

## Starting Your SD41 Wordpress Blog *blogs.sd41.bc.ca*

The web address to your blog starts with  
blogs.sd41.bc.ca/lastnameinitial (eg. John Smith's blog is  
blogs.sd41.bc.ca/smithj)

All work is done in the backend of your blog. This is called the **DASHBOARD**. To login, click on your Login. (If there is none, then add at the end of your web address "/wp-admin").

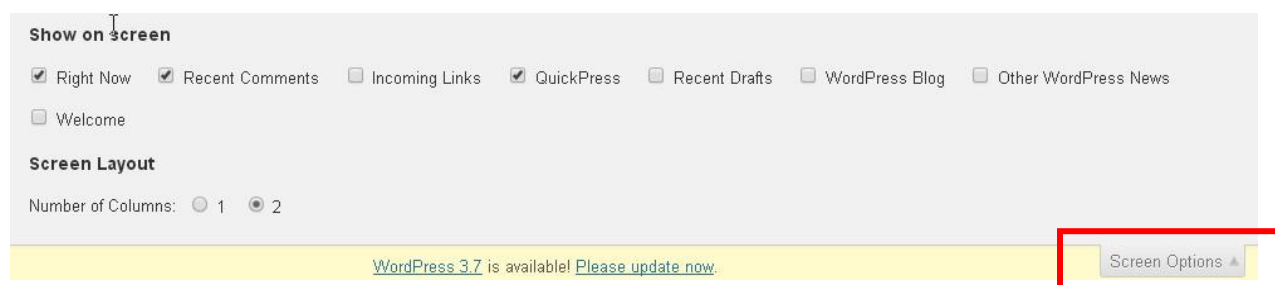


Type in your login **Username ID**:

Type in your **Password**. Usually this is set to "burnaby". You will change it when you get in.

Click **Log In**.

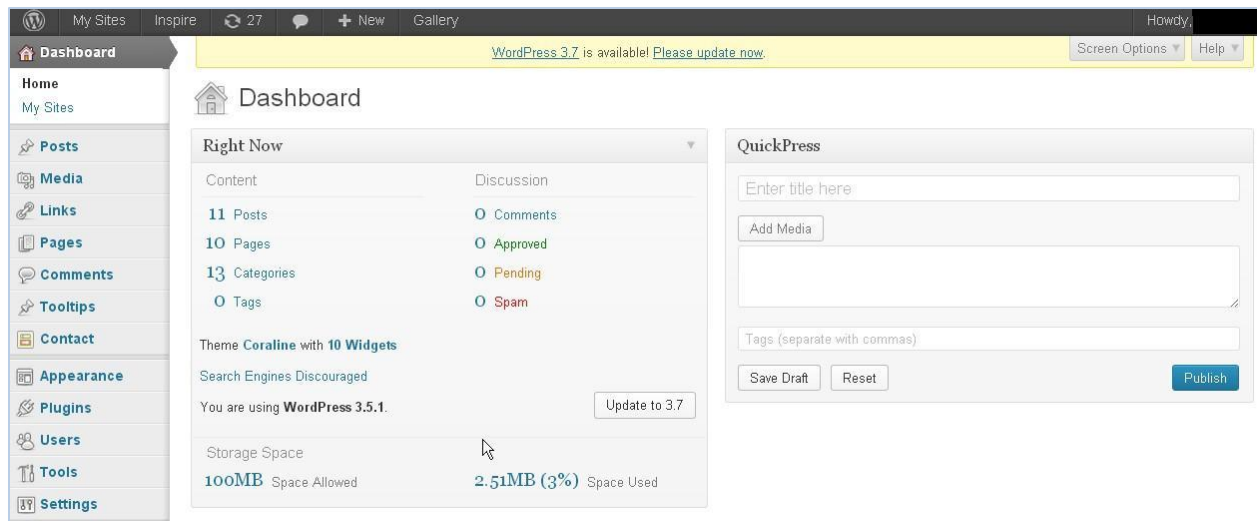
The **DASHBOARD** (your Control Centre) is where you will do most of your work.  
Let's clean it up so it only shows what you need.



Locate the **Screen Options** (upper right corner) and click on the arrow. It will drop down a screen.

Uncheck everything except **Right Now**, **Recent Comments**, **QuickPress**.

Click on the **Screen Options** again to close.



Your left navigation bar may show only icons (instead of icon/words).

To have titles appear, scroll down to the bottom of the navigation bar and click on the arrow.

It will expand to show full text.

## Change Your Password

On the left navigation bar, scroll down to **Users**.

Hover your mouse over and a side menu appears. Click on **Your Profile**.



Scroll to the bottom of the page to find **New Password**

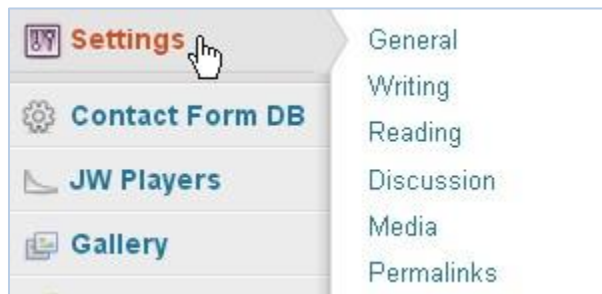
Enter your **new password** twice and click **Update Profile**.  
(The Strength indicator is a guide and not mandatory.)


