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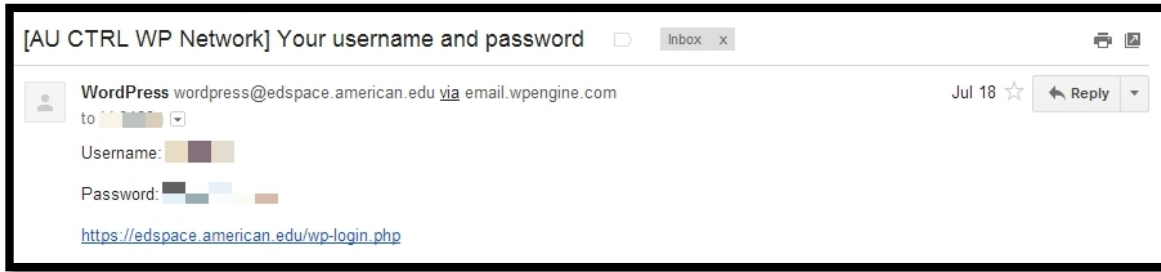
More Help Elsewhere

1. The [WordPress Codex](#) is a help guide for everything WordPress
2. Lynda.com is a collection of online training videos to which American University subscribes. The entire [WordPress Essential Training](#) (5 hr, 14 min duration) is great, but you can also peruse video segments by topic. In particular, this [EdSpace Getting Started playlist](#) covers the basics. (Note: Lynda.com requires AU login.)
3. WordPress is the most popular website development system in the world, so there is a wealth of YouTube videos, forums, and other training support and documentation online. A little googling can get you far.

Log in

Go to edspace.american.edu and select on “Log In/Dashboard”

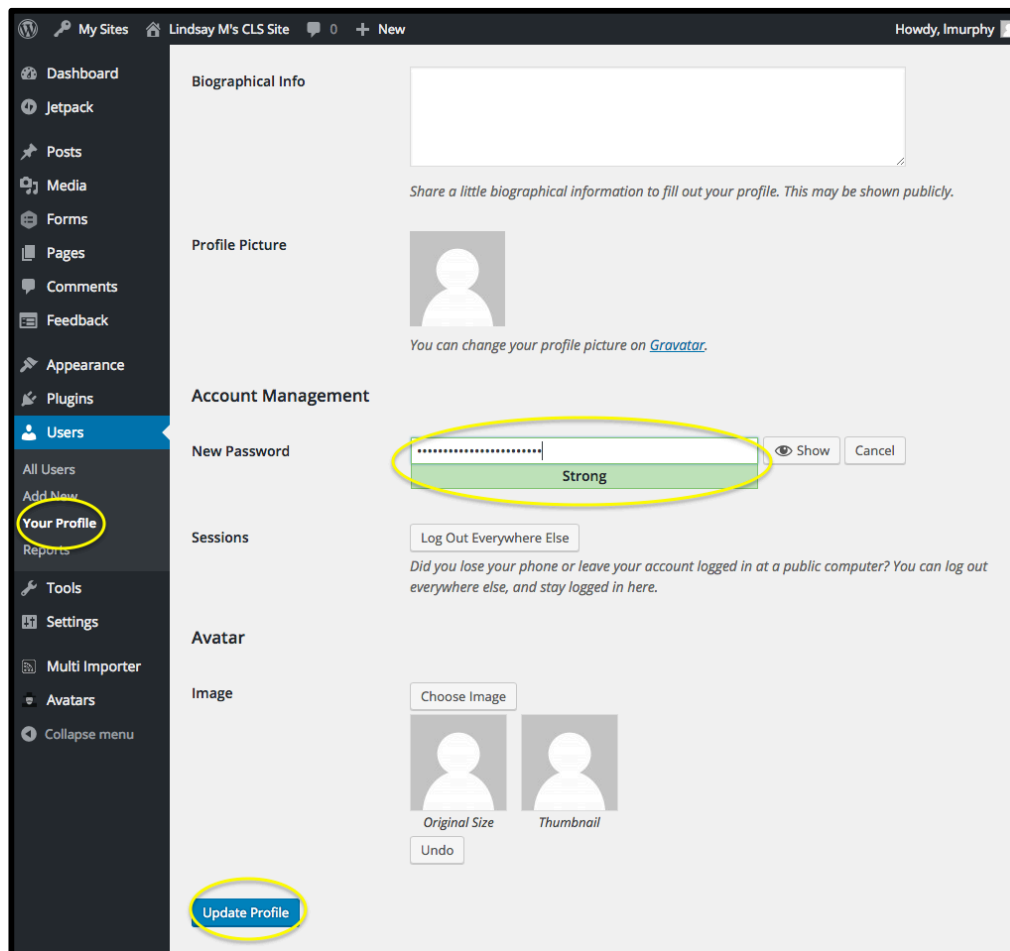
Log in to edspace.american.edu with the access ID and temporary password you received via email to begin.



Change Password

Change your password when you first log in.

Dashboard > Users > Your Profile. Scroll down to the Account Management section and select **Generate Password**. Replace the suggested password with a new password of your choosing. Choose a password or phrase that you will remember, including numbers, letters, and symbols. American University requires Medium or Strong passwords, as indicated by the strength tester. Once you have updated your password, click **Update Profile** to save your new password.



Create/Update Your Profile

Dashboard > Users > Your Profile > Edit your Personal Options.

Enter your First Name, Last Name, and Nickname in the respective fields. Choose a display name from the “Display name publicly as” dropdown field. Your display name is the name that will be visible the public. Edit your settings and avatar based on your personal preferences. Once you are finished, be sure to scroll to the bottom of the page and select **Update Profile**.

