Create a basic website using WordPress

WordPress is a popular open source web publishing platform that can be used to build websites and blogs. UCalgaryBlogs is a collaborative publishing platform built using WordPress and for use by the University of Calgary community. The following instructions will help you build a basic website:

- Create a new site (New Users)
- Create a new site (Existing Users)
- The Admin Panel
- Create Pages and Posts
- Create & Assign Categories and Tags
- Create menus
- Customize the Appearance of your Site: Theme and Widgets
- Add Content
- Add Users

Create a new Site (New Users)

1. If you are a new user, you will need to register for an account first. To do that, go to ucalgaryblogs.ca and click on "Register". Fill out the fields for "Username" and "email".
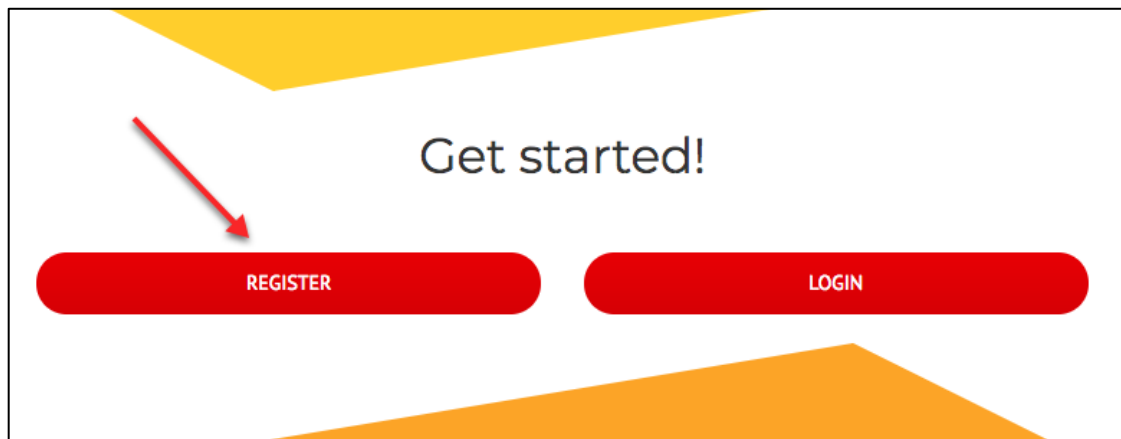
Get your own UCalgaryBlogs.ca account in seconds

Username:

choose a username

(Must be at least 4 characters, letters and numbers only.)

Email Address:

your ucalgary email

We send your registration email to this address. (Double-check your email address before continuing.)

The username you create for UCalgaryBlogs can be anything you want, as long as it meets the criteria. It's not tied to your UCalgary IT username. For the email field, please enter your @ucalgary.ca address. Create your password and select the option "Gimme a site!". Then click on "Next".

Password:

••••••••••••

(Leave fields blank for a random password to be generated.)

Confirm Password:

••••••••••••

(Type your new password again.)

◉ Gimme a site!
○ Just a username, please.

Next

2. Now you will be asked to input the information for your new site. Name your site on "Site Domain". For this tutorial, we suggest you write your name followed by template without any spaces, ie. "yournametemplate". Write the name you wish to give your site under "Site Title". _Use lowercase letters (a-z) and avoid using numbers and hyphens_. In this tutorial, we will use "My Template Site" as a name but you can choose any other name. Choose the "Site Language".

Keep the Public default privacy options, you can change that later. Then, click on "Signup".

3. You will get the following message: click on "admin area".

Congratulations! Your new blog is ready!

Username: [name]

Password: [redacted]

You're all set up and ready to go. View your site or go to the admin area.