New Password	<input type="text"/>	<small>If you would like to change the password type a new one. Otherwise leave this blank.</small>
	<input type="text"/>	<small>Type your new password again.</small>
	Strength indicator	<small>Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ &amp; ).</small>
<input type="button" value="Update Profile"/>		

## Change Your Global Settings



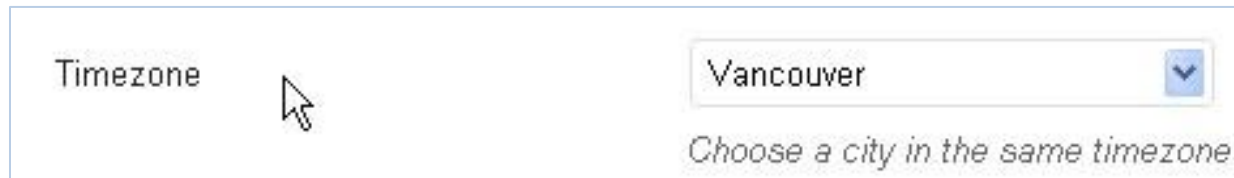
On the left navigation bar, click on **Settings > General**



 <b>General Settings</b>	
Site Title	<input type="text" value="Inspire"/>
Tagline	<input type="text" value="Intersection of Creativity and Action"/>
<small>In a few words, explain what this site is about.</small>	

**Site Title** can be changed here along with your **Tagline**.

Change the **Timezone**: Click on the drop arrow and type in Vancouver. (This will alleviate having to remember to change it again when it's time to switch to Daylight Savings Time.)



Timezone

Vancouver

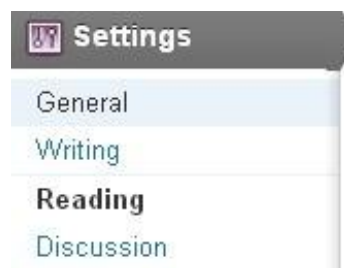
Choose a city in the same timezone

Scroll down and click **Save Changes**.

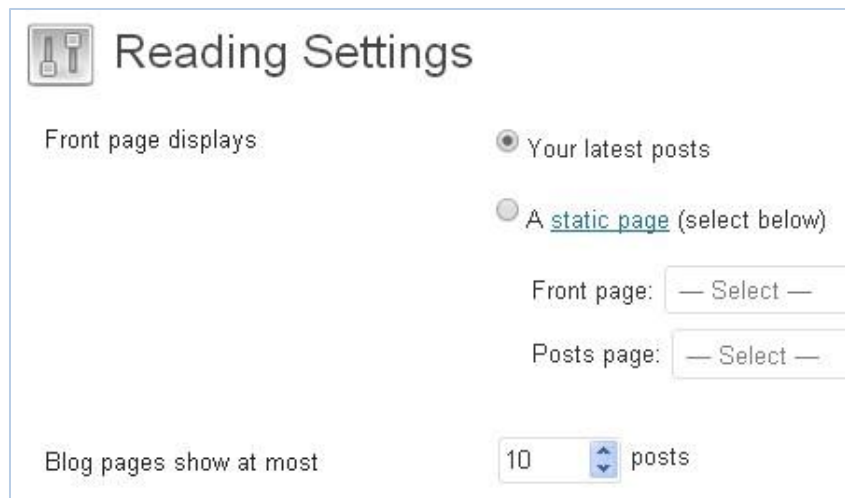
Save Changes

## Look at Privacy Visibility

In **Settings**, click on **Reading**



This is where you can set your blog to show the number of posts on your front page.



Reading Settings

Front page displays

☒ Your latest posts

☐ A [static page](#) (select below)

Front page: — Select —

Posts page: — Select —

Blog pages show at most 10 posts

## Scroll down to **Site Visibility**

Site Visibility

☒ Allow search engines to index this site

☐ Discourage search engines from indexing this site

*Note: Neither of these options blocks access to your site — it is up to search engines to honor your request.*

☐ I would like my blog to be visible only to registered users of Burnaby School District Blogs Sites

☐ I would like my blog to be visible only to [registered users](#) I add to "J Smith"

☐ I would like "J Smith" to be visible only to Admins.

Save Changes

Privacy options range from allowing search engines to find your site to access only to you (Admin).

\*Consider leaving your site open leaving you opportunities to introduce ("just in time") topics like copyright, digital citizenship, digital footprint.

\*Contact your Learning Technologies team to set your students up with accounts when you wish to use the blog as a digital dialogue space.

Click **Save Changes**

## Change the Discussion (Commenting)



In **Settings**, select **Discussion**

Settings

General

Writing

Reading

**Discussion**

## Scroll down to **Before a Comment Appears**

E-mail me whenever

☒ Anyone posts a comment

☒ A comment is held for moderation

Before a comment appears

☒ An administrator must always approve the comment

☐ Comment author must have a previously approved comment

Check ☒ An administrator must always approve the comment

Scroll through the rest of the settings and adjust according to your preference

Click **Save Changes**

Save Changes

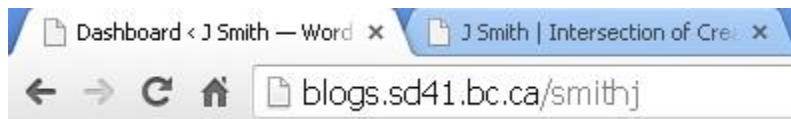
## Look at the Front End of Your Site



At the top toolbar, click on your name or the name of site. This will switch your view to the front. (This is what the world sees.)



(If you like using tabs, you can mouse over the title, right click and select **Open link in new tab**. This way will allow both sides to be open through a tab view.)

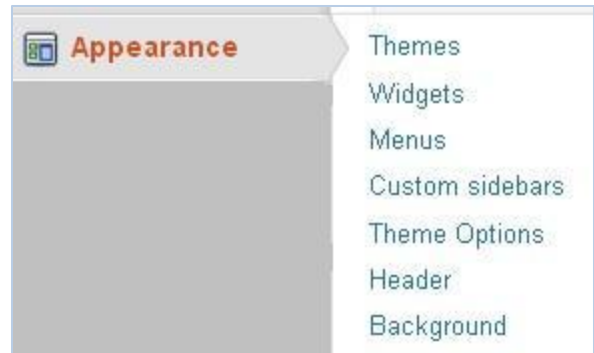


## It's All About "Pretty" – Change the Theme


The **Appearance** menu allows a multitude of options that affects the look and style of your blog. More importantly, it helps organize your content, making it easier for your audience to locate information.




