

In This Guide

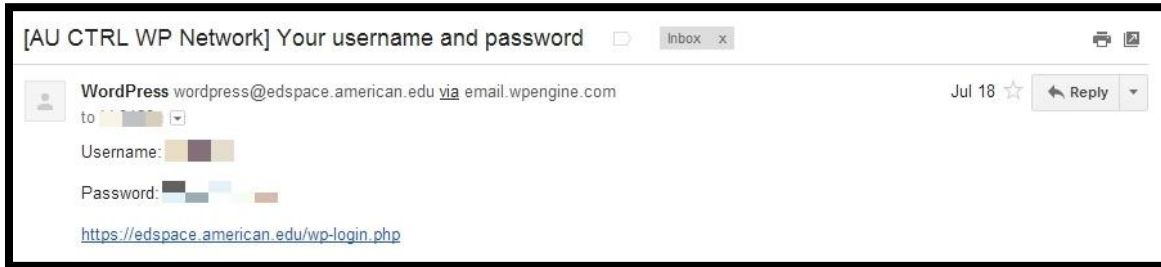
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Updated by Gavin Frome, December 2019

Log in

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

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



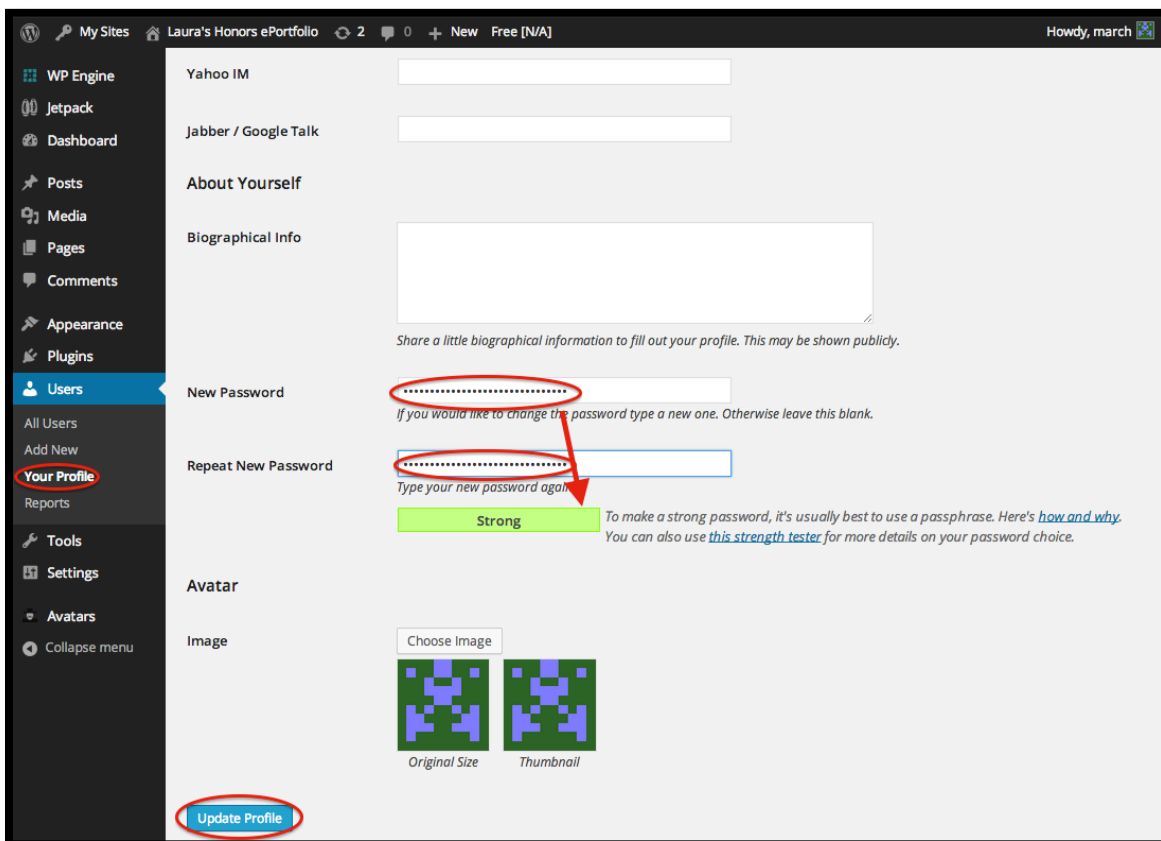
Change Password

Change your password when you first log in.