Forms
Pages
Comments
Feedback
Appearance
Plugins
Users
All Users
Add New
Your Profile
Reports
Tools
Settings
Multi Importer

Toolbar ☒ Show Toolbar when viewing site

Name

Username *Usernames cannot be changed.*

First Name

Last Name

Nickname (required)

Display name publicly as

Contact Info

Imurphy
Lindsay
Murphy
Lindsay Murphy
Murphy Lindsay

...scroll to bottom...

Update Profile

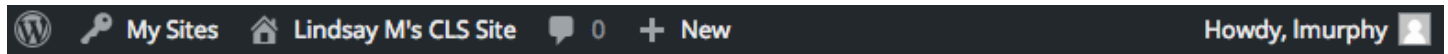
Thank you for creating with [WordPress](#).

Orientation to Dashboard, Toolbar, and Site

Dashboard

The Dashboard and Toolbar allow you to **customize your site's appearance, add content, manage comments and users**, and more. We'll take a quick look at some key features, and then get into specific actions on the Dashboard.

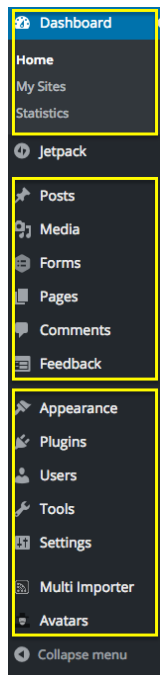
Toolbar



Once you are logged into your site, you'll see an admin toolbar across the top of any edspace.american.edu site. This toolbar lets you navigate from your site to other areas, such as a different site of yours (My Sites), to view site (Visit Site), to view comments (comment icon), and to quickly add new content (+New). From here, we will explore the Dashboard in order to learn more about the backend of your blog.

Dashboard

The Dashboard is your site's control center, and the main way to access and change all of your site's settings and functionality.



Dashboard Menu

There are three sets of items on the left-hand menu. The first set is for blog admin (Home - Stats), the second set (Posts - Feedback) helps you manage your site content, and the third set (Appearance - Avatars) allows you to manage the design and structure of your blog.

Start Editing Your Site

Click the "My Sites" button on the sidebar to get started. From here you can visit your site, or your "Dashboard." Click on **Dashboard** to begin managing your site.

Alternative 1: Top Navigation Bar: **My Sites > Your Site Name > Dashboard**

Alternative 2: Append "/wp-admin" to the end of your site URL.

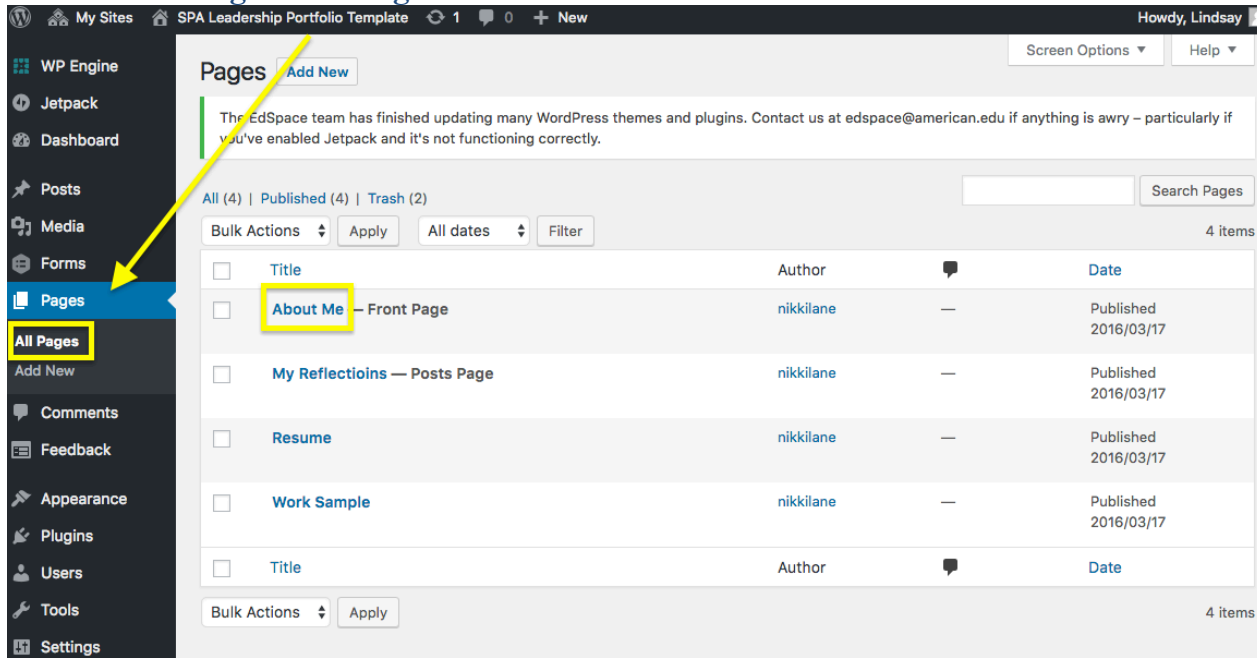
Example: edspace.american.edu/js1234b/wp-admin