In **Appearance**, select **Themes**



You were provided with a Theme to start. This is shown as the image along with a description of the options. Each Theme is different in what it has to offer.

 **Manage Themes**



**The Coraline Theme**  
Last updated: 2013-01-15

**A Sticky Post**  
This is a sticky post. It will always be visible on the front page of your blog. You can create sticky posts by clicking on the 'Sticky' button in the right-hand column of the post editor.

**Multiple Layouts and Color Schemes**  
This theme supports multiple layouts and color schemes. You can choose from a variety of options in the 'Appearance' menu.

Current Theme  
**Coraline**

By [Automattic](#) | Version 1.3

A squeaky-clean theme featuring a custom menu, header, background, and layout. Coraline supports 7 widget areas (up to 3 in the sidebar, four in the footer) and featured images (thumbnails for gallery posts and custom header images for posts and pages). It includes styles for print and the Visual Editor, special styles for posts in "Asides" and "Gallery" categories, and has an optional full-width page template that removes the sidebar.


[Customize](#) | OPTIONS: [Widgets](#) | [Menus](#) | [Custom sidebars](#) | [Theme Options](#) | [Header](#) | [Background](#)

Scroll down and view some of the Themes. Click **Live Preview** to see what it looks like.

When you feel you like it, click **Activate**

Themes can always be changed at any time. Your choice of theme is based on personal preference.

Be aware that not all themes offer all options. (Eg. Some themes have 2 columns, while others have 3.)



**Third Style**  
Last updated: 2013-01-15

**Bonjour tout le monde !**  
This is a sticky post. It will always be visible on the front page of your blog. You can create sticky posts by clicking on the 'Sticky' button in the right-hand column of the post editor.

**Readability Test**  
This is a readability test. It will always be visible on the front page of your blog. You can create readability tests by clicking on the 'Readability Test' button in the right-hand column of the post editor.

By [paomedia](#)

[Activate](#) | [Live Preview](#) | [Details](#)

## Add Widgets



A widget is a fancy word for tools or content that you can add to customize your sidebar. (eg. Your Login is a widget (called Meta) that has been added to your sidebar to allow you an easy way to log in.)

In Appearance, click on **Widgets**



You will see all the Available Widgets in this theme

### Available Widgets

Drag widgets from here to a sidebar on the right to activate them. Drag widgets back here to deactivate them and delete their settings.

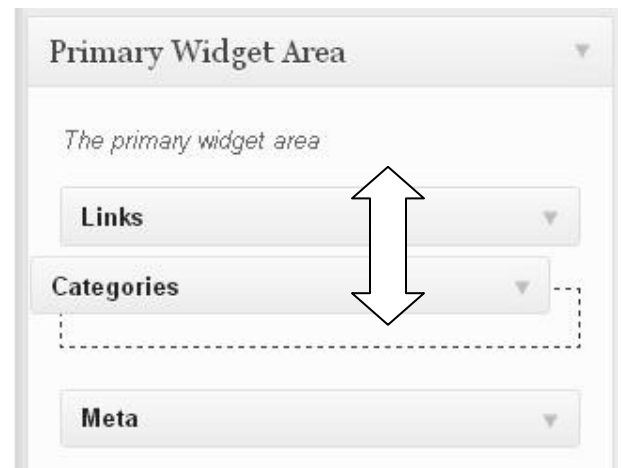
<b>Archives</b> A monthly archive of your site's posts	<b>Calendar</b> A calendar of your site's posts
<b>Categories</b> A list or dropdown of categories	<b>Custom Menu</b> Use this widget to add one of your custom menus as a widget.
<b>Image Widget</b> Showcase a single image with a Title, URL, and a Description	<b>Links</b> Your blogroll
<b>NextGEN Media RSS</b> Widget that displays Media RSS links for NextGEN Gallery.	<b>NextGEN Slideshow</b> Show a NextGEN Gallery Slideshow
<b>NextGEN Widget</b> Add recent or random images from the galleries	<b>Pages</b> Your site's WordPress Pages

Drag a chosen widget from the **Available Widgets Area** to the **Primary Widget Area**.  
A dotted box will appear for you to drop your widget.

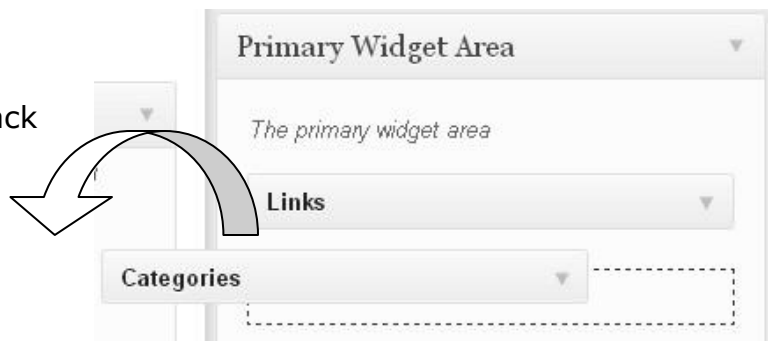


\*Some Themes will not allow drag-and-drop. They may use an Insert/Remove option.

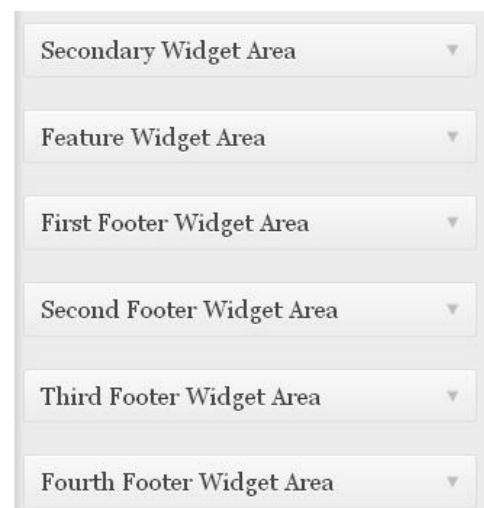
Once you have more than one widget in your Primary Widget Area, you can slide it up and down to organize the order.



