

WordPress Lesson Plan – Sessions 3 & 4

Duration: 2 Academic Hours (90 minutes) | Level: Beginner – Intermediate

Session 3: Dashboard Deep Dive, User Roles, Updates, Site Health

■ Learning Objectives

- Understand every key section of the WordPress dashboard.
- Learn to manage users and assign roles.
- Keep the site up-to-date and secure using the Updates page.
- Use the Site Health tool to diagnose performance and security issues.

■ WordPress Dashboard Overview

The dashboard is the control center of your site. Key sections include:

- Dashboard → Home: Overview of recent activity and news.
- Posts, Media, Pages, Comments: Content management.
- Appearance: Themes, Menus, Widgets.
- Plugins: Add/remove features.
- Users: Manage access.
- Tools & Settings: Configure backups and site preferences.

■ User Roles Explained

Role	Permissions
Administrator	Full control over the site
Editor	Manage and publish all posts
Author	Write and publish their own posts
Contributor	Write but cannot publish
Subscriber	Read and comment only

- Task: Create two new users — one as an Editor and one as an Author — then log in with each to compare their dashboards.

■ Updates

Use Dashboard → Updates to keep WordPress core, themes, and plugins current. Always back up before major updates.

■ Site Health

Check Tools → Site Health for issues related to performance, security, and configuration. Review any critical warnings.

Session 4: Posts vs Pages, Gutenberg Editor, Media Library

■ Learning Objectives

- Understand the difference between Posts and Pages.
- Create and format content using the Gutenberg block editor.
- Manage media files efficiently using the Media Library.

■ Posts vs Pages

Feature	Posts	Pages
Purpose	Blog or news content	Static content
Organized by	Categories & tags	Parent/child hierarchy
Appears in feed	Yes	No
Example	"Top 10 Design Tips"	"About Us", "Contact"

- Task: Create one post titled "My First Blog Post" and one page titled "About Me".

■ Gutenberg Editor

WordPress uses the block editor to build layouts. Each block (Paragraph, Image, List, Button, etc.) can be added or rearranged visually.

■ **Steps:**

1. Create a new post.
2. Add a Heading, Paragraph, and Image block.
3. Add a Button linking to your 'About Me' page.

- Tip: Use the 'List View' to organize your blocks easily.

■■ Media Library

Access Media → Library to upload and manage images, audio, and PDFs. Always fill out alt text for accessibility and SEO.

Mini Exercise:

Upload 3 images, insert one into a post, and modify its alt text and title.

■ Wrap-Up / Quick Quiz

1. What's the difference between a Post and a Page?
2. Which user role can write but not publish?
3. Where can you check WordPress security issues?
4. What is the purpose of the Gutenberg 'List View'?

5. Why is alt text important?

■ *Homework*

- Create one post using at least four Gutenberg blocks (Heading, Paragraph, Image, Button).
- Create one Page called 'Services'.
- Add 2–3 media files and optimize their alt texts.