Dashboard > Users > Your Profile.

Enter your new password, repeat the password, and select “Update Profile.”

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.



Create/Update Your Profile (Optional)

Dashboard > Profile > Edit your Personal Options.

Add your name and a brief description about yourself. This information may be publicly visible. Edit your security settings and avatar based on your personal preferences.

Orientation to Dashboard, Toolbar, and Site

Dashboard

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

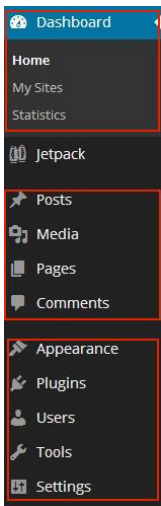
Toolbar and Site

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 site.



Dashboard Menu

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



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.

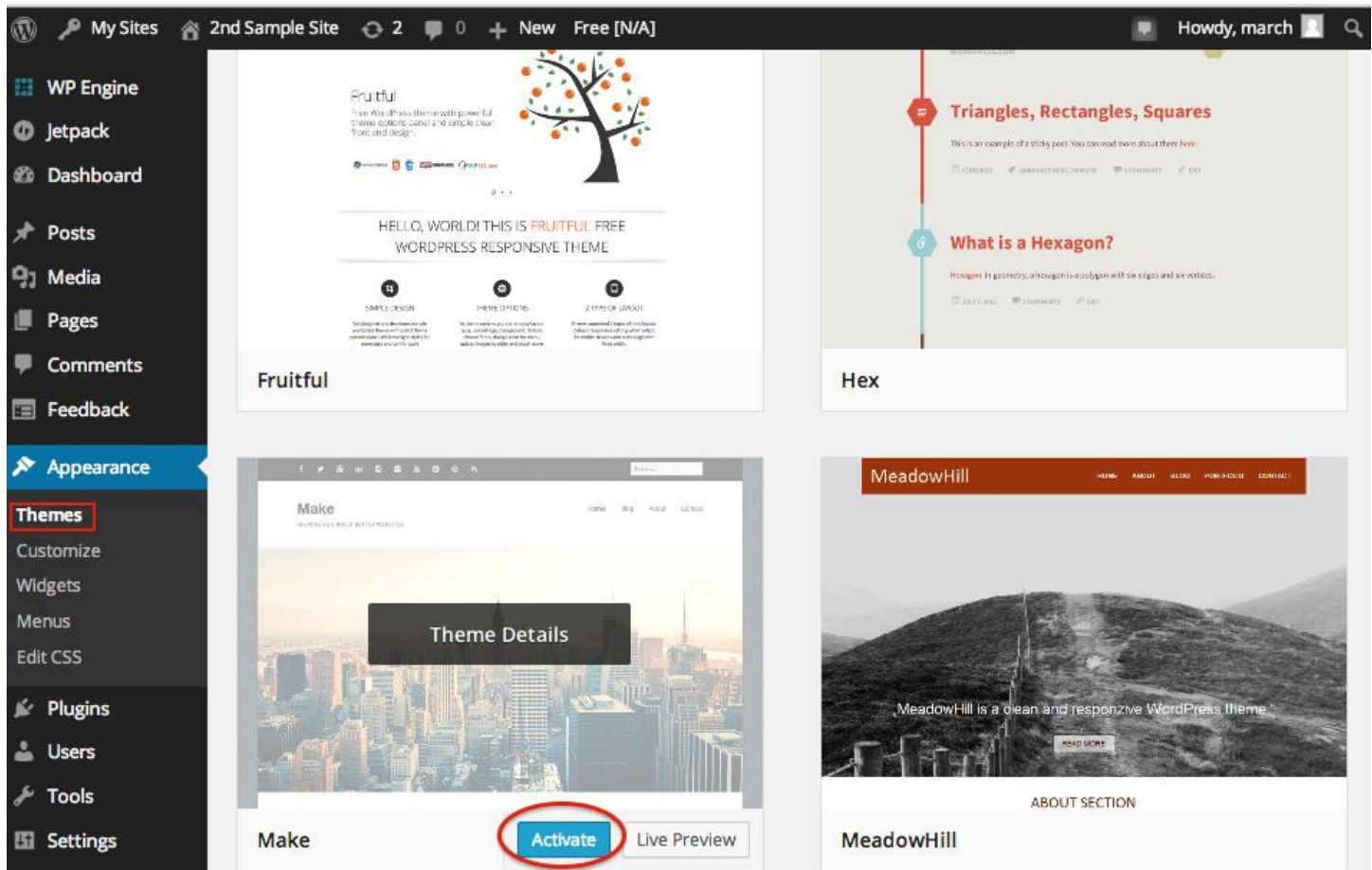
Example: edspace.american.edu/johnsmith/wp-admin

