not listed by date</li> <li>• Often listed at the top of the blog in a menu</li> </ul>
<ul style="list-style-type: none"> <li>• Under “Posts” select “Add New”</li> </ul>	<ul style="list-style-type: none"> <li>• Under “Pages” select “Add New”</li> </ul>

For more information on the difference between a **page** and a **post**, go to:

<https://en.support.wordpress.com/post-vs-page/>

On either a post or a page you can:

1. Add a **Title**.
2. Add text or information
3. Add **Media** from your **Media Library** or upload media directly
4. **Save Drafts**.
5. **Publish** when ready.

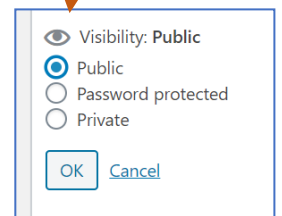


**Posts** have the added advantage of being able to be tagged and put into categories.

A **Category** is a general descriptor (e.g., Assignments). A **Tag** provides a greater level of detail (e.g., storyboard).

**Pages** can be “stacked” or nested together.

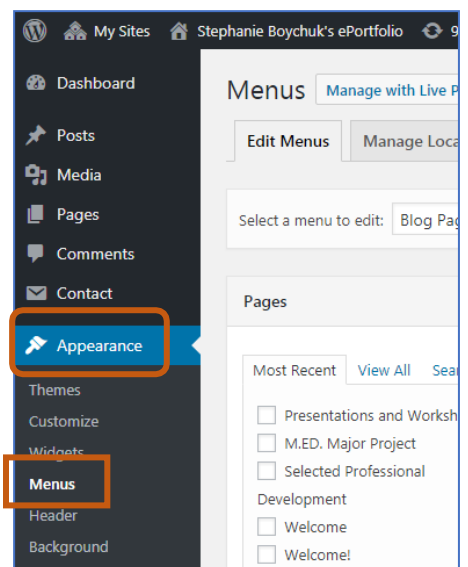
You can also set the visibility of your post or page by selecting “Public”, “Password Protected” or “Private” in the right-hand side menu.



## Creating Menus

Menus are the way people will move around your site. **Posts** can appear as individual posts or appear under the categories you have created for them. **Pages** will not appear on your site unless they are added to the menu or you have selected to automatically add them to the site.

1. Click **Appearance**.
2. Click **Menus**.
3. Select the **Menu** you want to edit or choose **Create a new menu**.
4. Use the list of items on the left side of the page to click and drag pages, categories and posts into the menu order you want them to appear in.
5. Use the arrow to the right of the menu item to select options to move the item up, down or under on the list. Alternatively, you can arrange them using drag and drop.




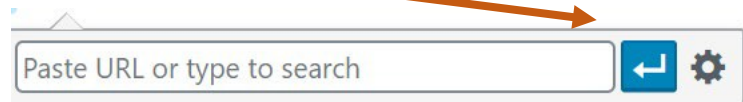
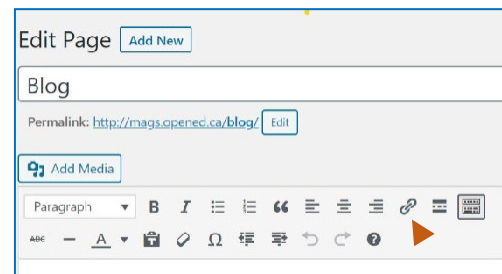
**6. Make sure you save your menu!**

7. You can select here to automatically add pages to your menu.
8. You can also select, whether or not the menu is the primary menu for your site.
9. Apply your menu from the 'Themes' area.

## Adding Links and Media

### Links

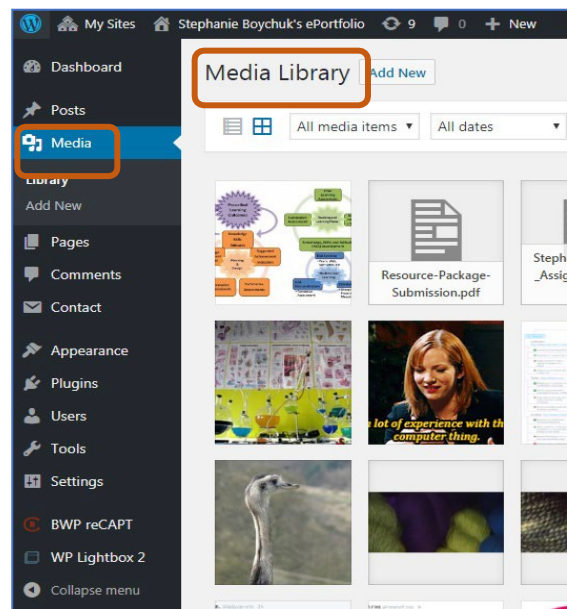
1. Click on a **page** or a **post**.
2. Identify where you would like the link to appear. Click on the **hyperlink button**. 
3. Add the required information to the box that appears and click on **enter** button. The link will be embedded into your post.



### Media

When you need to add a lot of media, it is easiest to do it through the Media Library.