Introduction to your SPA Portfolio website

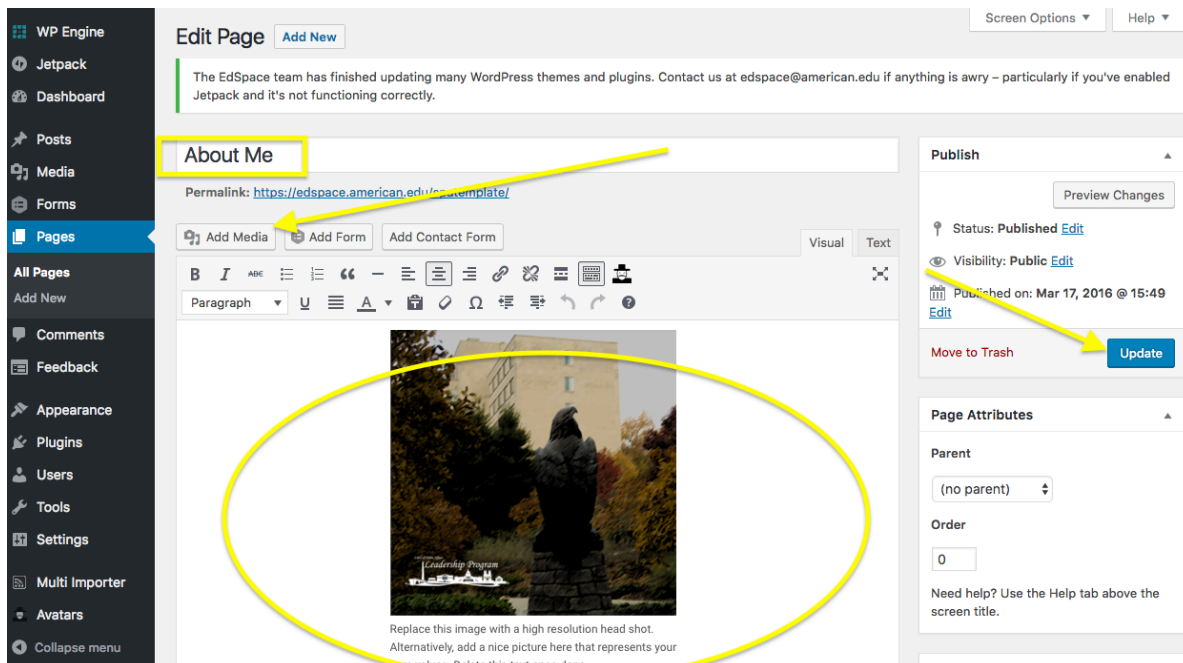
Your website has a “home” page created for you. This page is *static* and you can edit it right away. You can also create a page that is *dynamic*, meaning that it will reflect the most recent posts you create (Posts) – we’ll get to that later (see Posts).

Editing Pre-Created Pages

Dashboard > Pages > All Pages > Home



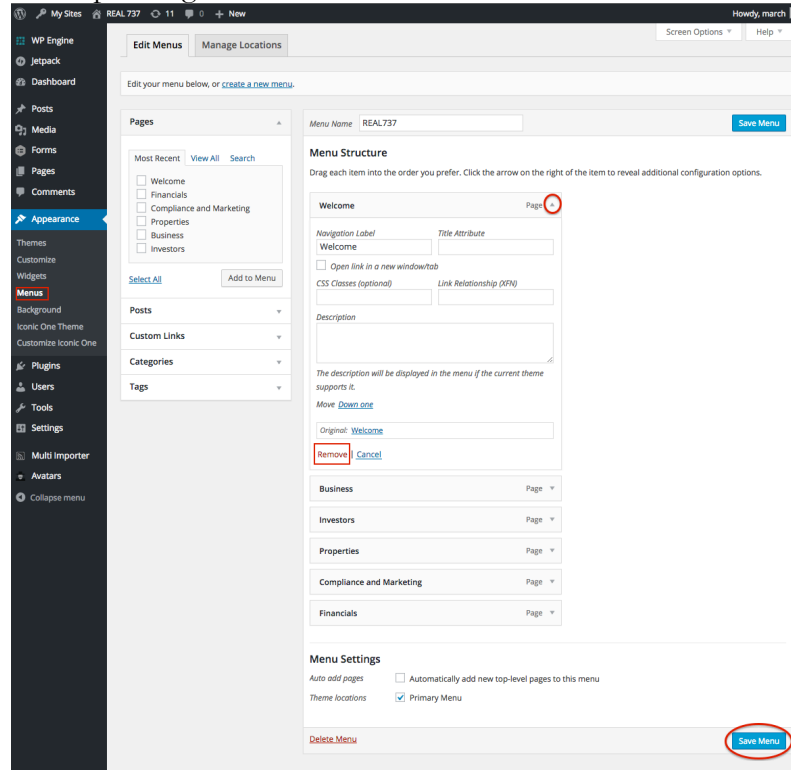
Update the page title, insert media (detailed media instructions begin page 9), share important information and/or an introduction to your website by editing the main text box. All text fields can be edited. To undo an action, use Command/Control + Z. More advanced users can select the “Text” tab to edit the page’s HTML directly. When you are finished, select “Update.”