Themes

A WordPress Theme is a collection of files that work together to produce a graphical interface with an underlying unifying design for a website. 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.



Pages vs. Posts

Posts

Posts are entries listed in reverse chronological order on the site home page or on the posts page if you have set one in [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 site. 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://blogname.wordpress.com/2008/11/30/post-title/>. See [Posts](#) for more detailed information.

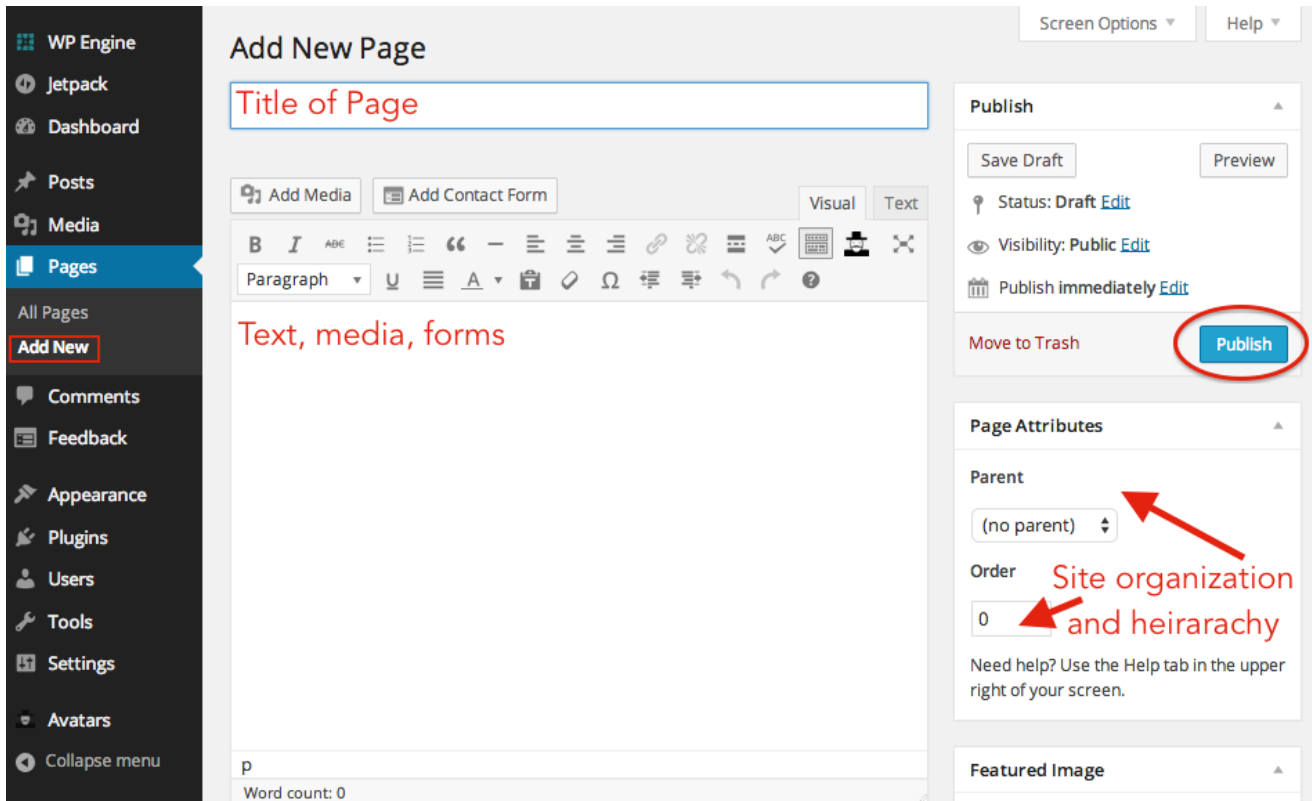
Pages

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 menu-tabs at the top of the site. 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://blogname.wordpress.com/page-title/>. See [Pages](#) for more detailed information.

Creating Pages

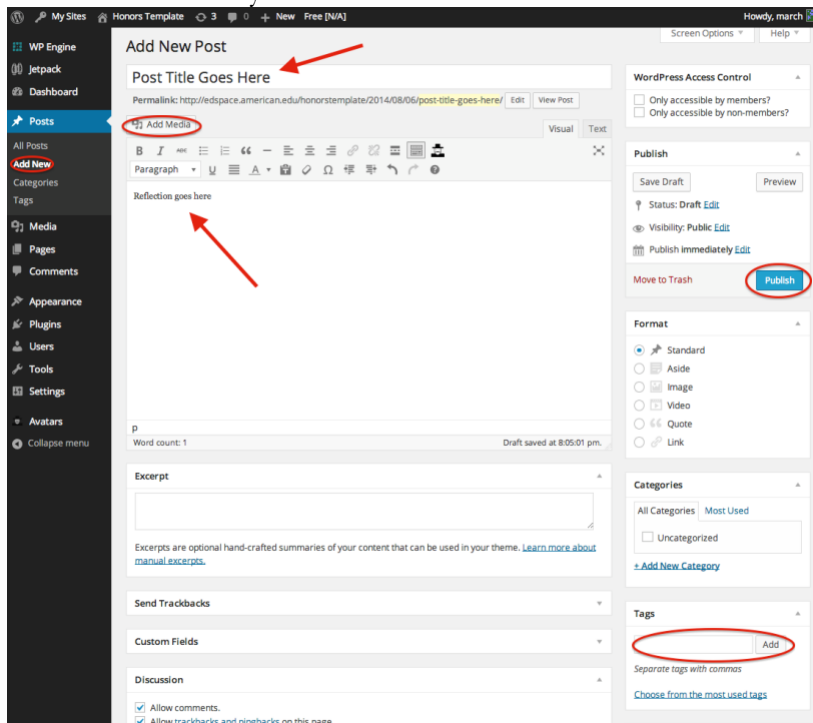
Within the wp-admin dashboard, select Pages > Add New (previously-made pages are available to edit under Pages > All Pages)