4. You can access to your site by clicking on "My Sites" at the right top bar, by clicking on the sites' name at the bottom right or by clicking on "Dashboard" under "Welcome".
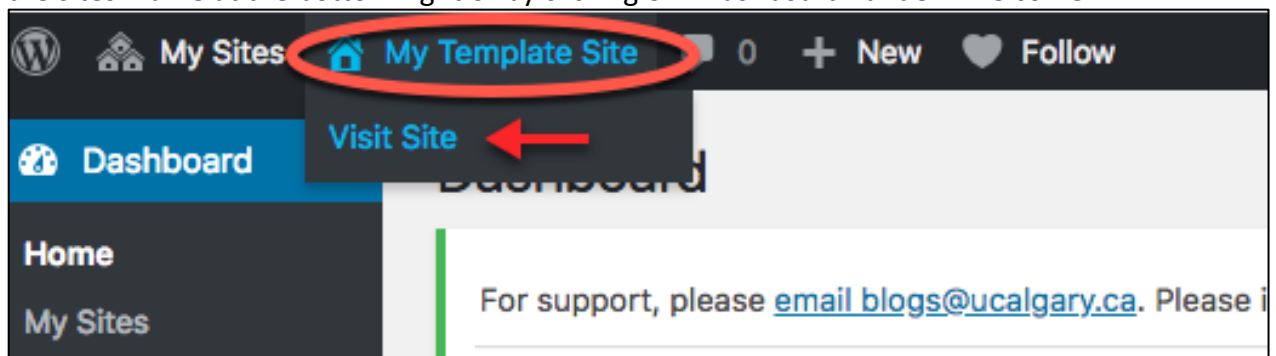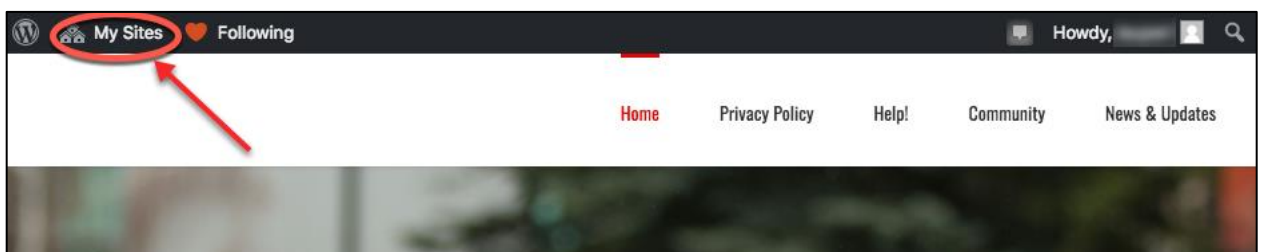

**You are now ready to start working!**

Create a new Site (Existing Users)

1. Go to ucalgaryblogs.ca and click on "Login". Write your Username and Password.
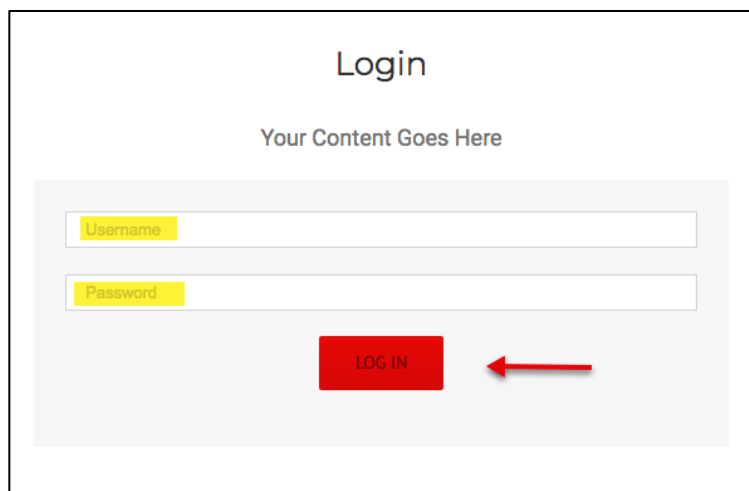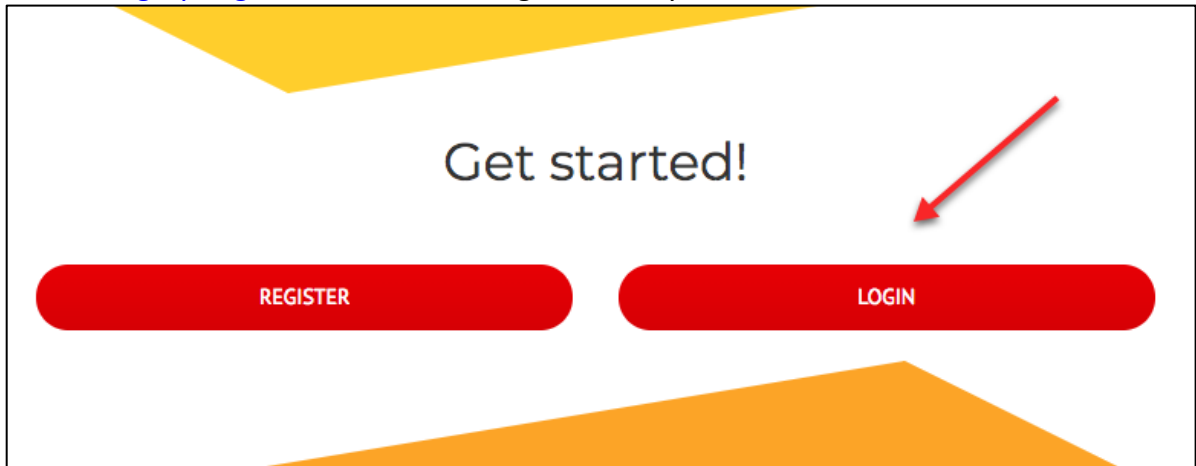
2. Once you have logged in, you can access to your sites by clicking on "My Sites" at the top left-hand corner. You will see all your sites in the main admin area.