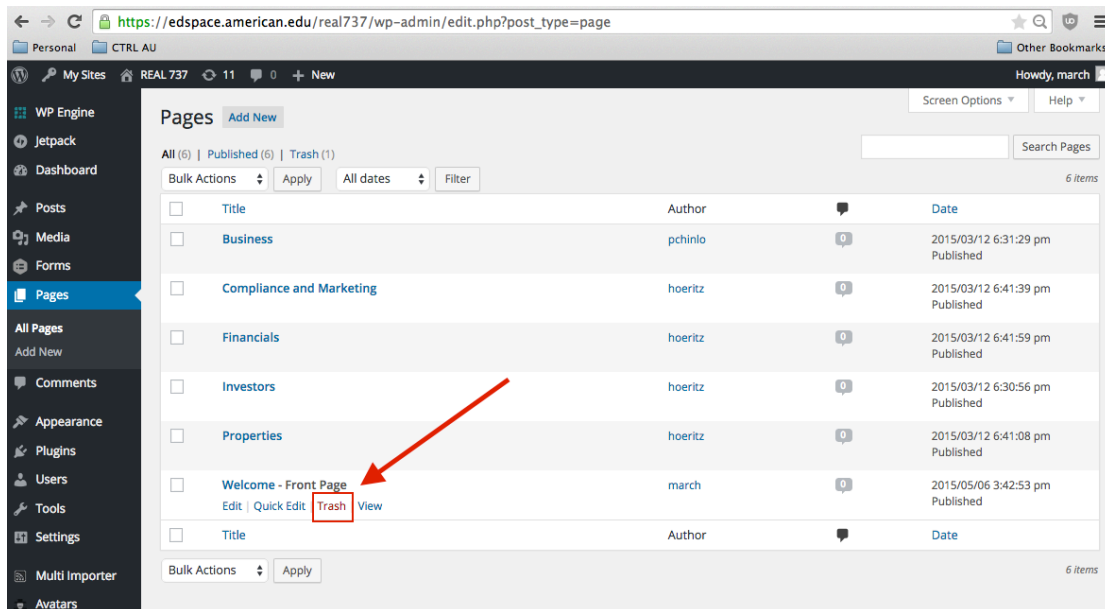
Deleting Pages

Consider removing a page from your site's navigation before deleting a page entirely, as you may want to edit or archive the page later.

To remove a page from your navigational menu, go to **Dashboard > Appearance > Menus** and expand the item reference by selecting its corresponding down arrow. Select "Remove" and "Save Menu."



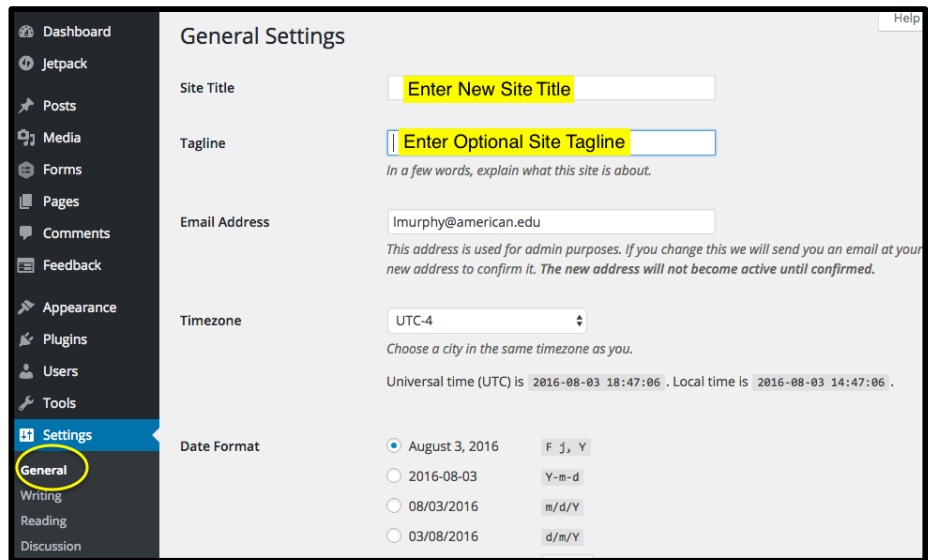
To delete a page entirely, navigate to the page (**Dashboard > Pages > Page Title**) and hover over the page name. Select "Trash" to delete the page. Alternatively, you may select the "Trash" icon in the page editor.



Setting your Site Identity

[Dashboard](#) > [Settings](#) > [General](#)

Your site is set up with a default site title. You can **customize your site title, subtitle and display** within the general settings.



General Settings

Site Title:

Tagline:
In a few words, explain what this site is about.

Email Address:
This address is used for admin purposes. If you change this we will send you an email at your new address to confirm it. The new address will not become active until confirmed.

Timezone:
Choose a city in the same timezone as you.
Universal time (UTC) is 2016-08-03 18:47:06 . Local time is 2016-08-03 14:47:06 .

Date Format: ☒ August 3, 2016 ☐ 2016-08-03 ☐ 08/03/2016 ☐ 03/08/2016
F j, Y Y-m-d m/d/Y d/m/Y

When you are finished, remember to scroll to the bottom and select Save Changes.



Multi Importer

Avatars

Collapse menu

Save Changes

Thank you for creating with [WordPress](#).

Pages vs. Posts

Posts

Posts are entries listed in reverse chronological order on the blog home page or on the posts page. Your SPA Portfolio site has default posts page set, but you can change it in the [reading settings](#) ([Dashboard](#) > [Settings](#) > [Reading](#)). If you have created any [sticky posts](#), those will appear before the other posts. Posts can be found in the Archives, Categories, Recent Posts, and other widgets. Posts are also displayed in the RSS feed of the blog. You can control how many posts are displayed at a time in the Reading Settings. The URL for a post includes the date the post was published like this: <http://edspace.american.edu/js2314a/2008/11/30/post-title/>

See [Posts](#) for more detailed information.