Remove a widget by dragging it back to the Available Area.

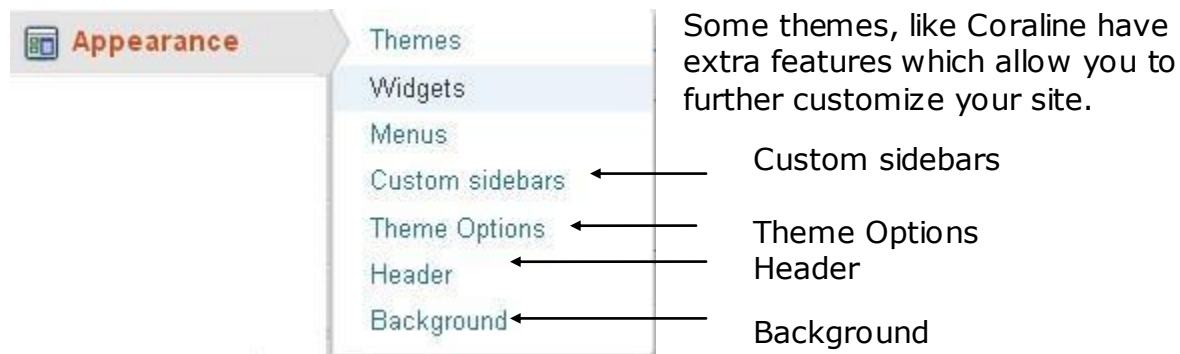


Depending on your Theme you may have options for more columns, where you can add more widgets.



## More Customizing Options

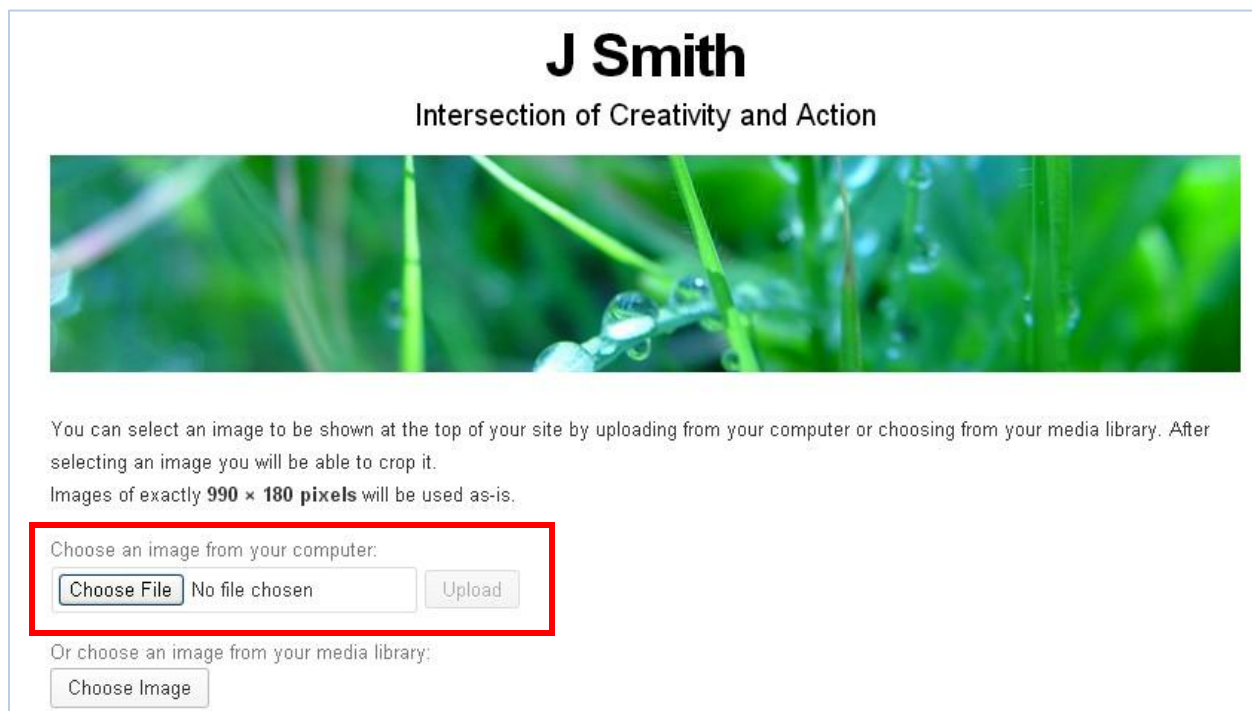
---



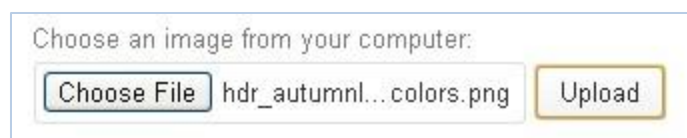
### Change the Header (Coraline Theme)

In **Appearance** > click **Header**.

You will need a fairly large image that can cover the width of your website.



To upload an image to replace the default image, click on **Choose File**. Locate the file from your computer and click **Upload**.



Once uploaded, it will allow you to drag a selector window to crop the image to the correct size. Move your mouse to the center of the lit area and drag it up or down to select the portion of image for your header.

(\*Notice that it will not allow the complete image.)



Scroll down and click **Crop and Publish**.

Crop and Publish

Your header is now complete and you can preview it here, or you can click your front-end to see how your blog looks.

## J Smith

Intersection of Creativity and Action



For other customizations, follow the screen prompts. Appearance customizations do not usually affect your post or page content; only the location, style and structure.

## The Good Stuff: Creating Posts

Posts contain current content to communicate to your audience.