3. To create the new site you will be working on, click on the "Add New" button at the top left-hand corner of the main admin area.
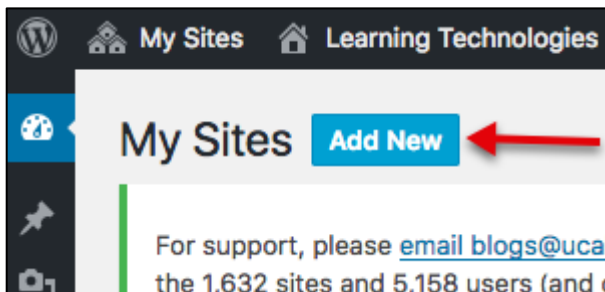
4. After clicking on "Add New", you will be redirected to the UCalgaryblogs site. Now you will be asked to input information for your new site. Name your "Site Domain". For this tutorial, we suggest you write your name followed by template without any spaces, i.e. "yournametemplate". Write the name you wish to give your site under "Site Title" _Use lowercase letters (a-z) and avoid numbers and special characters_. In this tutorial, we will use "My Template Site" as a name but you can choose any other name. Select the "Site Language".

5. You will get a message confirming that your site has been created. Go to *yournametemplate.ucalgaryblogs.ca* link and click on it. The link will take you to your new site.

The site My Template Site is yours.

yournametemplate.ucalgaryblogs.ca is your new site. Log in as " " using your existing password.
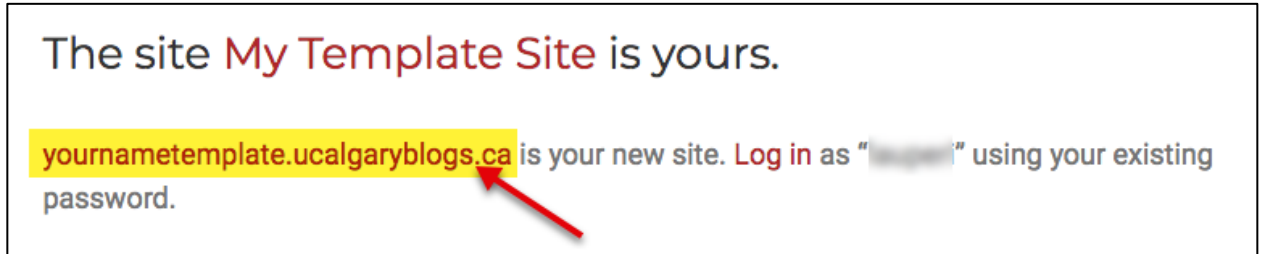
**You are now ready to start working!**

Admin Panel

The WordPress Admin panel consists of 3 main components. The WordPress "Tool Bar" that you can see at the top, the "Admin Menu" on the left, and the "Main Admin Area" which is the place where you will be working. The admin menu is separated in three sections:

-   The dashboard sections
-   Content management section
-   Site administration section
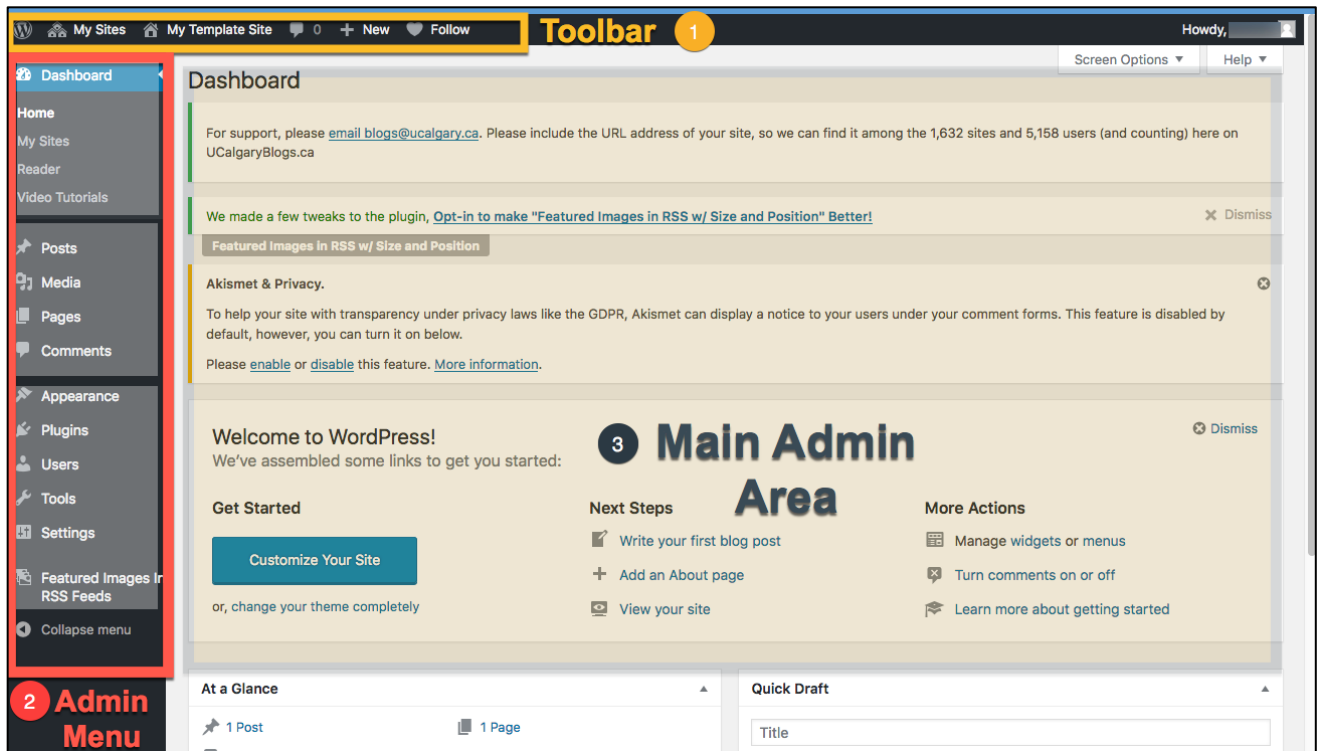
 To change your site's general settings, go to the "Site Admin section" at the bottom on the Admin Menu on the left. Then, go to **Settings** and click on **General.**

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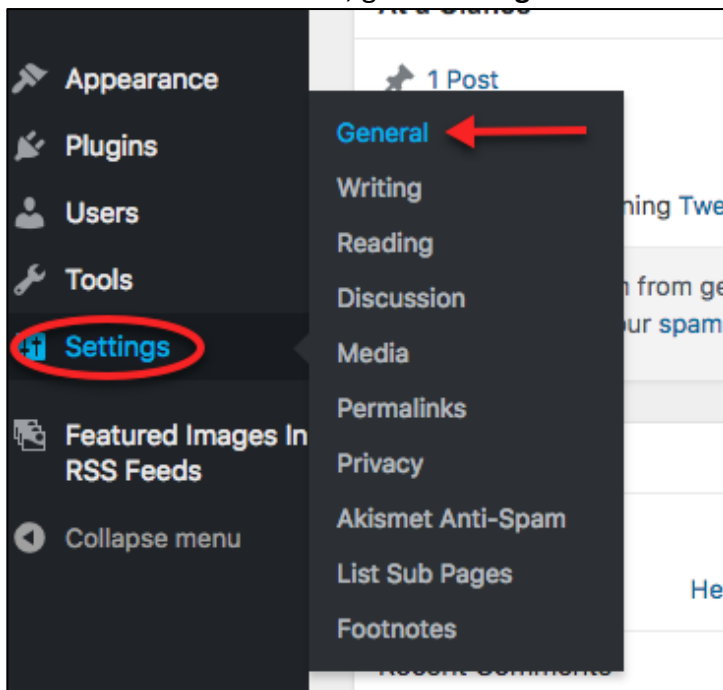
You can modify any information related to your site, if necessary. Make sure that the email address is the one you check periodically as any message related to your site will be forwarded to your email. Use default settings for the rest of options under the **Settings menu**. Click on "Save Changes".

Create Pages and Posts

It is of key importance to identify the differences between Posts and Pages. Posts are commonly published in a stream and they are organized by categories and tags. A Post can be an article, a media file (picture, video), or anything you publish that shows up in a stream. Posts have an author and date.

Pages are different type of content, they are typically permanent and static content and they are not frequently updated. Pages don't display an author nor a date. Things like an "about" page, or a "contact" page represent an example of that.

How do you decide whether to create a post or a page? In most cases, anything you publish will be a post. If you are in doubt, ask yourself these two questions:

1- Would the visitor want to see other content I have published that is related to this item? If yes, it is a post; if no, it is a page.

