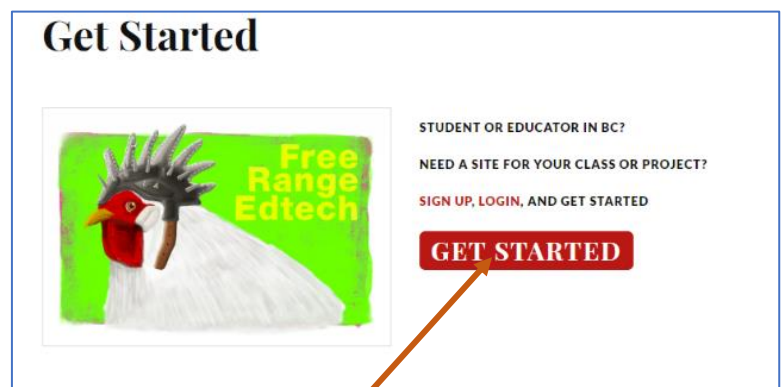


WordPress “Quick start” Summary for Creating a blog or website using WordPress

This handout is for anyone who wants a “quick start” summary for creating a blog or website using WordPress. It does not contain all the information needed to create your blog or website. Go to <https://wordpress.org/support/> for more information or search WordPress and your question – you are likely to find a video or a webpage with helpful tips and ideas. The Open Education Technology Consortium (OpenETC) is a community of educators, technologists and designers who wanted to share their expertise to foster and support an open infrastructure for BC post-secondary sector (students and instructors). No contracts, no money, no fees – just access to open platforms including WordPress. All you need is your NIC email (student one or instructor one) and here you go!

GETTING STARTED

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 username (at least 4 characters) and email address (from NIC). Select “Give me a site!”.



How to create an account and/or get a site

Step 1: create a Opened login account

If you already have an account on any opened site, please **login** and then return to this page.

Note: you must use your institutional email address to create an account login.

Step 2: create a Opened site

Select a site name, you do not have to accept a suggested sitename, you can use your own, but follow the naming restrictions carefully.

Carefully select the template that you wish your site to be based upon. (If this site is for a course you are taking the template name will likely have been provided to you by your instructor.)

Get your own OpenETC Wordpress account in seconds

Username:

(Must be at least 4 characters, letters and numbers only.)

Email Address:

We send your registration email to this address. (Double-check your email address before continuing.)

Give me a site!
 Just a username, please.

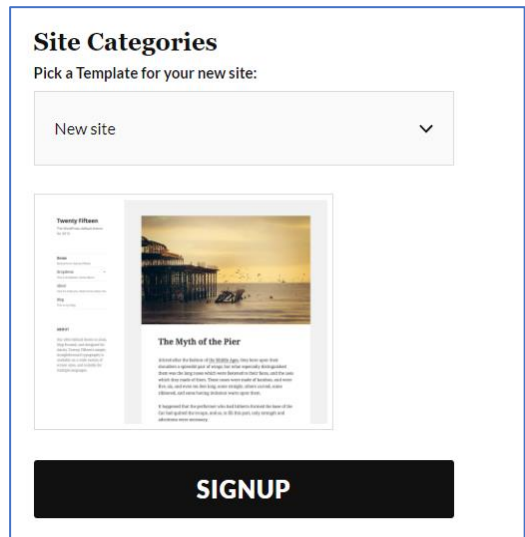
NEXT

4. Select your privacy options.

Select your privacy options.

- Search engines are internet sites such as Google, Bing, and Duck Duck Go that are used by the general public to locate websites.
- Registered users of this **network** include any registered user on any Trubox website
- Registered users/Administrators of this **site** include yourself and users that you specifically give accounts/administrator permissions on your site to. This is a good option to select if you only want yourself and, for instance, your instructor to be able to view your site.

