

Starting Your SD41 Wordpress Blog

The web address to your blog starts with *http://sd41blogs.ca/lastnameinitial*

School Departments start with *http://blogs.sd41.bc.ca/school-department*

- eg. John Smith's blog is *http://sd41blogs.ca/smithj*
- eg. secondary Science Department is *http://blogs.sd41.bc.ca/central-science*

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 to the end of your web address **"/wp-admin"**.)



Enter USERNAME/PASSWORD provided by Learning Technologies.

Click **Log In**.

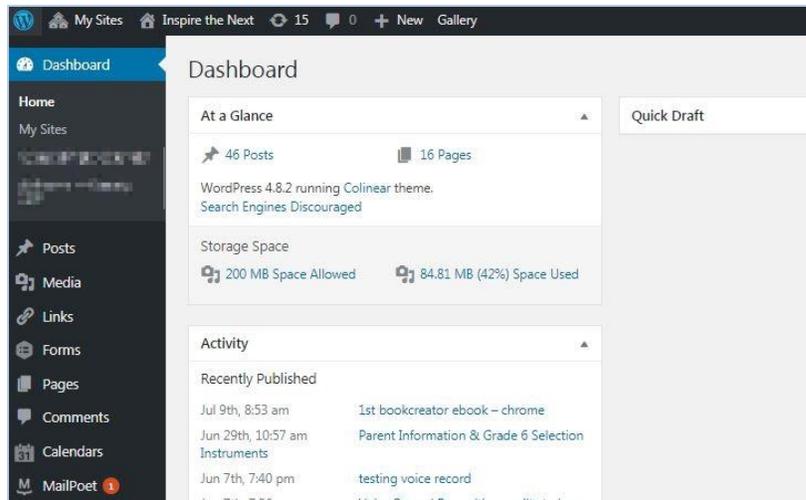
A screenshot of the WordPress login form. It features the WordPress logo and the word "WORDPRESS" at the top. Below that are two input fields: "Username" with the text "jsmith" and "Password" with a masked password of ".....". There is a "Remember Me" checkbox and a blue "Log In" button.

The **DASHBOARD** (your Control Centre) is where you will do most of your work.

Navigation bar on left shows all areas available to you.

At a Glance: total posts & pages; your theme, and storage

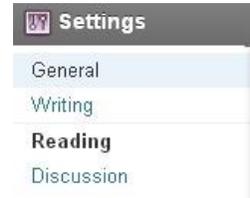
Activity: lists your published content or drafts



Review Privacy Visibility



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



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



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 status).

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

*Contact Learning Technologies team when you wish to use the blog as a digital dialogue space. We will create student accounts for you.

Click **Save Changes**

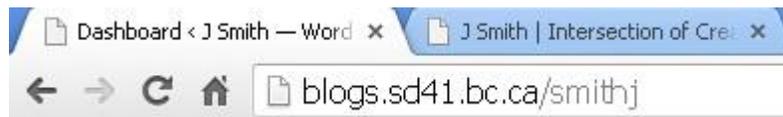
Front End of Your Site (what the world sees)



At the top grey 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.)



Change Theme - It's All About "Pretty"



All Themes have their own range of options.

The **Appearance** menu allows 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**

Remember to **SAVE** any changes.



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 or Login) that has been added to your sidebar to allow you an easy way to log in.)

In **Appearance**, click **Widgets**



You will see all the Available Widgets in this theme. Each theme allows for different widgets.

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.

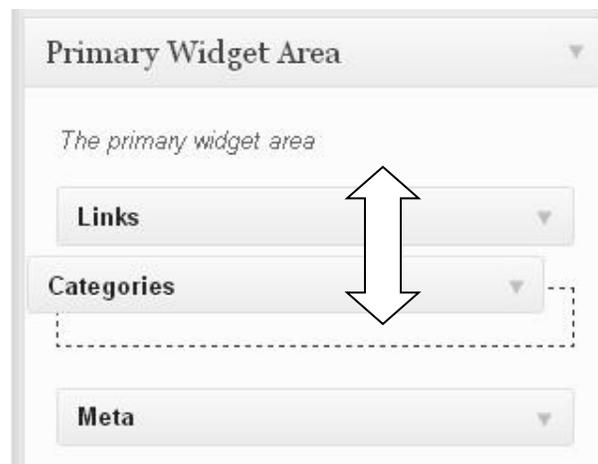
Archives A monthly archive of your site's posts	Calendar A calendar of your site's posts
Categories A list or dropdown of categories	Custom Menu Use this widget to add one of your custom menus as a widget.
Image Widget Showcase a single image with a Title, URL, and a Description	Links Your blogroll
NextGEN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