2- Should I have a link to this item on my navigation menu? If yes, it is probably a page; if no, it is probably a post.

The next steps will help you to create a set of pages and posts:

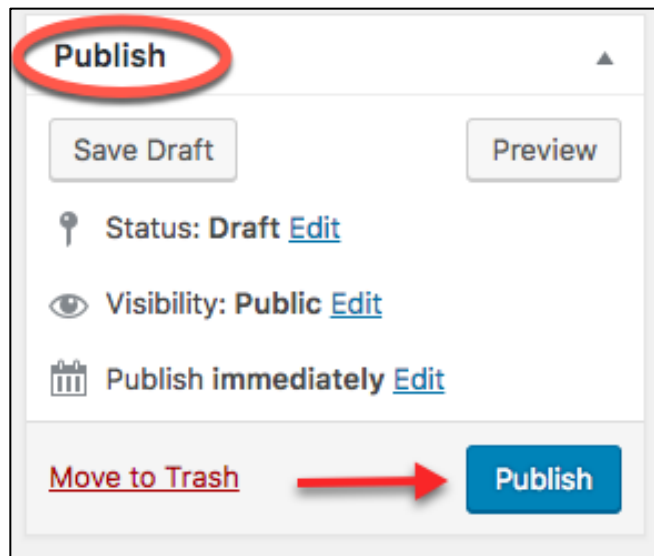1. Go to **Pages** on the left side bar, then click on **Add New**.
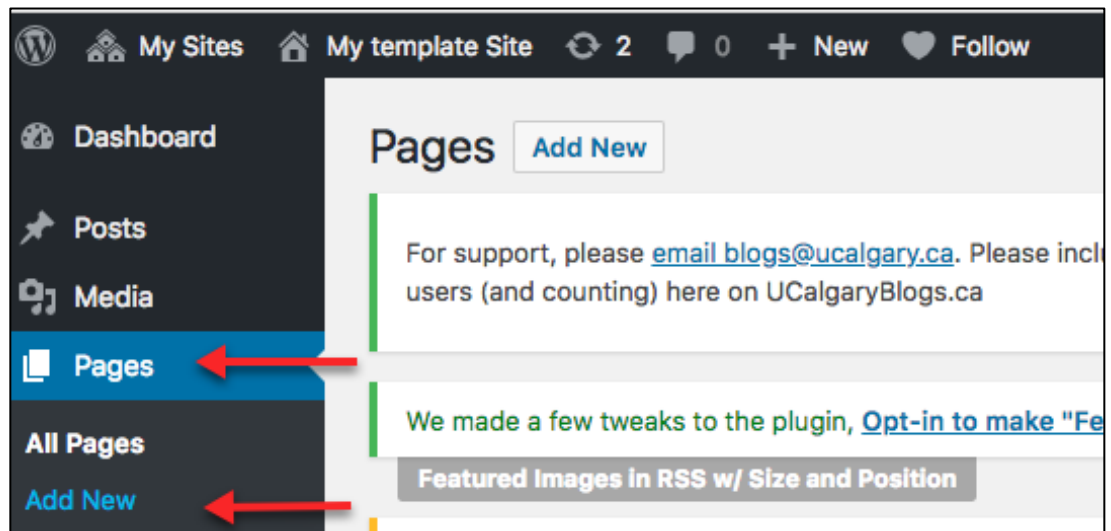
2. Write "About" in the title field. You will notice that a permanent link (**Permalink**) including the page title will be automatically generated.
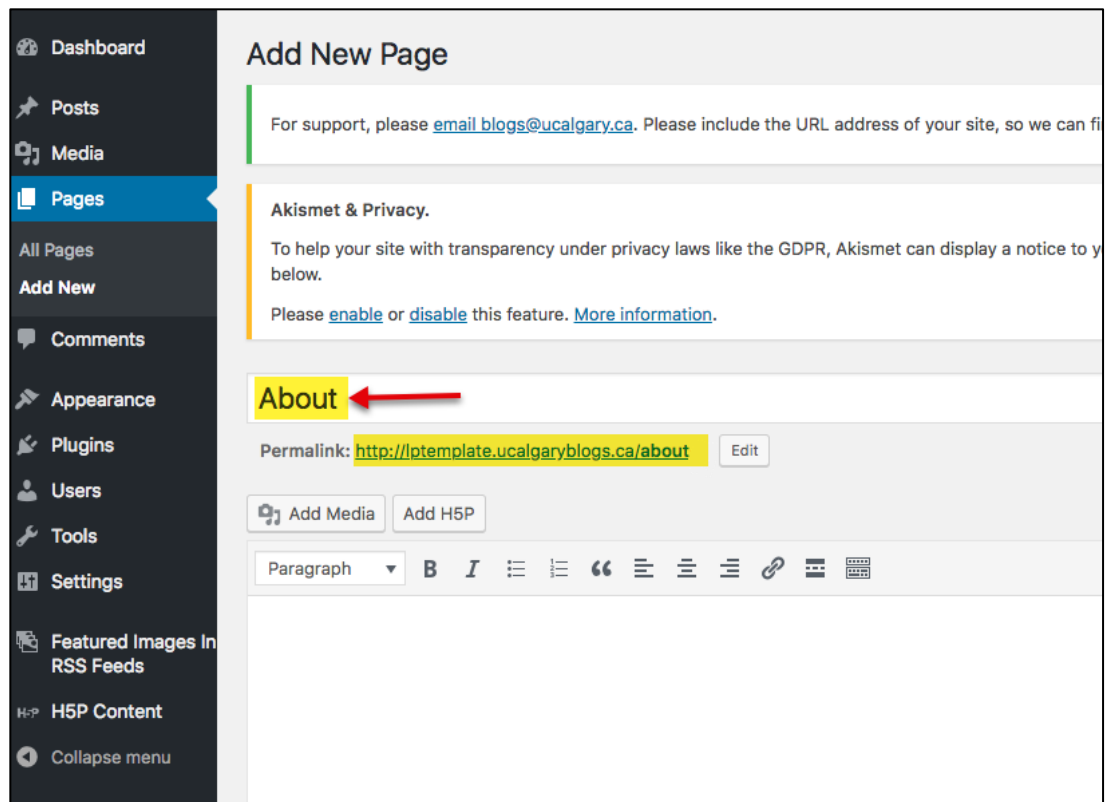
3. Pages can be organized based on parent/child relationships under "Page Attributes" panel on the right-side bar, meaning you can create a page, and then define another page as its parent. Select "no parent" and leave all the other settings as default.
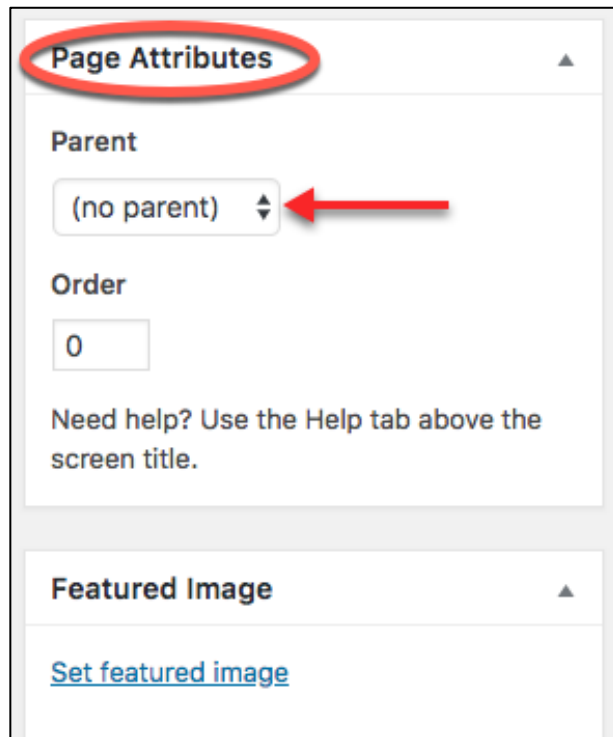
4. Under the **Publish** panel, you can choose to save your page as a draft, click on preview if you would like to see how your page would look, customize the visibility: status and publication date. Leave all default settings and click on **Publish**.