Pages

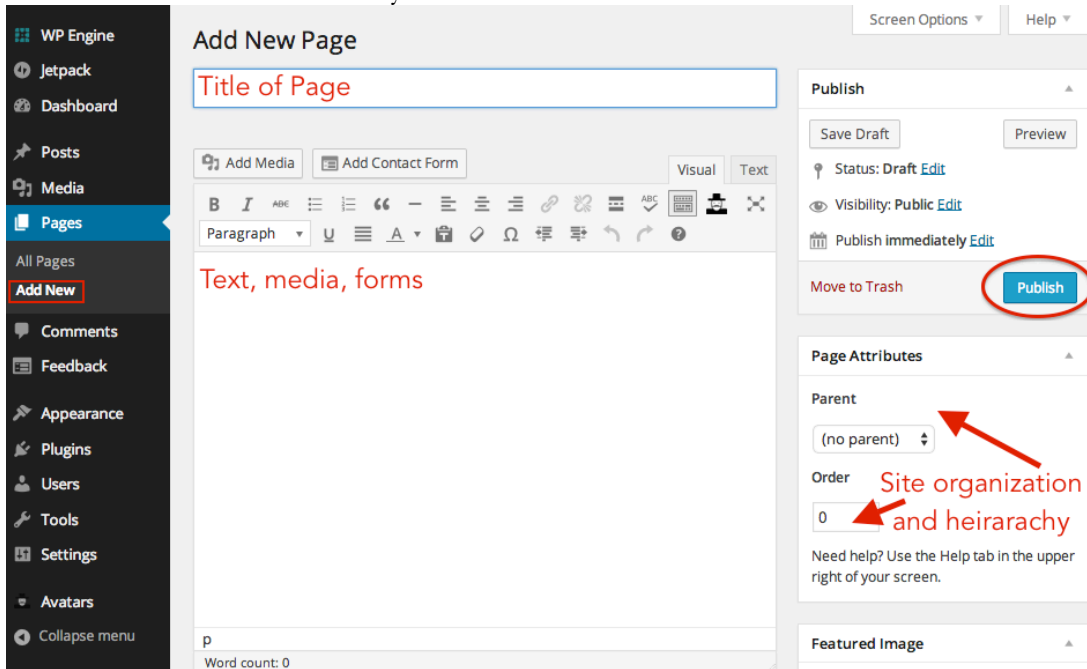
Pages are static and are not listed by date. Pages do not use tags or categories. An About page is the classic example. Pages can be displayed in the sidebar using the Pages widget, and some themes display pages in tabs at the top of the blog. If you have 50 pages and you use the Pages widget, then all pages will be listed all the time. The URL for a page looks like this: <http://edspace.american.edu/js2314a/page-title/>

See [Pages](#) for more detailed information.

Creating Pages

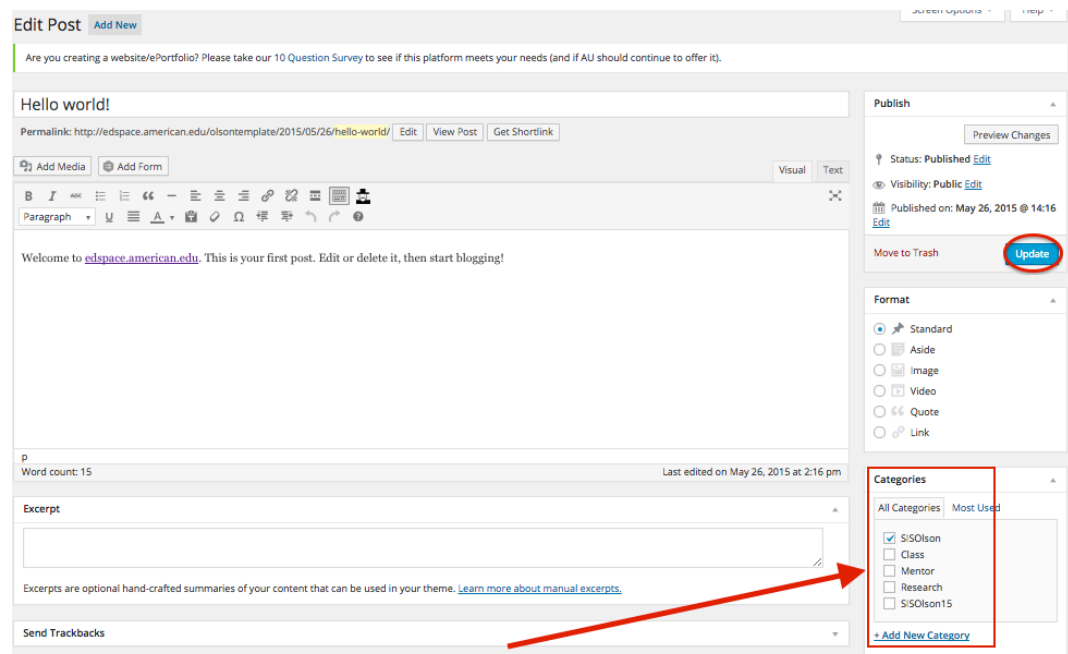
Within the wp-admin dashboard, select **Pages > Add New** (previously-made pages are available to edit under **Pages > All Pages**)

1. Fill out page title, text (body) and insert media as desired
2. Select any page attributes – some themes offer page templates and the potential to have a parent/child page hierarchy (particularly helpful for large site organization)
3. Select “Publish” when ready



Creating Posts

1. From within your top toolbar, select **+ New > Post**
*Alternative: Within Dashboard, select **Posts > Add New***
2. Fill out post title, text (body) and insert media as desired
3. **Select categories** as desired. Categories can help you filter and organize your posts. (see [Categories](#) for more details.)
4. Select “Publish” when ready