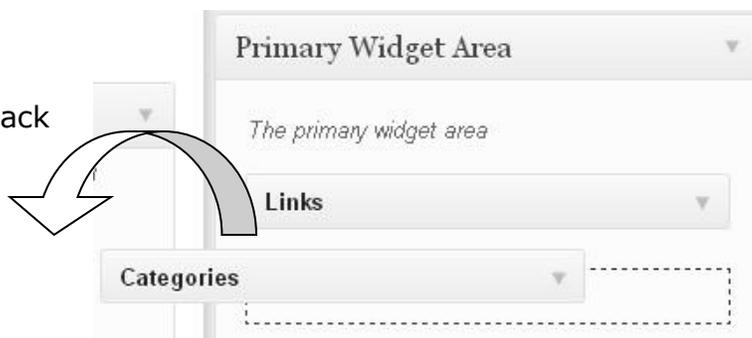


*Some Themes will not allow drag-and-drop.
They may use an Insert/Remove option.

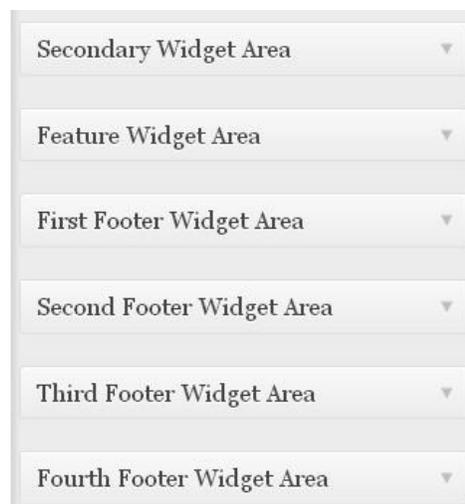
Once you have more than one widget in your Primary Widget Area, you can slide it up and down to organize the order.



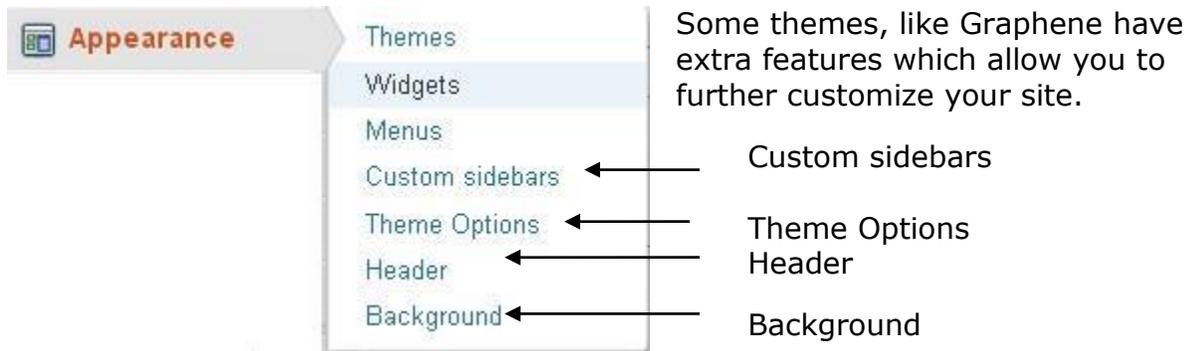
Remove a widget by dragging it back to the Available Area.



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



More Customizing Options



Change the Header (if available)

Some themes have headers.