5. Pick a template for your new site.



Site Categories
Pick a Template for your new site:

New site

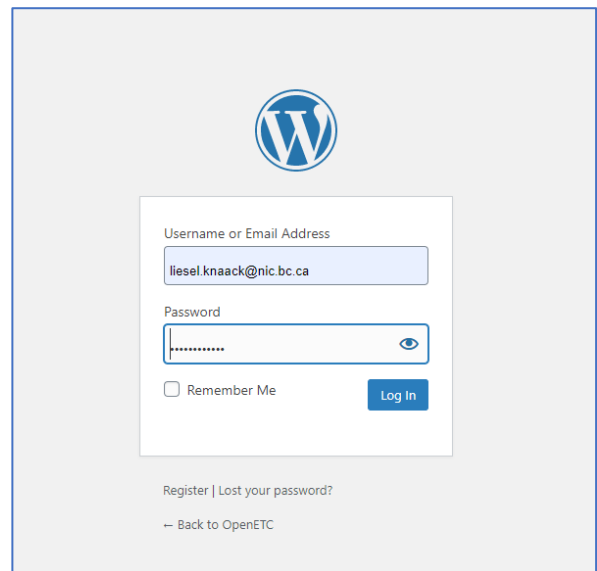
Twenty Fifteen
The Myth of the Pier


SIGNUP

6. Now - Log in to your new site at:

<https://opened.ca/wp-login.php>

Bookmark the site for later.





Username or Email Address
liesel.knaack@nic.bc.ca

Password
.....

Remember Me

Register | Lost your password?
-- Back to OpenETC

Developing Your New WordPress Site

Decide on a title and URL (address) for your site.

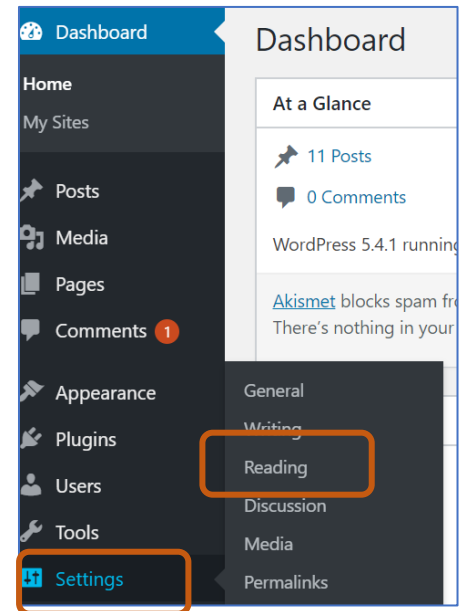
Your title can be changed later if needed, but the URL **cannot be changed**.

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

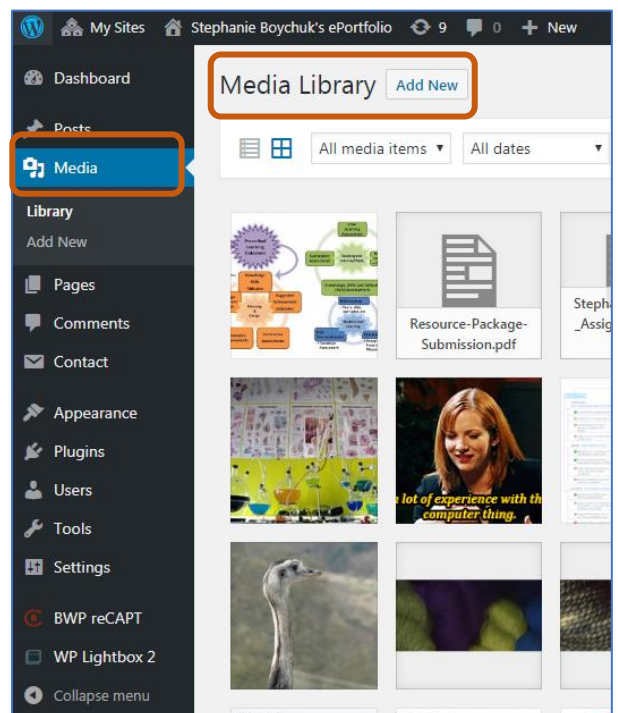
1. From your Dashboard, click on **Settings** near the bottom of the left-hand menu.
2. Next, click on **Reading**.
3. Check **Visible only to administrators of this site** until you are comfortable with how the site is set up and what you are sharing.