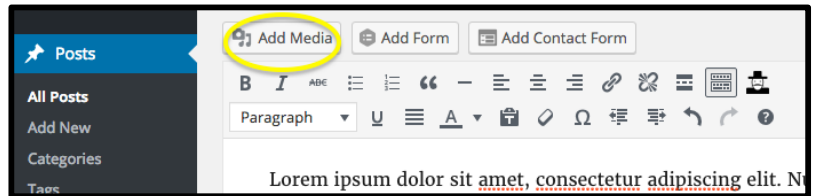


Adding Media to Posts and Pages

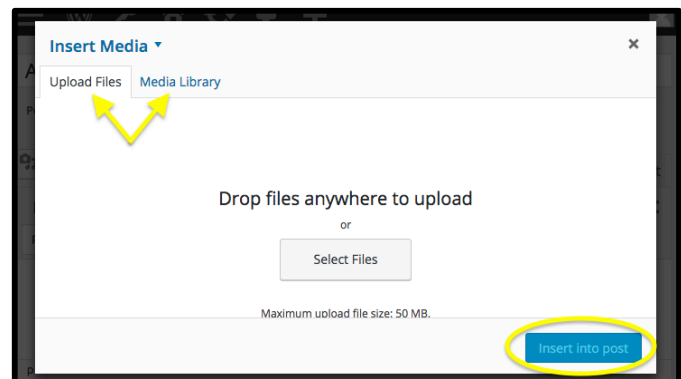
In addition to written content, you can add images, videos, files, and links to your pages and posts. You can add media through the post or page editor (outlined below). Alternatively, you can add media directly to your site through **Dashboard > Media > Add New**. You can also access all uploaded files to add details or delete them via **Dashboard > Media > Library**.

Adding Images/Files

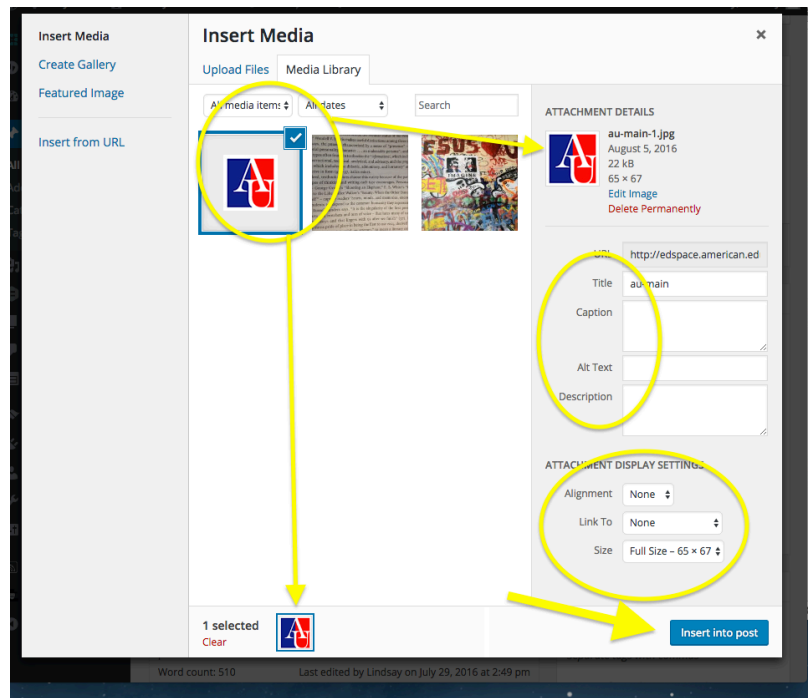
1. From within the editing pane of a post or page, select the **Add Media** button.



2. You can upload new media, including images, PDFs, word documents, and other types of files in the **Upload Files** tab. If you have already uploaded media, you can select them in the **Media Library** tab.



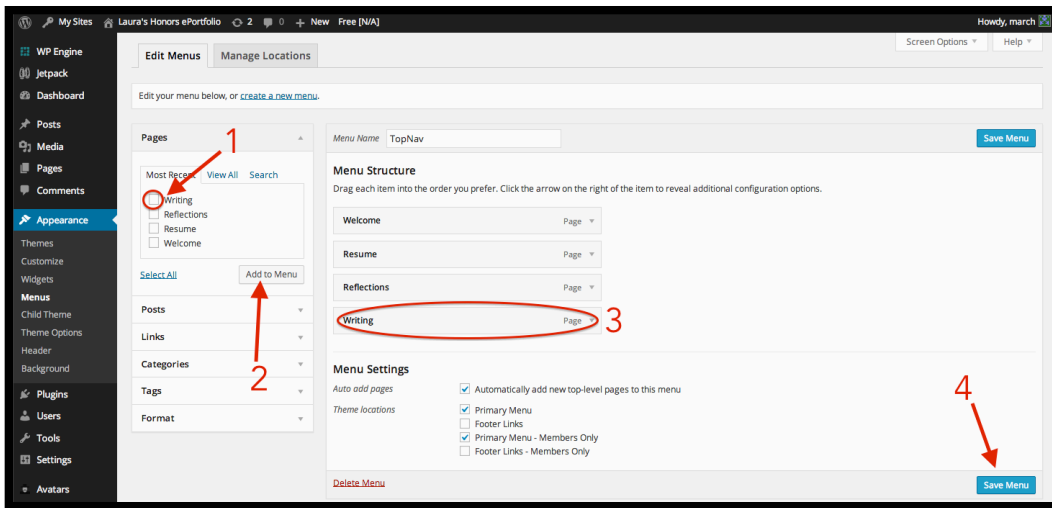
3. Add details about your media.
 - a. Complete the **Alt Text** field, which provides a description of the image for people with visual disabilities.
 - b. Set the alignment, size, and optional linking.
 - c. Check to make sure the checked file (outlined in blue with a check mark in the corner) is the one you have been editing, and select **Insert into Post**.