You can add a post in 3 ways:

On the top toolbar, click on **+ New > Post**



On the left navigation bar, click **Posts > Add New**

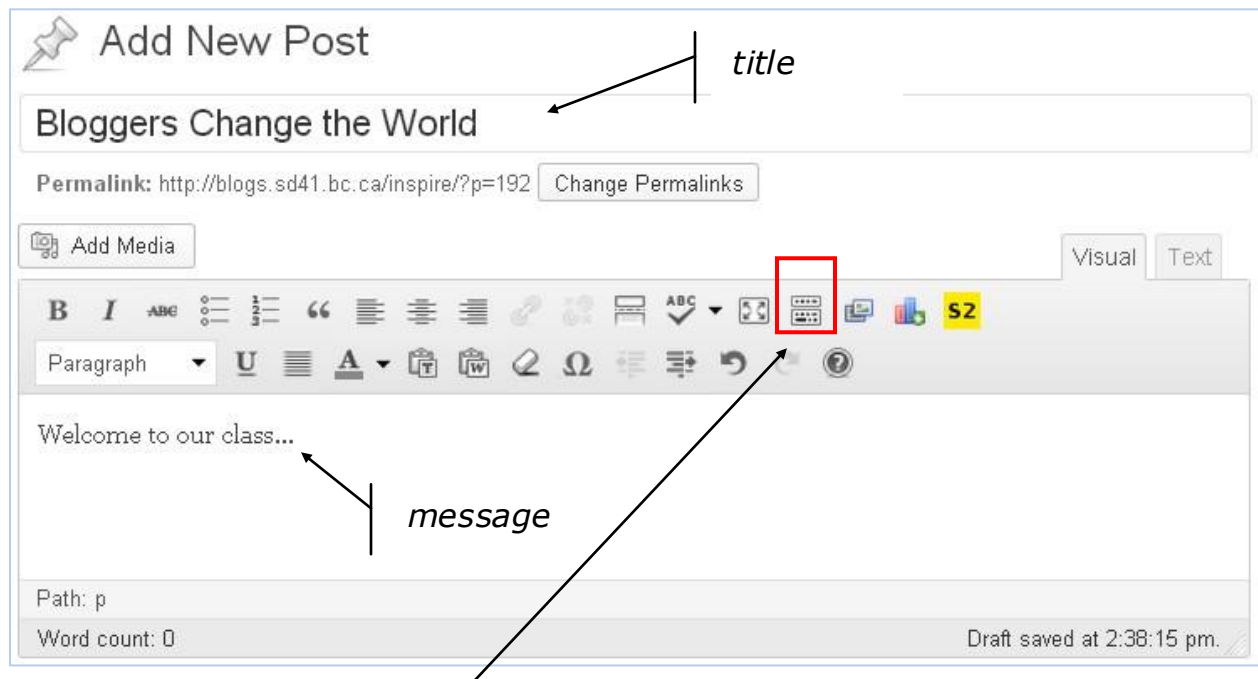
You can also select **Add New** from



The default post "Hello World" will appear in the list. Hover over the title and click **Trash** to delete the post.



The post is divided into two sections: Title and Message (text, images, audio, video)



Clicking onto the '**kitchen sink**' will show both format toolbars.

Scroll down to **Discussion**.

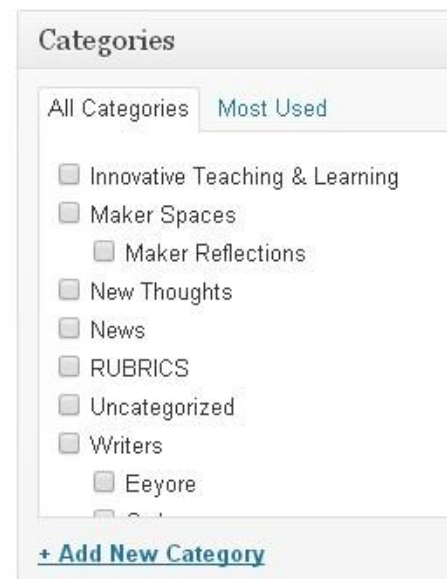
Select **Allow comments** if you wish a threaded discussion. Leave blank if you do not wish comment feature.



(\*If you do not see this, go up to **Screen Options** and select **Discussion**.)

Using a counter-clockwise motion, move to **Categories**.

**Categories** allow you to organize your posts for easy retrieval. Think of Categories like a Table of Contents in a book. These are broad groupings that we can assign our posts.



Click **+Add New Category**.

A screenshot of the 'Add New Category' form in WordPress. At the top, there is a link '+ Add New Category' in blue. Below it is a text input field for the category name. Underneath the input field is a dropdown menu labeled '— Parent Category —' with a blue downward arrow. At the bottom of the form is a button labeled 'Add New Category'.

Type in a word(s) that you can group like-post content.

Click **Add New Category**.

Move up to the **Publish** box.

You can **Save Draft** (if you need further work).

Or click **Publish**.

(\*In Visibility: You can also password protect this post.)

A screenshot of the 'Publish' box in WordPress. The box has a title 'Publish' in bold. Inside the box, there are two buttons: 'Save Draft' and 'Preview'. Below these buttons, the status is shown as 'Status: Draft' with a blue 'Edit' link. The visibility is shown as 'Visibility: Public' with a blue 'Edit' link. Below that, there is a calendar icon and the text 'Publish immediately' with a blue 'Edit' link. At the bottom of the box, there is a red 'Move to Trash' link and a blue 'Publish' button.

## Giving Oomph to Posts/Pages by Adding Images



Adding images not only provides colour to your blog but they also serve to give visual prompts to the reader.