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

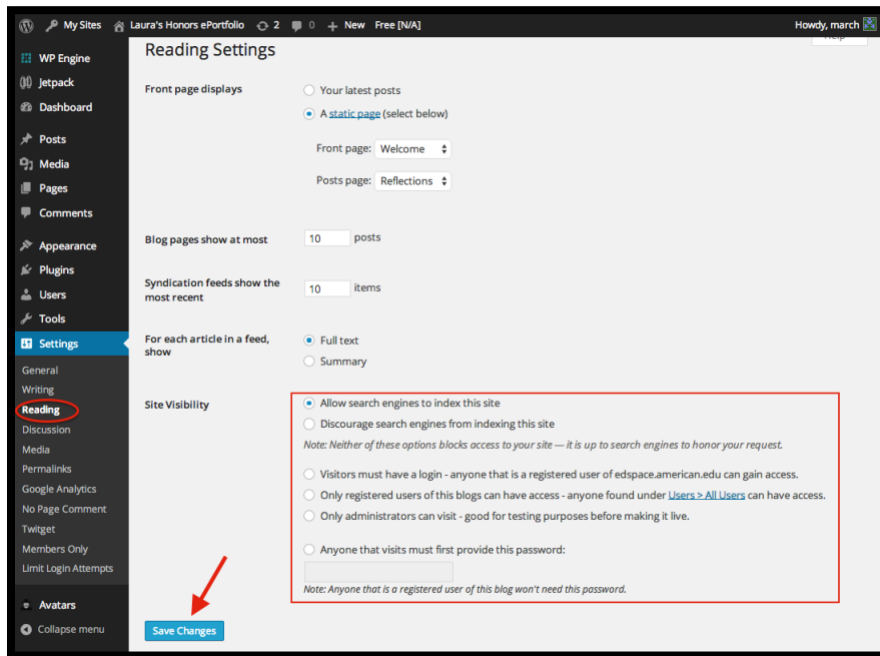
1. From within your top toolbar, select + New > Post
Alternative: Within Dashboard, select Posts > Add New
2. Fill out post title, text (body) and insert media as desired
3. Add tags as specified in prompt. Tags will filter and organize your posts.
4. Select “Publish” when ready



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

***If you would like your entire site to be password-protected (last option), please contact edspace@american.edu until further notice. This plugin needs an extra layer of security that can only be made by super-administrators.*



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

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.

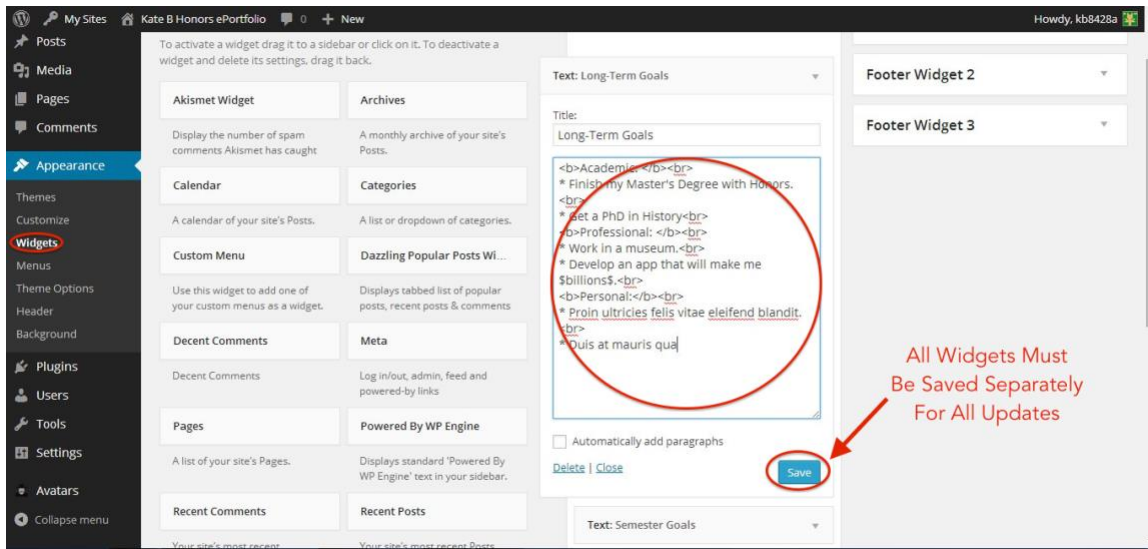
The screenshot shows the WordPress 'Add New User' form. The left sidebar contains the 'Users' menu with 'Add New' highlighted. The main content area has two sections:

- Add Existing User**: This section is highlighted with a red border. It contains a text input for 'E-mail or Username', a dropdown for 'Role' (set to 'Subscriber'), and a checkbox for 'Skip Confirmation Email'. Below this is an 'Avatar' section with an 'Image' input and two preview images labeled 'Original Size' and 'Thumbnail'. A red text overlay on the right side of this section reads: 'Has edspace.american.edu account already'.
- Add New User**: This section is also highlighted with a red border. It contains text input fields for 'Username (required)' and 'E-mail (required)', a dropdown for 'Role' (set to 'Subscriber'), and a checkbox for 'Skip Confirmation Email'. Below this is an 'Avatar' section with an 'Image' input and two preview images labeled 'Original Size' and 'Thumbnail'. A red text overlay on the right side of this section reads: 'Does not have an account on edspace.american.edu'.

Adding or Editing Widgets

WordPress Widgets add content and features to your Sidebars, i.e. the space around the main content area on your site. 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 and widget areas (i.e. sidebars).

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.

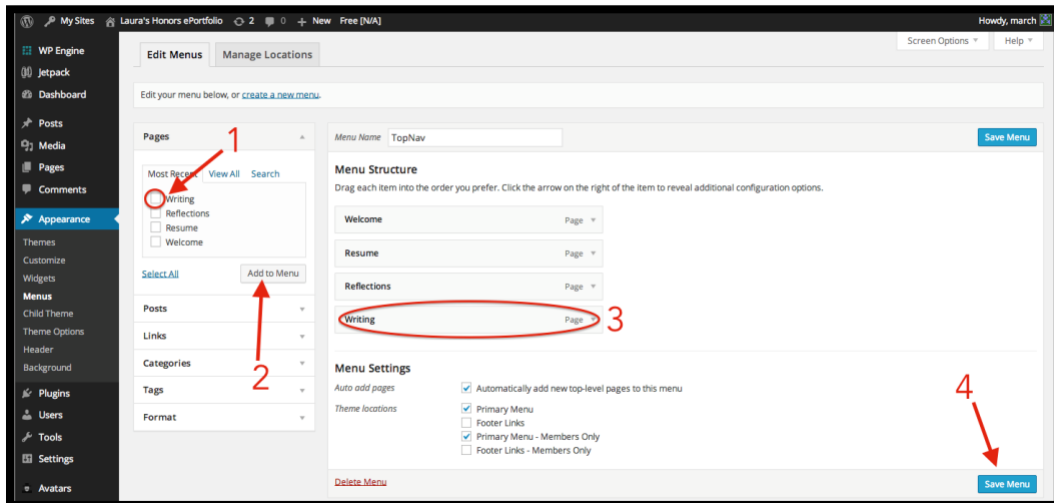


Custom Menus

Add A Page to the Navigational Menu

Log into wp-admin Dashboard > Appearance > Menus.

- Select pages (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.



Add All Posts With a Specific Tag/Category to the Navigational Menu

Log into wp-admin Dashboard > Appearance > Menus.