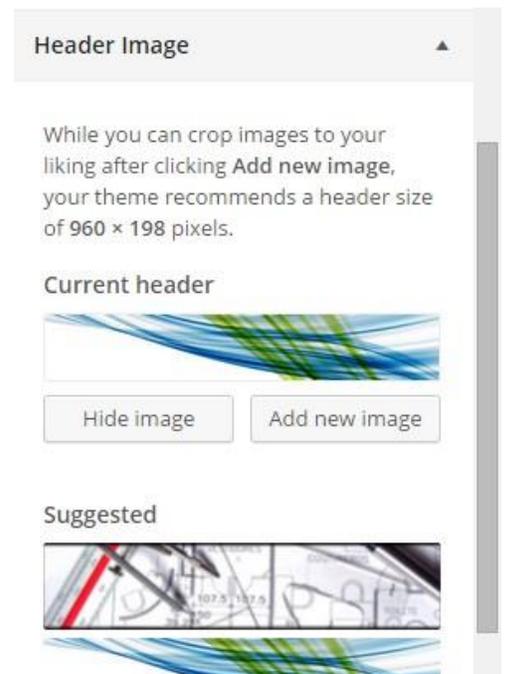
In **Appearance** > click **Header Image**.

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

Select **Add new image**. Locate your image on your computer and upload.

Click **Select and Crop**.

(*Note: this places 2 images in your Media Library – cropped banner image and original. You can delete the original to save space.)





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**.

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



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

Posts - The Good Stuff (current information)



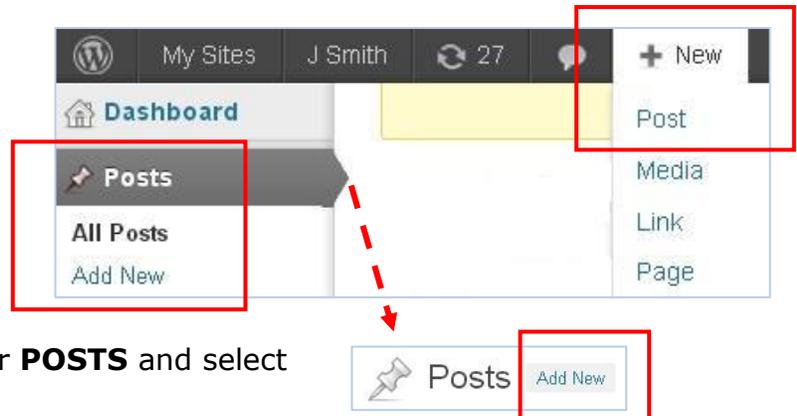
Posts contain current content to communicate to your audience. Pages contain content that does not change much (Pages sit at the top of the toolbar. Home is considered page.)

3 options for adding POSTS:

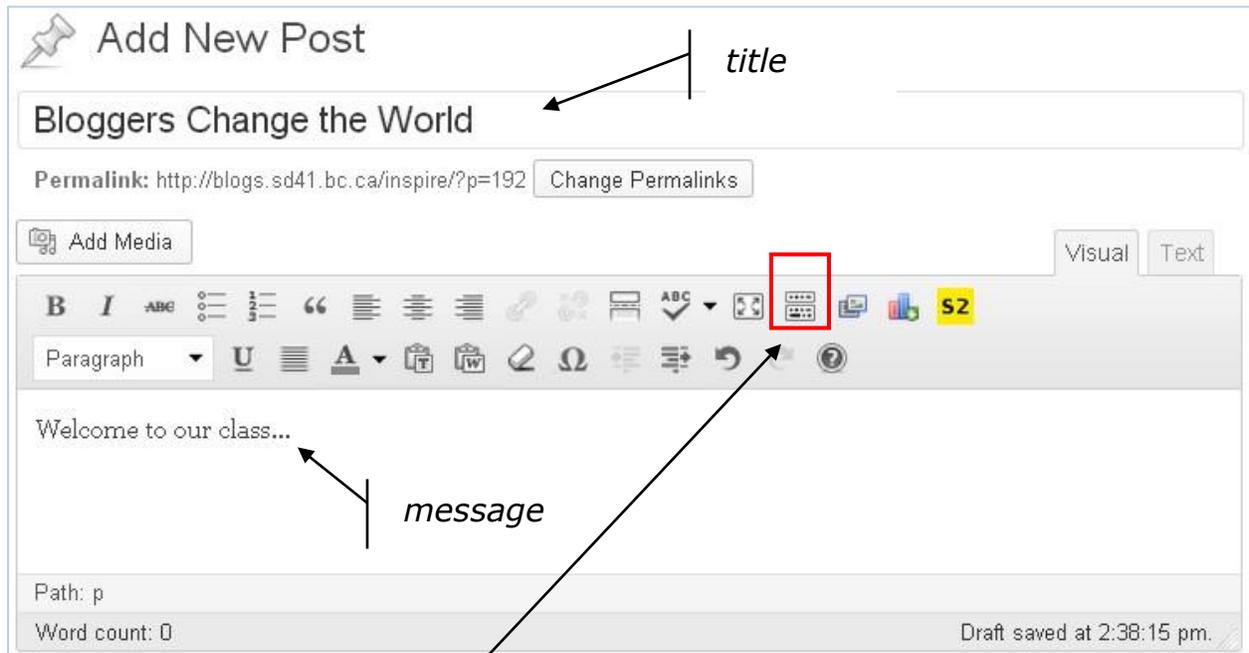
On the top grey toolbar, click **+ New > Post**