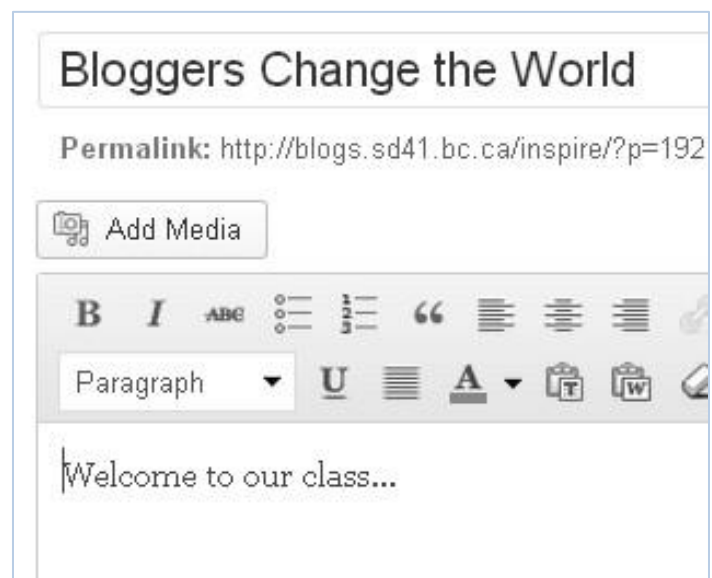
Whether they are included in posts or pages, they follow the same steps. It requires you to upload the image to the blog server, and then insert into the post or page.

(\*For large images captured on your phone or camera, it is extremely important that you resize the images prior to uploading. This will save you file space as well as allow the audience to have a better web experience with your blog.)

To insert an image, open a post or create a new one.

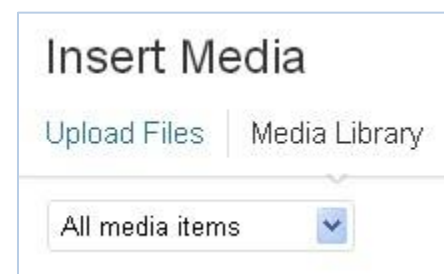
Place your cursor where you would like your image to be displayed. (eg. at the beginning of the text)

Click **Add Media**



Click **Upload Files**.

Locate your image on your computer and double click to upload.



The image will show up in a box with the details to the right.



### In **ATTACHMENT DISPLAY SETTINGS**

Select **Alignment** (Left, Right, Center)

Select **Size**.

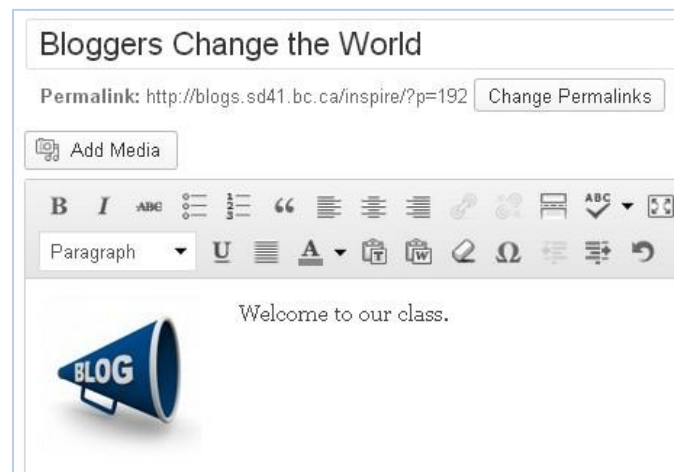
Click **Insert into Post**



Insert into post

Your image is inserted into your post.

Click on **Publish** or **Update**



You can edit or delete the image, by clicking on the image. A **picture** and **delete** icon appears.

Select the **picture icon**.



The **Edit Image** Editor appears where you can select a variety of options.

Edit Image

Advanced Settings

Size

130%

120%

110%


100%

90%

80%

70%

60%



Lorem ipsum dolor sit amet consectetur vel it pretium euismod ipsum  
cursus at a mollis senectus id arcu gravida quis urna. Sed et felis  
Morbi mauris tincidunt enim In mauris. Pede eu risus velit libero y  
enim lorem adipiscing ipsum consequat. In malesuada et sociis tinc  
tempus pellentesque cursus convallis ipsum Suspendisse. Risus In ac quis ut M  
convallis laoreet ante Suspendisse Nam. Amet amet urna condimentum Vestibulum  
Curabitur lorem et cursus. Sodales tortor fermentum leo dui habitant Munc Sed  
Vestibulum. Ut lorem In penatibus libero id ipsum sagittis nec elit Sed. Cond  
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ridiculus Fusce sed pede Nam nunc sodales eros tempor. Sit lacus magna dictum  
Curabitur fringilla auctor id vitae wisi facilisi. Fermentum eget turpis felis  
Munc Proin orci molestie Praesent. Curabitur tellus scelerisque suscipit ut s

Alignment

☐

None

☒

Left

☐

Center

☐

Right

Title

Alternative Text

A blue bullhorn or megaphone with the word blog on it, on white background

Caption

Link URL

http://blogs.sd41.bc.ca/inspire/files/2013/10/blog\_megaphone.jpg

None

Current Link

Link to Image

Enter a link URL or click above for presets.

Use the **Link URL** if you wish to make the image hyperlink to another website. Simply type another path (eg. typing in <http://blogs.sd41.bc.ca/learningtech> will send people to our blog if they click on the image).

Click on the **Advanced Settings** tab to gain other features like **Size, Image Properties** (Border, Vertical and Horizontal space) and **Target**.

