# Getting Started with WordPress

With WordPress, you can create your own blog or website. On your website, you can post homework, describe projects, upload documents, share student work and keep a blog to which your students, parents and colleagues can respond. Ready to get started? First step, apply for a blog!

1. Go to http://community.nn.k12.va.us .   It lists updated sites and all of the sites that have been created. Click on Request a Blog/Website under Stuff to Do in the upper right hand corner. If you want to learn more about how NNPS Community works, click on the link on the bottom of the page. Follow the instruction on the request page. You will have to say what you plan to do with the site but any educational purpose will be supported.
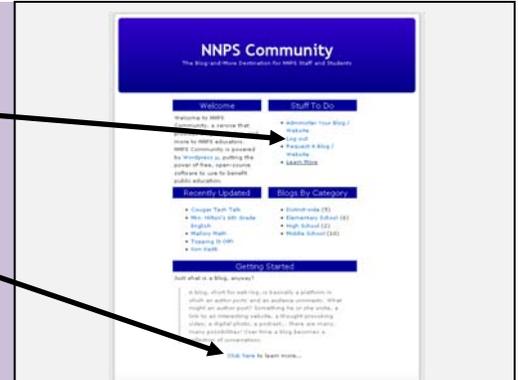
2. Pretty soon (probably within a day) you will receive notification from James Maxlow that your site has been created. The email will have a link to your log-in page for your new site. It will also have information about your user name (which will be the same as your email/computer user name) and password (which will also be the same as your email/computer password.) Click on the link and you will be taken to a page that looks like this:

   Log in and you will be on a page that looks like this: This is your dashboard and from it you drive your site.

3. Key Parts of the Dashboard. The menu on the left has:
   a. **Posts**: These are your actual blog posts.
   b. **Media**: This is where you will click to upload pictures, videos, etc.
   c. **Links**: You will use this to link to other pages or to internet sites
   d. **Pages**: You can add pages for a variety of things such as homework calendar, information about you, pages for each individual subject or core. The list is long!
   e. **Comments**: The place where you will manage comments
   f. **Forum**: This is an add-on. You can set up a discussion forum if you'd like.

Created by Beth Elgert, TCIS
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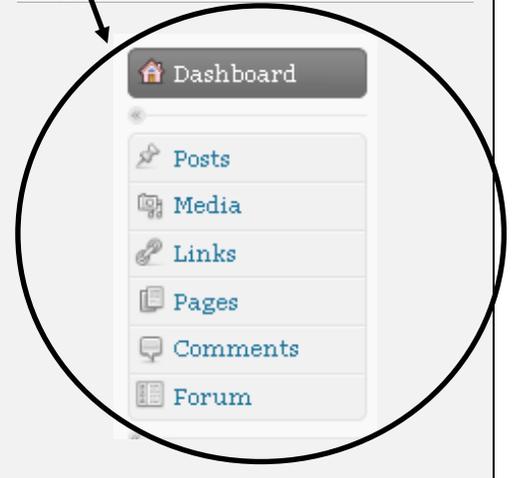
4. At the top of the dashboard on the left, next to your site name you will see *Visit Site*. Click on this and it will take you to your site, the one the world can see. It will look something like this:
Notice it has two main areas—the blog area in the center and the menu and widgets area on the right side. The menu shows all your posts and pages and extras you want to add.   We'll get to that later.

5. Return to your dashboard (back arrow in your browser) and look at the next section of the menu starting with Appearance, which is where you will go to change the look of your site. Appearance is the only one of these links that you will need to worry about. If you would like different settings for your site, you can click around in there or see your TCIS for help.

Changing the Appearance and Writing Your First Post

6. Click on Appearance.   You will go to a page that has 15 different backgrounds on it. Click on the *2* at the bottom and you will find 9 more backgrounds. These are the 24 you have to choose from for now.   In this area each theme is described. To see what your page would look like with a certain theme, click Preview. To select a theme, either select Activate on this page or select Activate in the upper right corner of the page where you are previewing your site. This will take you back to the Themes page. Click on Visit Site on the upper left side or go back to the dashboard menu on the left to write your first post.