OR > left navigation bar, click **POSTS > Add New**

OR > hover over left navigation bar over **POSTS** and select **Add New**



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**.

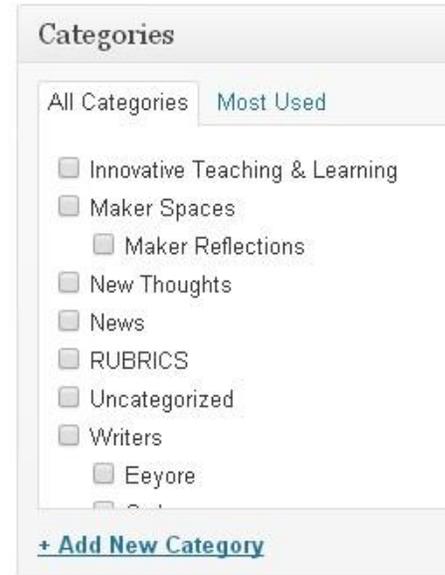
Select **Allow comments** if you wish a threaded discussion. Leave blank if you do not wish comment feature.

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



The screenshot shows the 'Discussion' settings panel. It has a title 'Discussion' and two checkboxes: 'Allow comments.' which is checked, and 'Allow trackbacks and pings on this page.' which is unchecked.

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.



The screenshot shows the 'Categories' settings panel. It has a title 'Categories' and two tabs: 'All Categories' and 'Most Used'. Below the tabs is a list of categories with checkboxes: 'Innovative Teaching & Learning', 'Maker Spaces', 'Maker Reflections', 'New Thoughts', 'News', 'RUBRICS', 'Uncategorized', 'Writers', and 'Eeyore'. At the bottom is a '+ Add New Category' link.

To add a category: click **+Add New Category**

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

Click **Add New Category**.

(*Note: you can group categories.)



The screenshot shows the 'Add New Category' form. It has a title '+ Add New Category', a text input field, a dropdown menu labeled '— Parent Category —', and an 'Add New Category' button.

Publish box allows options to Publish, Save Draft only, show Visibility options, publish at a later date.

(*NOTES: **Visibility:** You can also password protect this post. **Publish:** you can pre-set a date and time to publish a post or a page.)



The screenshot shows the 'Publish' settings panel. It has a title 'Publish' and two buttons: 'Save Draft' and 'Preview'. Below the buttons are three rows of settings: 'Status: Draft Edit', 'Visibility: Public Edit', and 'Publish immediately Edit'. At the bottom are two buttons: 'Move to Trash' and 'Publish'.

Add PAGES

Pages provide information that are usually static (no real changes). Consider using this for content like goals and beliefs/expectations, timetable schedule...