5. You can further edit the page at any time by just going to **Pages** in the Dashboard and then clicking on All **pages**. Hover over the page and click on **Edit.**
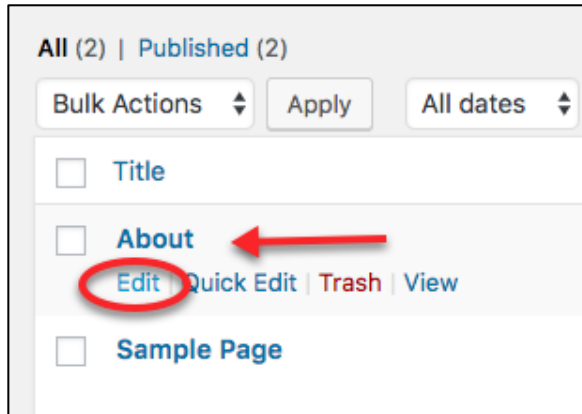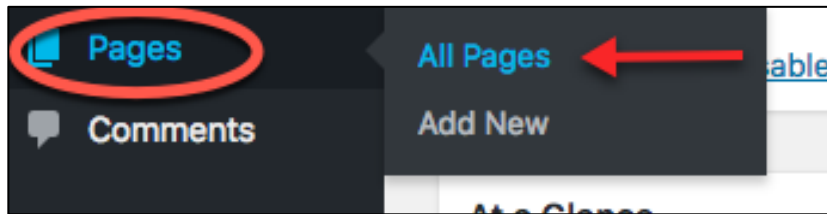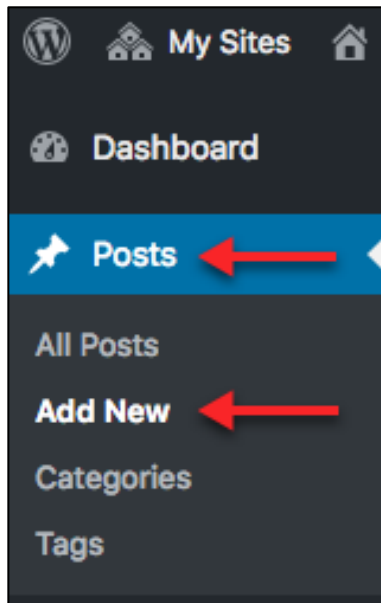