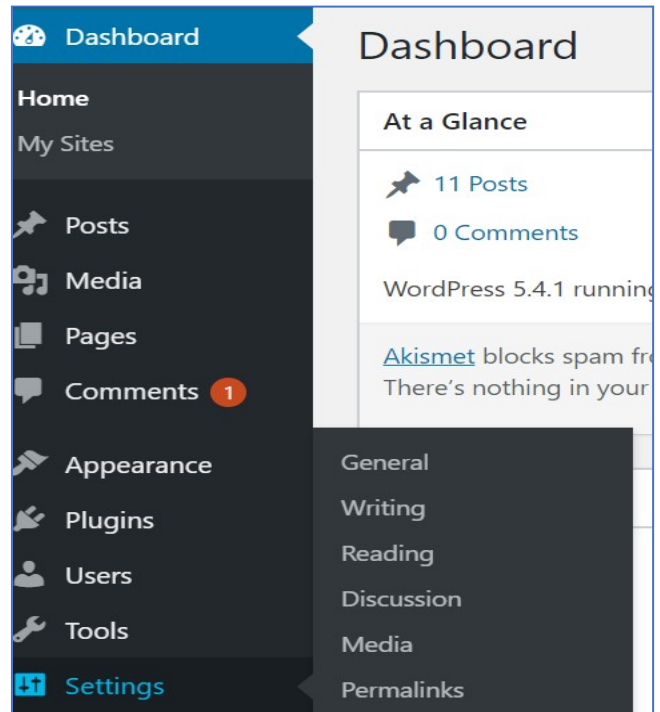
1. Click on **Media**
2. Click on **Add New**
3. **Select Files** or **Drag and Drop** your files
4. Once a file is uploaded, you can click on it to:
  - Change the Title
  - Add a Caption or Alt Text
  - Add a Description
  - Delete the File.



## Settings and other features

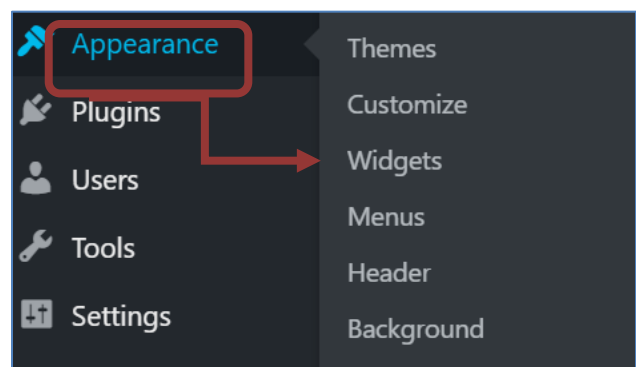
Within **Settings** you can:

1. Change the **Site Title**, add a **Tag Line**, set the **Site Language** and set the **Timezone** under **General Settings**.
2. Set your site to **Classic Editor** or **Block Editor** under **Writing Settings**.
3. Adjust how your **Posts** are displayed on your homepage under **Reading Settings**.
4. Adjust the settings for how people can add **Comments to Posts**, how **Comments** are moderated, and set your notifications, under **Discussion Settings**.
5. Adjust the dimensions of your images when added to your **Media Library** in **Media Settings**.
6. Customize the **Permalinks** for your individual pages and blog posts to make them easier for people to type in and remember by clicking on **Permalinks Settings**.



**Other features** include **Widgets**. **Widgets** are blocks of content that you can add to your site, such as a calendar or a footer. To find the **Widgets** available for the **Theme** you have chosen:

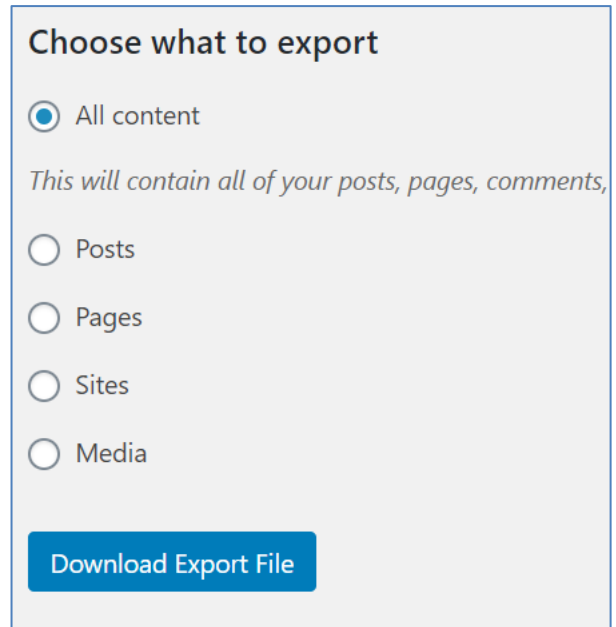
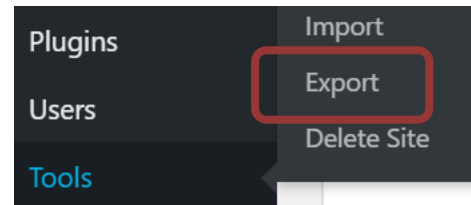
1. Click on **Appearance** in the left-hand menu.
2. Select **Widgets**.
3. A selection of **Widgets** for you to choose from will appear. Click on the one you want and follow the instructions for adding that **Widget**.



## Exporting your site as a back-up

It is possible to export the content of your WordPress site so that you can keep a back-up copy.

1. Click on **Tools** on the left-hand menu.
2. Choose **Export** from the menu that appears.
3. Choose which part of your site you would like to **Export** and then **Download Export File**.
4. A file will be generated that you can save to your computer.



## Resources

For more information on how to use WordPress and its various tools, check out the following websites:

WordPress Support

<https://wordpress.com/support/>

7 Essential Tips for WordPress Beginners\_

<https://copyblogger.com/new-to-wordpress/>

OpenETC videos

<https://opened.ca/community-resources/wordpress-support/>

How to use widgets to make changes to your WordPress website

<https://www.youtube.com/watch?v=cmFJdP5JLZc>

What are WordPress Plug-Ins and how to use them

<https://www.youtube.com/watch?v=XepVypDc9fA>