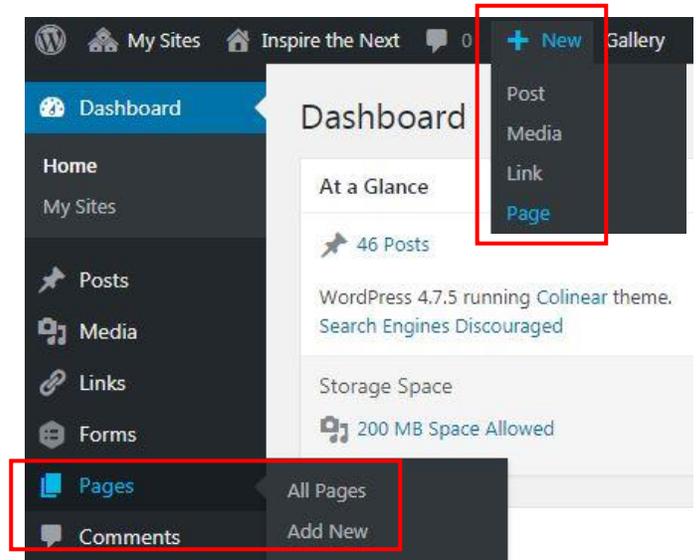
Pages are added in the same way as posts. The only difference is that they cannot be categorized.

3 options for adding PAGES:

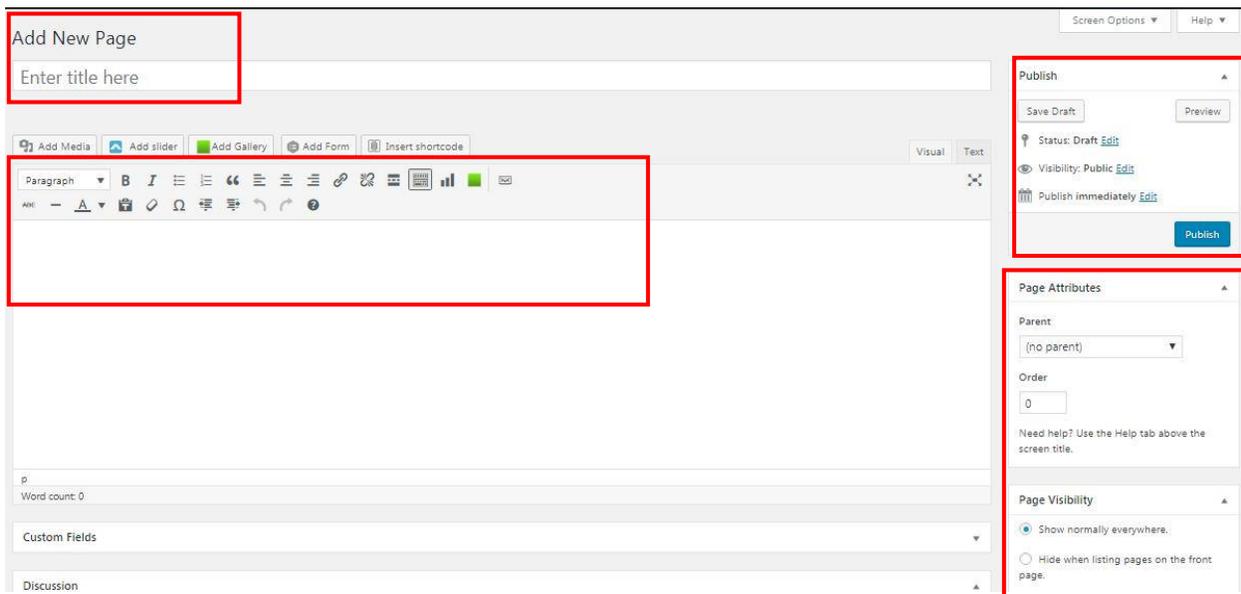
On the top grey toolbar, click **+New > PAGE**

OR > left navigation bar, click **PAGES**. The dropdown menu will show **ADD PAGES**

OR > hover over left navigation bar over **POSTS** and select **Add New**



Note the similarities between pages and posts.



Pages Not Showing Up?

Depending on the theme chosen, not all pages are automatically visible. To have a page show up, you may need to choose additional settings.