Uploading Media

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

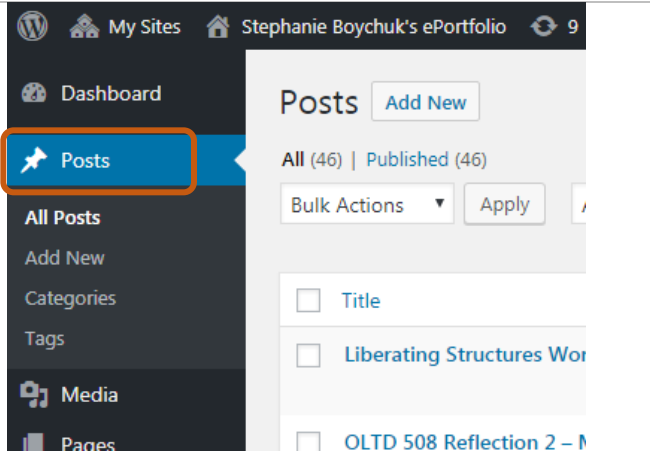
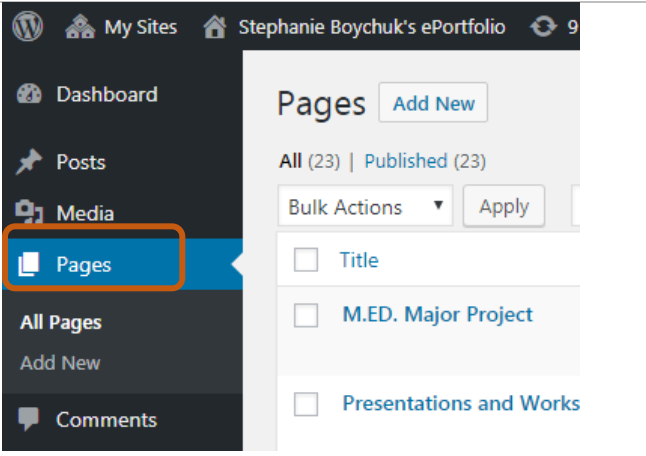
1. Click on **Media**
2. Click on **Add New**
3. **Select Files** or **Drag and Drop** your files
4. Once a file is uploaded, you can click on it to:
 - Change the Title
 - Add a Caption or Alt Text
 - Add a Description
 - Delete the File.



Creating Content

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

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

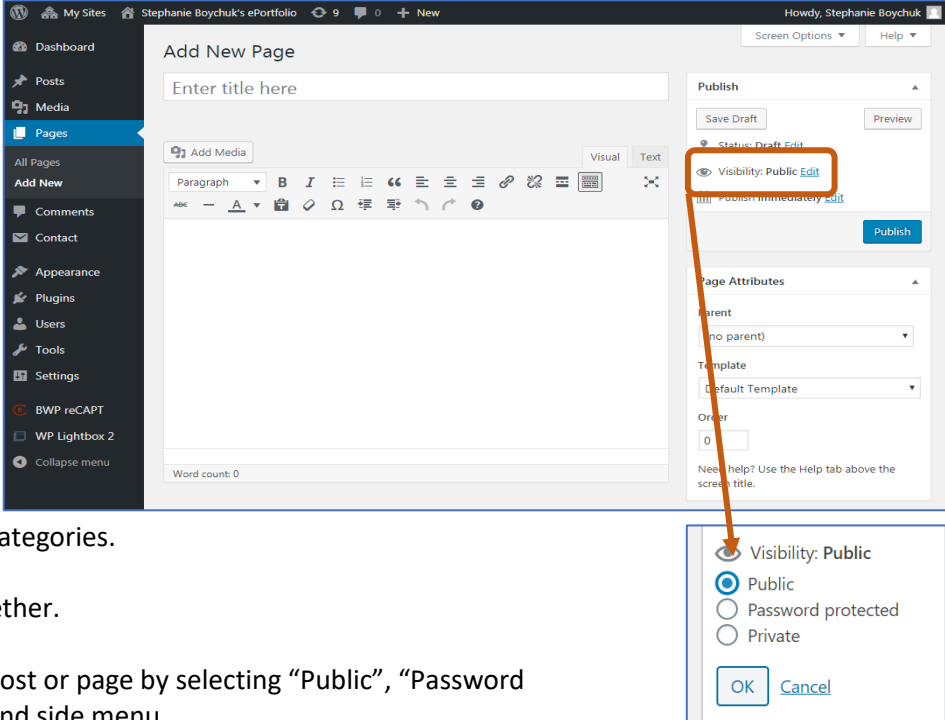
On either a post or a page you can:

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.

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.



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.

---- End