Editing the Navigational Menu

Log into wp-admin **Dashboard > Appearance > Menus**.

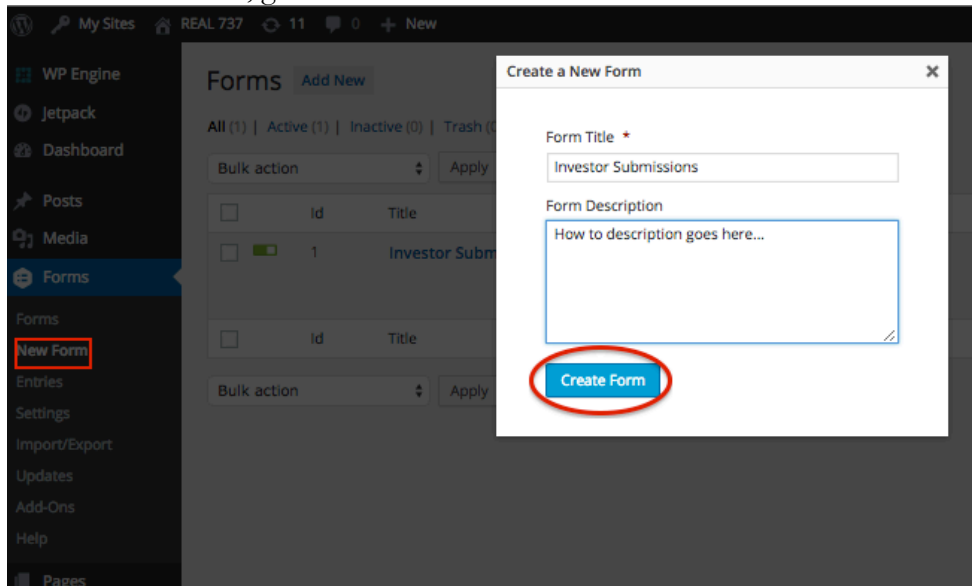
- Select pages/posts/links (to the left of the new Navigation menu section) that you'd like to be featured in the menu by (1) checking their corresponding boxes and (2) clicking "Add to Menu."
- By Selecting/Clicking and Dragging, (3) arrange the order of navigational items. For items that should be "under" parent pages, drag them below and to an indent of their parent page.
- Select (4) "Save Menu" when you're done.



Adding a Gravity Form to Your Site (Contact Me)

Full Gravity Forms instructions: <https://www.gravityhelp.com/documentation/article/creating-a-form/>

To add a new form, go to **Dashboard > Forms > Add New** and enter the name and description of your form.



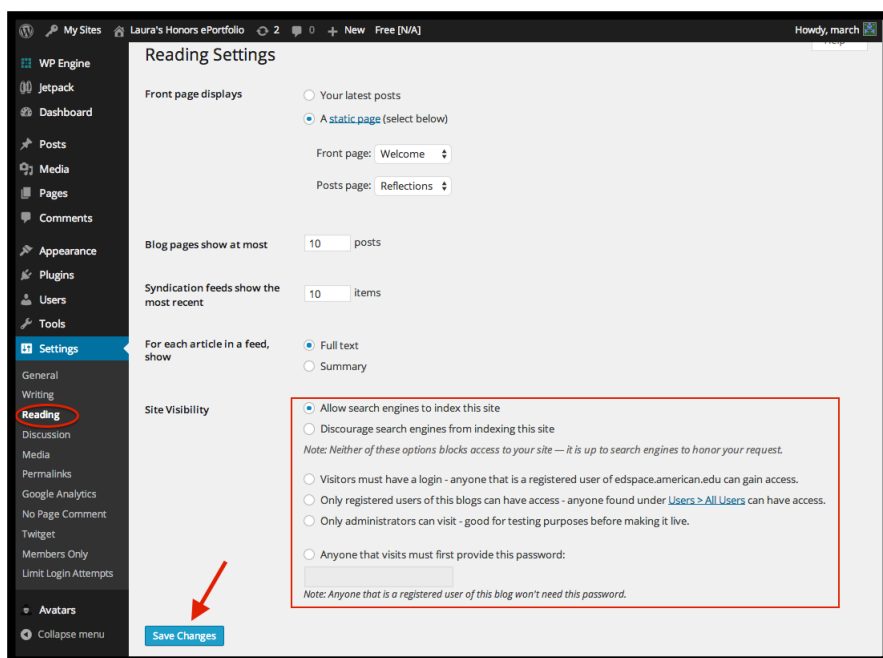
Select the fields to be added to your form (many standard fields such as “Name” and “Address” are already available in the Advanced Fields section). Drag-and-drop items into desired order. Select “Update Form” when finished.

Navigate to the page where the form will be visible (**Dashboard > Pages > Page Title**). Place text cursor where form should be inserted and select “Add Form.” Select form to be added from drop-down menu and select “Insert Form.” A shortcode will be added to your page. Be sure to select “Update” page for your changes to go live.

Your form will now be visible on its live page. Submissions will be viewable in **Dashboard > Forms > Entries**.