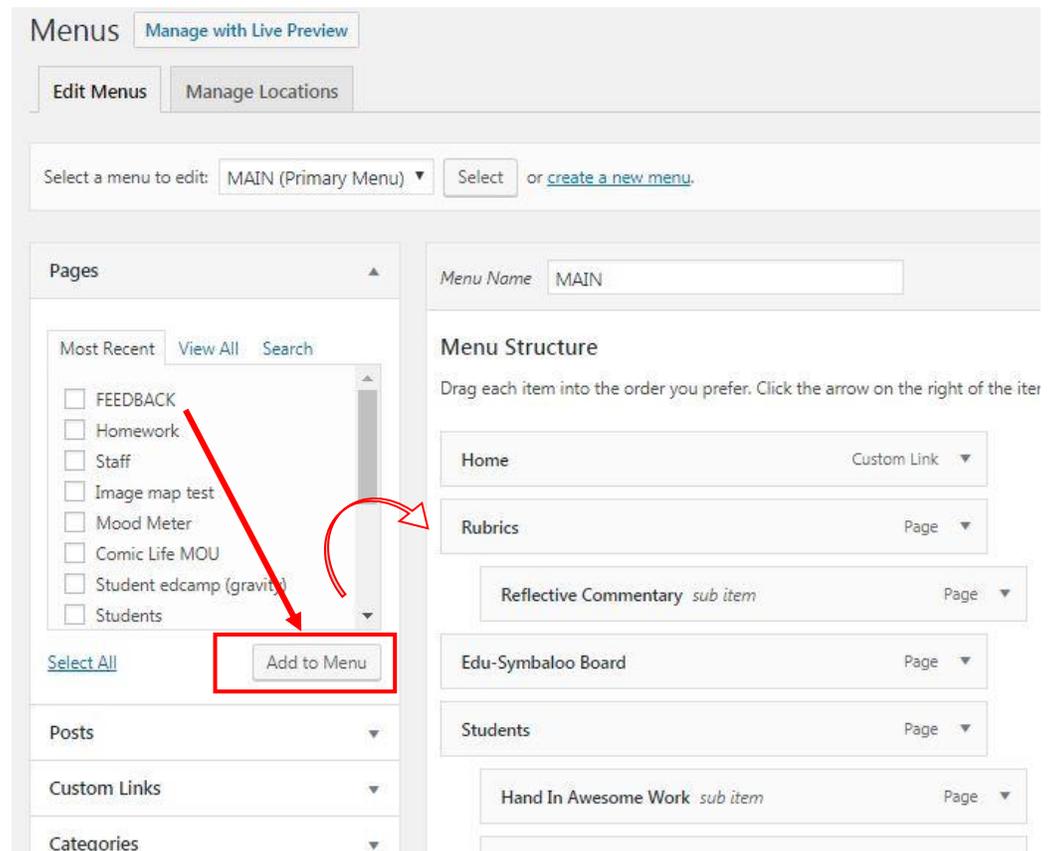


In **APPEARANCE > MENUS**

A MENU allows a number of options that show up on the front view (eg. PAGES, POSTS, CATEGORIES, LINKS)

Select from the dropdown items on the left side to add to the MENU STRUCTURE on the right side.

Drag or indent to the location you wish. All of these will show up on your front view.



Adding Images - Giving Oomph to Posts/Pages



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

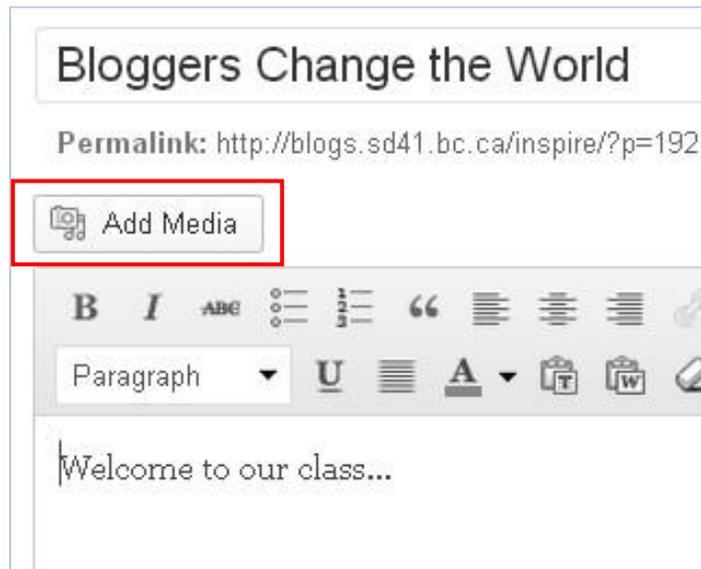
Whether they are included in posts or pages, they follow the same steps.