7.   Click on Posts→Add New
This will open up an area that looks
a lot like a word processor. Type a title under
Add New Post, then whatever you want to write about in the body of post.
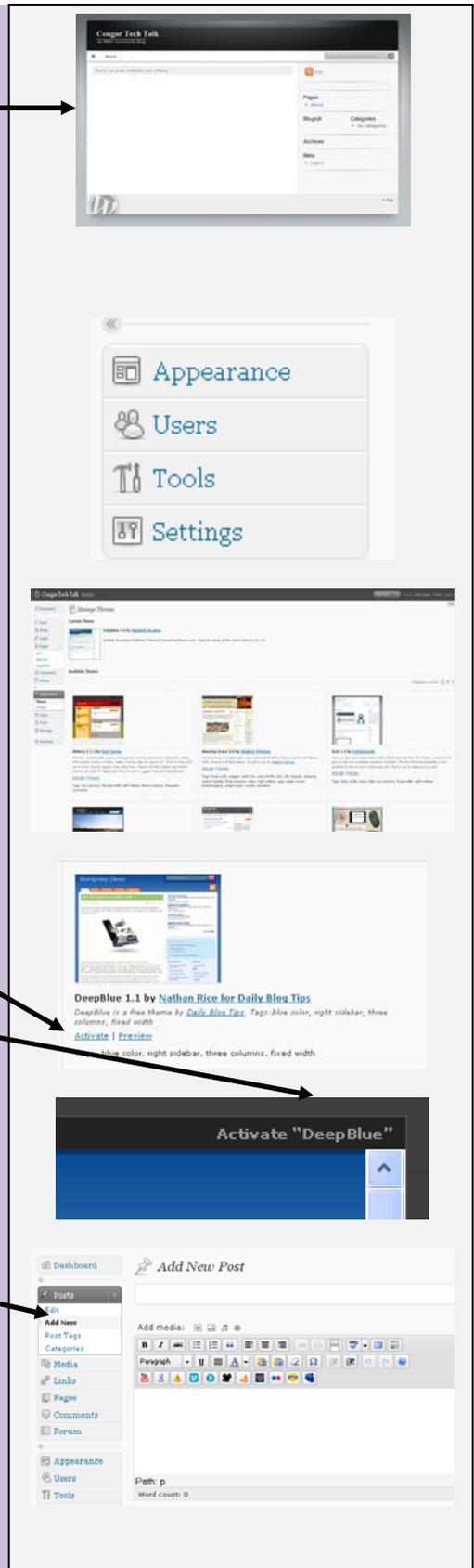
8. Once you have finished writing your post, you can do several things with it. You can save it for later, decide who can see it, or publish it. You can also add tags and assign the post to a category. Let's look at each one of these.

A.   Save Draft
    If you're not done working but need to save, click here.

B. Visibility: Public
    Click Edit if you want to make this a private post that only invited people can see

C.   Publish:
    Click here to publish whatever you wrote. The world via the World Wide Web will now be able to see what you added.

D. Post Tags
    Tags are key words you assign your post so that people can find your post more easily. Add them by clicking in this window and then typing. Separate multiple tags with commas.

E. You can create different categories for your posts to belong to. To add your own category, click Add New Category. After you have added the category, you will have to put a check in the check box next to the category title to activate it.

Adding Pages

9. Pages are the heart of the site if you're using it as a website. They serve as background if you are using your site as a blog. Pages are generally about one topic (Core 1, Core 2, Core 3, Homework, About the Teacher, Student Work, etc.) To add pages, on your dashboard, click on Pages→Add New. Title your page under Add New Page. Then write your content in the word processing window. You can decide if you want to allow comments on the page by checking or unchecking the box.

On the Pages menu, pageMash will allow you to rearrange the order that the pages come up on your site. After you rearrange the pages, click update in the lower right corner.
 If you want to edit a page, click Edit, mouse over the page you want to edit then select Edit from the menu that appears. To delete a page, click Edit, mouse over the page titles and select Delete.