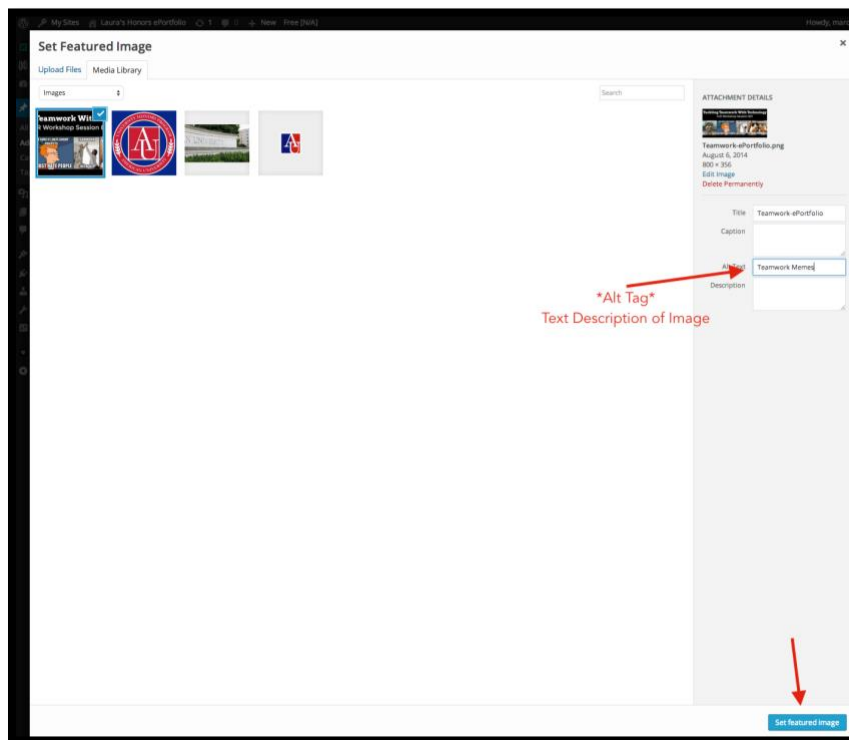
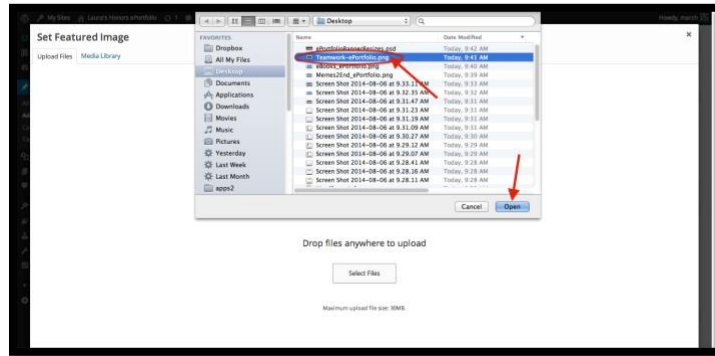
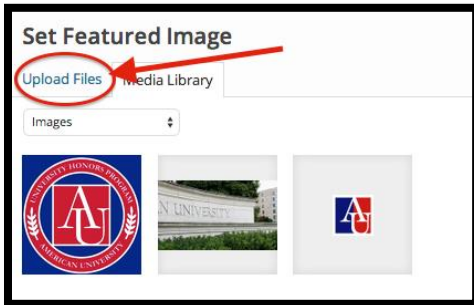
- Select desired posts, links, categories, or (1) tags to make a navigational link directly to that content. For example, (2) selecting the “featured” tag checkbox and (3) selecting “Add to Menu” button will make a link to all the posts tagged “featured.”
- (4) To change the name of the Navigational link, select the down arrow to expand item, and rename its “Navigation Label.”
- By Selecting/Clicking and Dragging, arrange the order of pages. For pages that should be “under” parent pages, drag them below and to an indent of their parent page.
- Select (5) “Save Menu” when you’re done.

The screenshot displays the WordPress 'Edit Menu' interface. On the left sidebar, the 'Appearance' menu is selected, and 'Menus' is highlighted. The main content area shows the 'Edit Menu' screen for a menu named 'TopNav'. The 'Menu Structure' section lists various items: 'Welcome', 'Resume', 'Writing', 'Reflections', and 'featured'. The 'featured' item is expanded, showing its configuration options. Red annotations highlight the following steps: (1) The 'Tags' category in the left sidebar is circled. (2) The 'featured' tag checkbox is selected. (3) The 'Add to Menu' button is clicked. (4) The 'Navigation Label' for the 'featured' item is changed to 'Featured Work'. (5) The 'Save Menu' button at the bottom right is highlighted.

Setting Featured Images

Create your post title, text, categories, tags, and select other options as desired (e.g. allow comments). Then. . .

1. Select “Set Featured Image”
2. Upload your image
3. Set “Alt Text” – this text explains your image to non-sighted visitors. Its purpose is to describe the appearance and function of an image on a page. Select “Set featured image”
4. Publish your post



Creating Excerpt Text

For specific text to show on search results, category/tag pages, and sliders:

1. Fill out “Excerpt” area with desired text.
2. Select “Publish” or “Update” (if post was previously published)