(*For optimization, ALL IMAGES should be compressed/resized PRIOR to upload. Choose web quality (640 pixels by 480 pixels) as a standard.)

To insert an image or any media, open a post/page or create a new one.

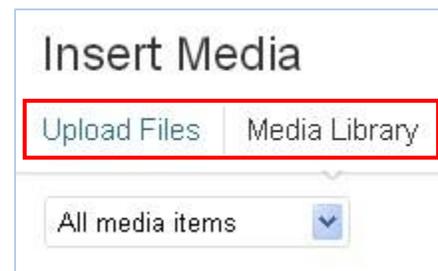
Place your cursor where you would like your image to be displayed. (Eg. at the beginning of the text)

Click **Add Media**

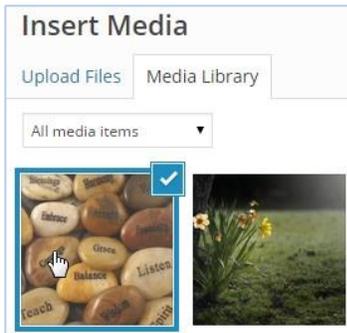


Click **Upload Files**.

Locate image on your computer and double click to upload. (*NOTE: Ensure that you have resized/compressed the image to web quality PRIOR 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**.

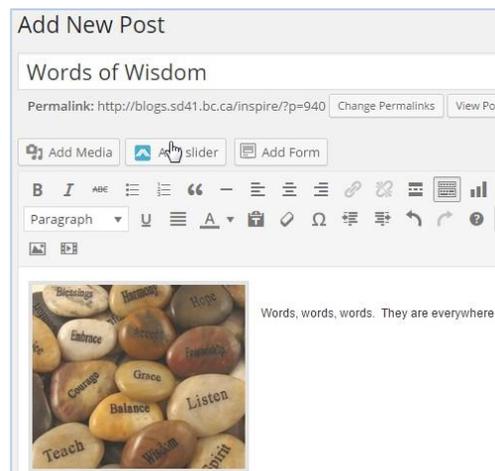
Click **Insert into Post**

You can further edit the image by moving your mouse over the image and select. Click the pencil icon to edit.



Your image is inserted into your post.

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



Links Make the World Go Around



Hyperlinks can be added into Posts and Pages.

Links can be added into a post simply by using the words on the page. I may wish you to go to a certain page by clicking on the [hyperlinked word](#).

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.

Click **Add Link**

▼ 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

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

Check your live link on the front end.

Lots of Links?

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. It contains two main sections: 'Name' and 'Web Address'. The 'Name' section has a text input field with 'PicMonkey Image Editor' and an example 'Example: Nifty blogging software'. The 'Web Address' section has a text input field with 'http://picmonkey.com' and an example 'Example: http://wordpress.org/ — don't t'.

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 of the 'Add New Link' form. It 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 of the 'Add New Link' form. It has a title 'Target' and three radio button options: '_blank' (selected), '_top' (unselected), and '_none' (unselected). Below the options, there is a note: '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**.

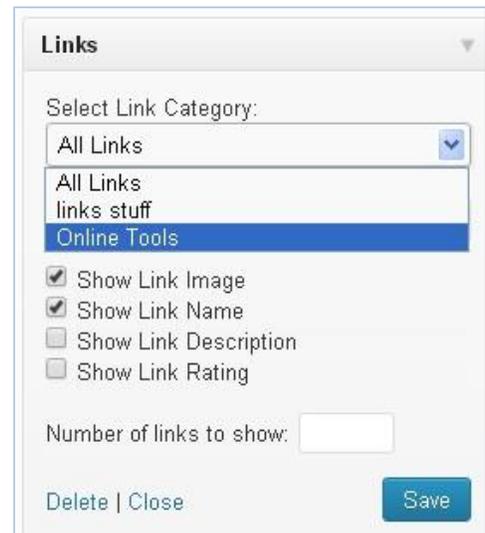
Locate the Links widget. Drag-and-drop it into the Widget Area.



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.