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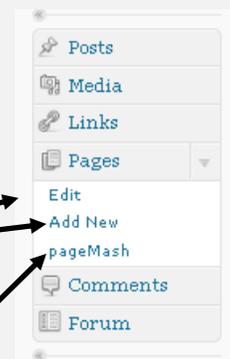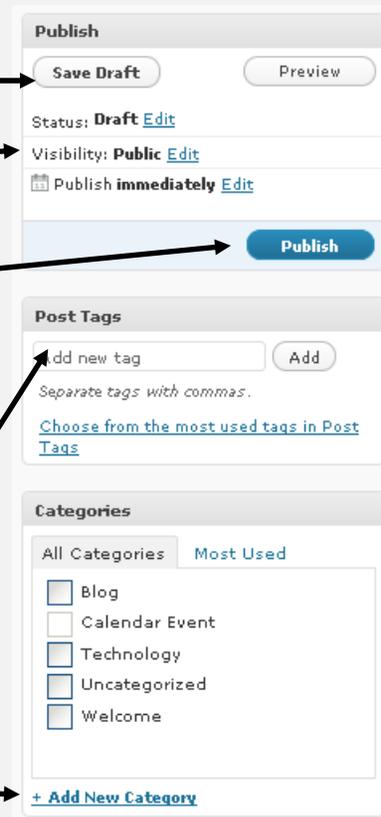
Adding Videos, Pictures, Links and Other Fun Stuff

10. It's easy to include a video on either a page or a post. To see which vide sites (Google Videos, You Tube!, etc) are supported, see the embedding icons on the top of the writing window.
Go to the video site you are going to use and find the video. Copy the url. Back on the dashboard, click on the icon for the video site you chose. (If your video was on You Tube!, click on the You Tube! icon.) A new window pops up. Paste the url in the space indicated. Click Okay. Publish or update your page/post. You now have a video on your page.
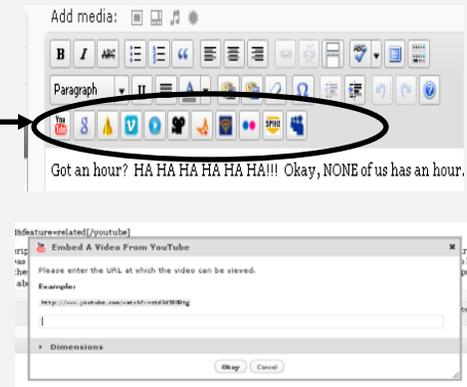
11. Adding Pictures, Videos, Sound Files or Documents. On your dashboard, click on the page/post to which you want to add the file. At the top of the text window, click on the icon for the media type you want to add: image, video, sound or document. Click Select Files, browse to the file on your computer and click Open. Your file will upload.

After your file has uploaded, a pop-up will open with details about your upload. At the bottom of the window, click Insert Into Post. On the main page, click Publish or Update.
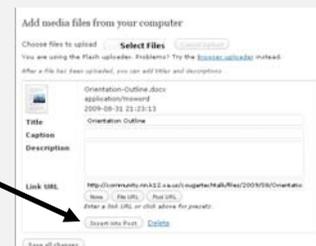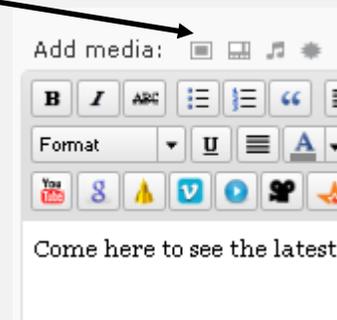
Inserting a Hyperlink to a Website

12. On your dashboard, open then edit or add the page/post where you want to add the link. On the word processing window, type the text that you want to use as your hyperlink.
In the upper right corner of the window, you will see two tabs on the right: Visual and HTML.
 Click on HTML.

Select the text that you want to use as your link. In the
 upper left of the next window, you will see link in blue.
Click on link and a url window will open. Paste the url in the box and click OK. Click on the Visual tab. The text you
 selected should be underlined and is now a link. Click Publish or Update.

Widgets

Widgets are small programs that you can add to your blog. They include things like calendars, a list of links, a list of your blog posts, a list of links not included in posts and pages, and links to photo and video sites. To find the widgets, on the dashboard menu, click on the down arrow next to Appearance, then onWidgets. This page will open. To add widgets to your page, select the widget you want and drag it to the Sidebar in the upper right corner of the window. Check your page. Your widget will be on the page now.

NOTE: The number of sidebars available and the number of widgets supported is determined by the theme chosen. If you want widgets, make sure the theme you choose supports the programs.

Making a New Home Page

On the dashboard menu, click on Settings→Reading. On the next window, click the circle next to "A static page". Choose the page from the drop down menu. Click on Save Changes at the bottom left.   You have now changed your home page.