### Advanced Image Settings

Source

\*

Size

Width

Height

Original Size

CSS Class

Styles

Image properties

Border

Vertical space

Horizontal space

### Advanced Link Settings

Title

Link Rel

CSS Class

Styles

Target

Open link in a new window ☐

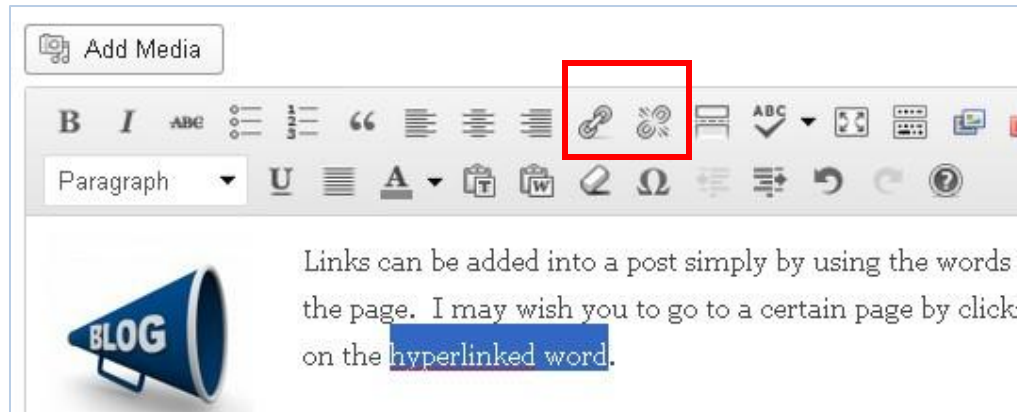
Update

Cancel

Click **Update** when done.

## Links Make the World Go Around

Hyperlinks can be added into Posts and Pages.



Once I've highlighted the words, the link icon appears in the toolbar.

Click on the **link icon**.

Type in a URL to a site.

Select **Open link in a new window/tab**

**Insert/edit link**

Enter the destination URL

URL

Title

☒ Open link in a new window/tab

You can also link to existing content by searching the pages or posts.

▼ Or link to existing content

Search

Welcome!	2013/10/10
Tech with a Purpose	2013/09/26
rubrics	PAGE
My Rubric	PAGE
Coffee House	PAGE
Rubrics	PAGE

Click **Add Link**



On your Post, click on **Publish** or **Update**.

Check out your live link on the front end.

Adding a list of links on your sidebar is useful especially if you have groups of links that you wish to share.

Click on **Links > Add New**



Type in the **Name** that you would like to appear.

A screenshot of the 'Add New Link' form in WordPress. The form has a title 'Add New Link' with a link icon and an 'Add New' button. Below the title, there are two main sections: 'Name' and 'Web Address'. The 'Name' section has a text input field containing 'PicMonkey Image Editor' and a smaller text input field containing 'Example: Nifty blogging software'. The 'Web Address' section has a text input field containing 'http://picmonkey.com' and a smaller text input field containing 'Example: http://wordpress.org/ — don't f'. There is also a '+ Add New Category' link and an 'Add' button at the bottom.

Type in the **Web Address**. Make sure you start it with **http://**

Links can be categorized just like Posts.

A screenshot of the 'Categories' section in WordPress. The section has a title 'Categories' and two tabs: 'All Categories' and 'Most Used'. Below the tabs, there are two checkboxes: 'Online Tools' (checked) and 'links stuff' (unchecked). At the bottom, there is a '+ Add New Category' link, a text input field, and an 'Add' button.

Click **+Add New Category**

Type descriptive category.  
Click **Add**.

Scroll down to **Target**

Click **\_blank** (to open link in a new window)

Click **Add Link**

A screenshot of the 'Target' section in WordPress. The section has a title 'Target' and three radio button options: '\_blank' (selected), '\_top' (unselected), and '\_none' (unselected). Below the options, there is a text input field and an 'Add' button. The text input field contains the text 'Choose the target frame for your link.'

You will need a **Links Widget** to have your links show up in the sidebar.

Select **Appearance > Widgets**.

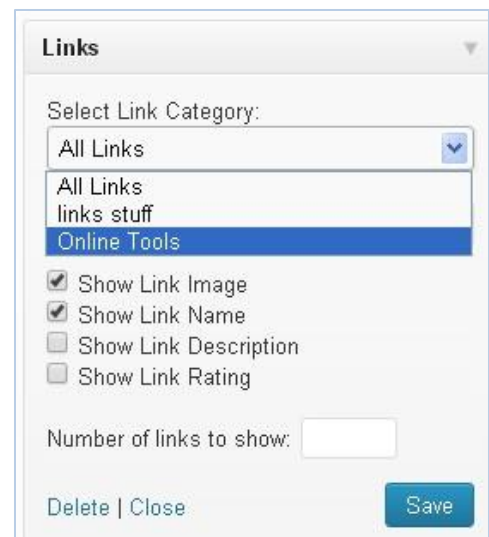
Locate the Links widget. Drag-and-drop it into the Widget Area.



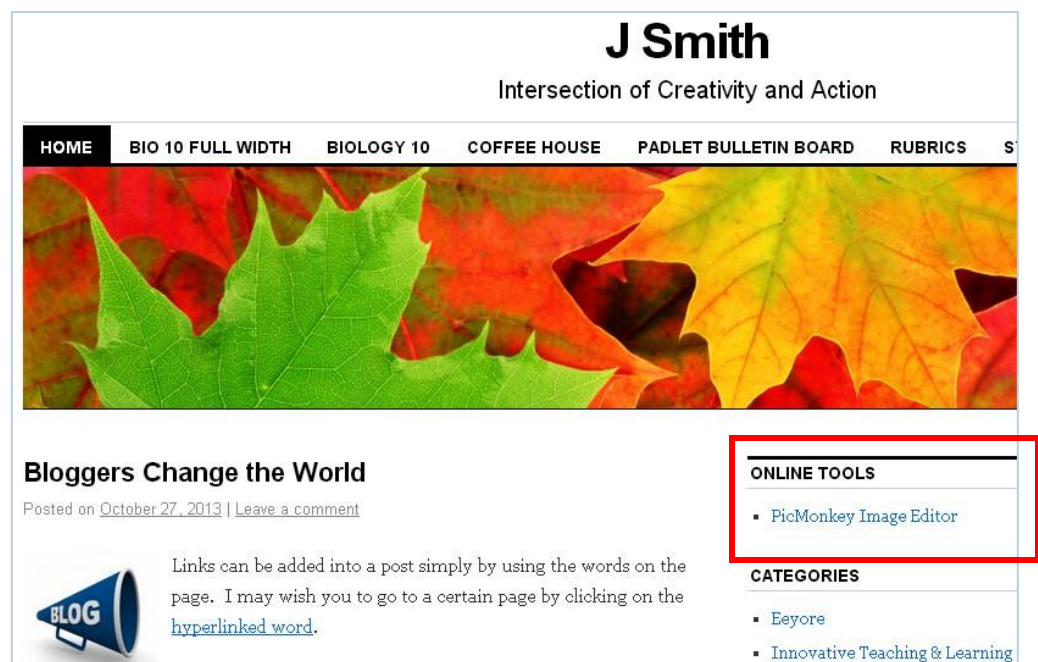
On the Links widget, click on the drop arrow.