Editing Site Visibility

1. Log into wp-admin **Dashboard > Settings > Reading**.
2. Select desired level of site visibility
3. Select “Save Changes” to update site



Adding Users to Your Site

Log into the dashboard of your EdSpace site (usually by appending /wp-admin to the end of your public URL)

Navigate to **Users > Add New**

Add an existing EdSpace user by using the form on the top of the page.

Add a new user by using the form on the bottom of the page

The screenshot shows the WordPress 'Add New User' form. The left sidebar contains the 'Users' menu with 'Add New' highlighted. The main content area has two sections, each outlined in red. The top section, 'Add Existing User', includes a text input for 'E-mail or Username', a 'Role' dropdown set to 'Subscriber', a checkbox for 'Skip Confirmation Email', and an 'Avatar' section with a 'Choose Image' button and two placeholder images labeled 'Original Size' and 'Thumbnail'. A red text annotation 'Has edspace.american.edu account already' is placed to the right of the avatar section. The bottom section, 'Add New User', includes text inputs for 'Username (required)' and 'E-mail (required)', a 'Role' dropdown set to 'Subscriber', a checkbox for 'Skip Confirmation Email', and an 'Avatar' section with a 'Choose Image' button and two placeholder images labeled 'Original Size' and 'Thumbnail'. A red text annotation 'Does not have an account on edspace.american.edu' is placed to the right of the avatar section. Both sections have an 'Add Existing User' or 'Add New User' button at the bottom.

Change the *User Role* as desired.

- **Administrator** – somebody who has access to all the administration features within a single site.
- **Editor** – somebody who can publish and manage posts including the posts of other users.
- **Author** – somebody who can publish and manage their own posts.
- **Contributor** – somebody who can write and manage their own posts but cannot publish them.
- **Subscriber** – somebody who can only manage their profile and access the site if it is locked down to registered users only.

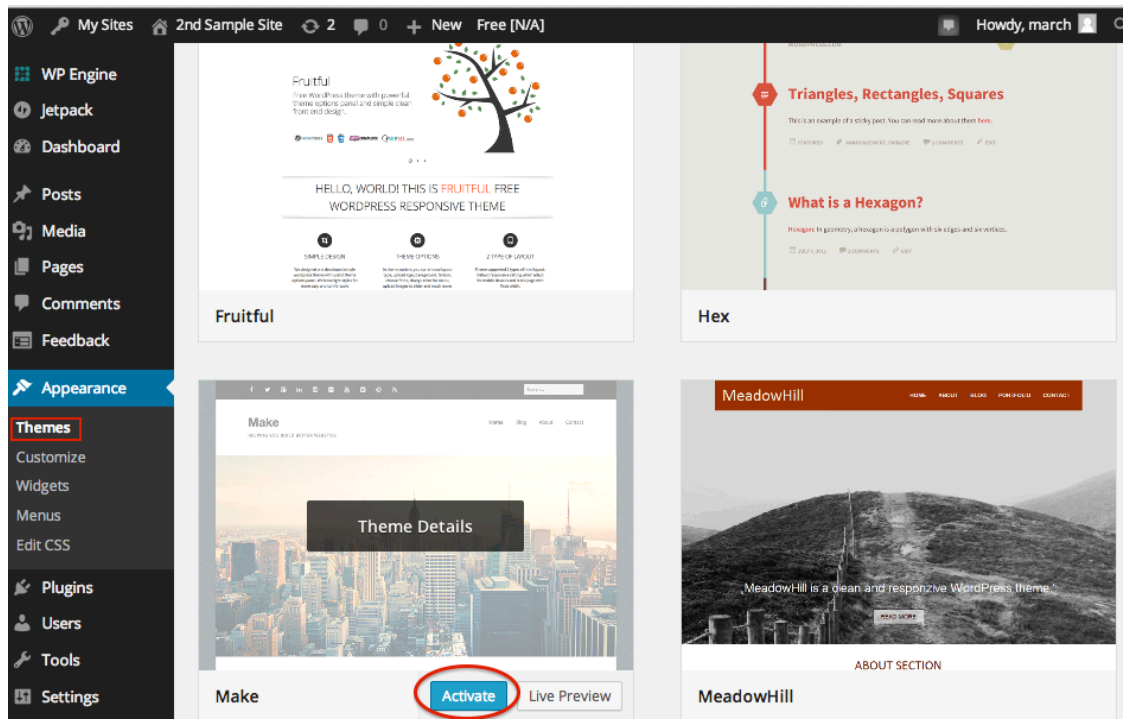
Changing the Look-and-Feel of Your Site

Themes

A WordPress Theme is a collection of files that work together to produce a graphical interface with an underlying unifying design for a weblog. These files are called “template files.” A Theme modifies the way the site is displayed, without modifying the underlying software.

Choose a Theme

Within the wp-admin dashboard, select **Appearance > Themes**, then browse layouts available, and select Activate for desired theme.



Adding or Editing Widgets

WordPress Widgets add content and features to your Sidebars. Examples are the default widgets that come with WordPress; for post categories, tag clouds, navigation, search, etc. Plugins and Themes will often add their own widgets

1. Log into your WP-Admin Dashboard page (append /wp-admin to the end of your site's URL)
2. Within the WP-Admin Navigation, go to **Appearance > Widgets**
3. Expand **Widgets Areas** (e.g. Sidebar, Footer) by selecting Down Arrow next to widget title
4. Select and Drag Widgets (left-side) into desired areas and edit as needed.
5. To remove Widgets, select and drag Widgets away from Widget area.