Note: You can also use the "quick edit option", send it to trash and click on view to see how your page would look like.

6. Repeat steps 1 and 4 to create the following pages: "Teaching"," Research". When you are done creating the pages go to **Pages** > **All pages**, you should have the following pages created:
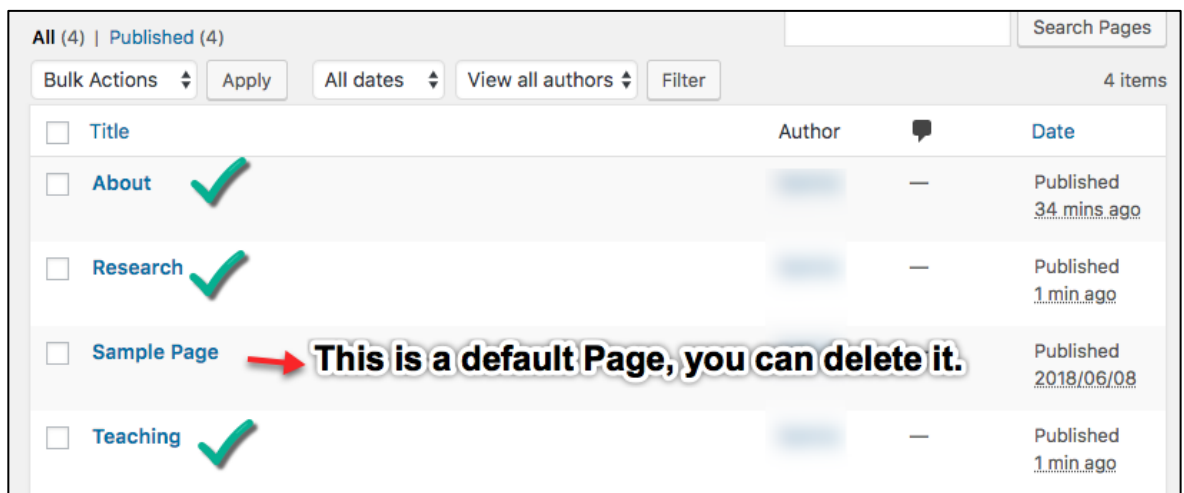
7. Go to **Posts** on the left side bar, then click on **Add New**.