Select the Link Category that you wish to show in this widget. (\*Each Link Category should have its own widget.)

Click **Save**.

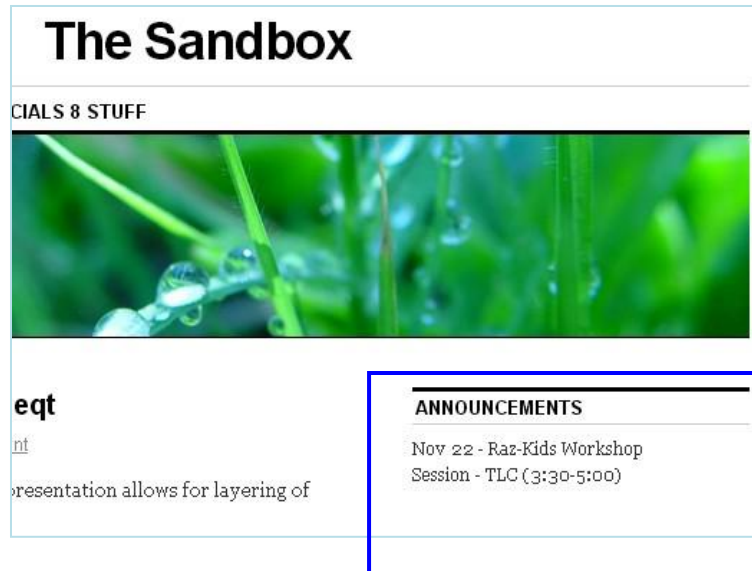


Your blog should now show the Links widget with the hyperlinked website.



## Using News Announcement Widget

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A scrolling announcement can help display items that you would like a bit more attention on your front page. This plugin has options to include general comments, time/date stamped for auto removal, font and colour control.

In **Settings** > click **News announcement scroll**



There are 2 areas to set up: **Text Management** and **Gallery Setting**.

**Text Management** allows you to add your announcements.

Type your message in the box.

\* Important News - Field Trip forms due

Display Order :

Display Status :

Type (This to group the announcement) :

Expiration Date (YYYY-MM-DD)

1

Yes

widget

0000-00-00

Insert Announcement

**Display Order:** choose a numeral that you wish the order of the news to display.

**Display Status:** Choose **Yes** or **No** (hides the news item – great for news that is repeated)

**Type:** Widget

**Expiration Date:** record in YYYY-MM-DD order. (Default has no expiration)

Click **Insert Announcement** (or **Update Announcement** if you were editing a previous message).

All announcements will populate in the **News box** below, where you have the option to **Edit** or **Delete**.

						<a href="#">Go to - Text Management</a>	<a href="#">Go to - Gallery Setting</a>
News	Order	Status	Type	Expiration	Action		
Check Staff Development Calendar for updates	101	Yes	widget	2013-10-02	<a href="#">Edit</a> <a href="#">Delete</a>		
Welcome Back-Happy New Year	904	Yes	widget	2013-09-27	<a href="#">Edit</a> <a href="#">Delete</a>		
How are you going to challenge yourself this year?	915	Yes	widget	2013-09-27	<a href="#">Edit</a> <a href="#">Delete</a>		

## Gallery Setting:

### News announcement scroll

Please update your [Twitter Tools settings](#)

Title:	Text Align (left/center/right/justify):	Width (only number):
<input type="text" value="Announcements"/>	<input type="text" value="center"/>	<input type="text" value="180"/>
Font:	Text Valign (top/middle/bottom):	Height (only number):
<input type="text" value="verdana,arial,sans-serif"/>	<input type="text" value="middle"/>	<input type="text" value="100"/>
Font Size(Ex:13px):	Font Color (Ex: #000000):	Slide Direction(0=down-up;1=up-d
<input type="text" value="11px"/>	<input type="text" value="#000000"/>	<input type="text" value="0"/>
Font Weight(blod/normal):	No Announcement Text:	Slide Timeout (1000=1 second):
<input type="text" value="normal"/>	<input type="text" value="No announcement available"/>	<input type="text" value="3000"/>
Announcement Order		
<input type="text" value="0"/> ( 0 = Display order(it is available in manage page link), 1= Random Order)		
Widget Type		
<input type="text" value="widget"/> (New feature, This is to group the announcement records.)		

**Title:** type in a Title that will show in your widget.

**Font/ Font Size/ Font Color:** all editable to personal preference

[Hint: if you go to a site like Html Color Codes <http://html-color-codes.info/> you can find the codes for different colours.]

**Announcement Order:** choose 0 for your selected order

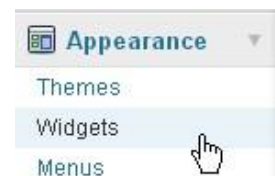
**No Announcement Text:** Record a "1" to show the text

**Width:** For a 2 column theme, the default works well

**Slide Timeout:** change if you need a different speed

\* Click **Update Setting** when finished customizing.

To show the widget, click **APPEARANCE > Widgets**



Move the **News announcement scroll** widget over to your sidebar.

Check your blog site to see the effects.

