

WordPress Class Outline

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Getting Started

Logging into the admin panel (or dashboard) – Type in the URL in the URL box of your browser, and then add /wp-admin and press enter. You will then be presented with a log in screen.

A Look at the Reader First

Navigating Around the Dashboard

- Dashboard Home
- Choices under “Home”
- The Store
- Posts – this is where you go when you would like to make a new entry in your WP account. A blog entry is also called a post.
- Media – this is where you may upload photos and other media that you may want to include in a post
- Links – this is where you may add notable links to your blog (like friends’ blogs or other blogs you follow)
- Pages – this is where you go to add pages to your site and manage those pages
- Comments – this is where you may comment on your own blog and moderate the comments left by others.
- Polls – this is where you may add a poll for your readers to answer.
- Ratings – this is where you may enable a function that will allow your readers to rate a post.
- Appearance – everything about the way your blog looks may be accessed here
- Users – this is where you may add new users to your blogsite as well as revise details for existing users
- Tools – this houses various tools for your site
- Settings – this is where there are various settings for your WP blog page.

Set Your Public Profile - Gravatar in the top right to head to *Me* → *My Profile*.

Set Your Theme – *My Sites* → *Themes* - For our purposes, we will all use ***Twenty Fifteen***.

Your First Post

- Some options
- Inserting media, polls and forms
- Publishing section

- Categories - Categories provide a helpful way to group related posts together, and to quickly tell readers what a post is about. Categories also make it easier for people to find your content. Categories are similar to, but broader than, tags.
 - **Category name** – As expected, the name of your category.
 - **Category parent** – If you want to nest a category within a category, select the parent category. Otherwise leave at **None**.
 - **Description** – Describe what the category is for. This description will appear as a tooltip if you use the category widget. (Optional)

- Tags - Tags provide a useful way to group related posts together and to quickly tell readers what a post is about. Tags also make it easier for people to find your content. Tags are similar to, but more specific than, categories. The use of tags is completely optional.

A Look at Your Media

- Uploading
- Details for each piece of media
- Adding an image gallery - Image galleries on WordPress.com are a great way to share your pictures with your friends, family, and your followers. An image gallery will display a set of small images attached to a particular post or page. Readers can click on any image to launch a full-size carousel that allows them to scroll through the entire gallery one image at a time. With the slideshow option, images will automatically move from one to the next after a few seconds.

Appearance – Changing the Look and Feel of Your Site

- Themes
- Widgets
- Menus
- Theme Options
- Header
- Custom Design (an upgrade)

Adding Users

- Why would I want to do this?