8. Write "Teaching Large Courses" in the title field. You will notice that a permanent link (**Permalink**) including the date and post title will be automatically generated.
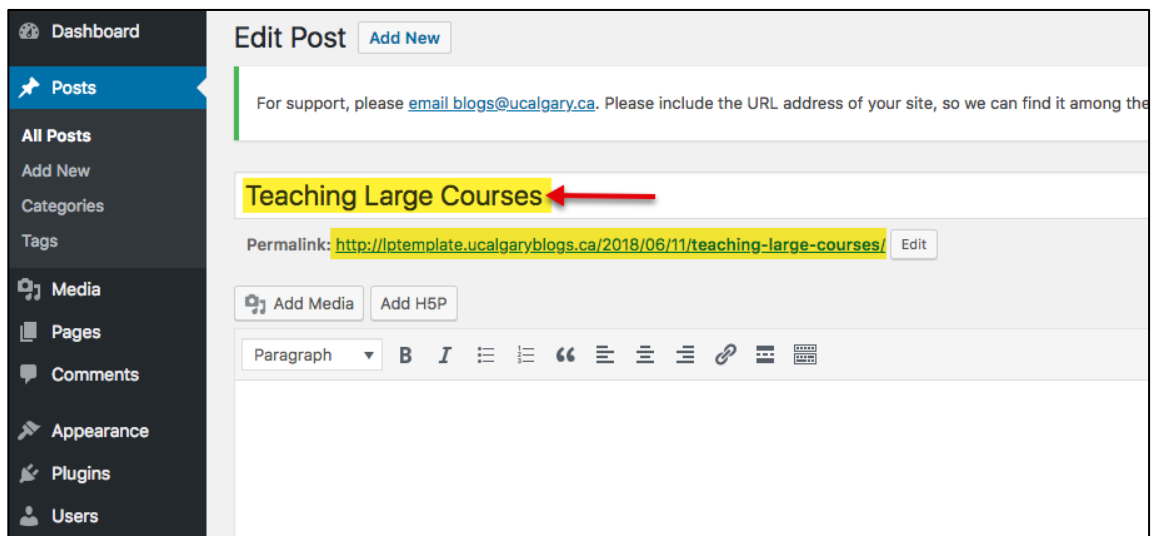

9. Under the **Publish** panel, you can choose to save your post as a draft. Click on preview if you would like to see how your post would look like and/or customize the visibility: status and publication date. Leave all default settings and click on **Publish**.
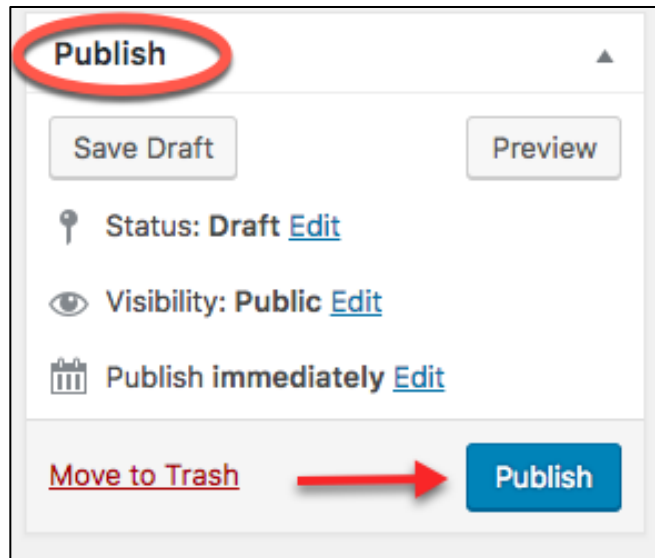
Note: On the right-side bar, there are options for customizing the post format under "Format" panel, and also assigning an image under the "Feature Image" panel. As the format is theme-dependent, we recommend using the "standard" format as not all the displayed formats will work well on the different themes. The "Categories" and "Tags" panels are essential to organize your post, we will be using them in the next section of this tutorial.

10. You can view, remove, edit your post by going to the side bar and clicking on **Posts** > **All Posts**.
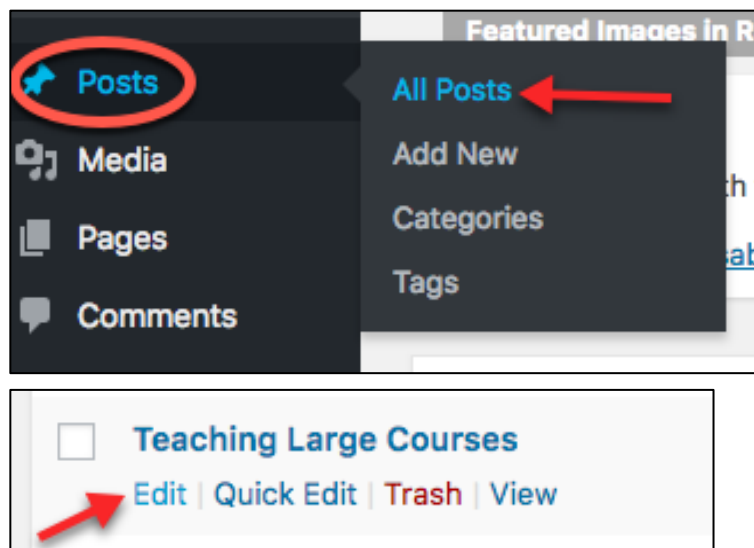
11. Repeat steps 7 and 9 to create the following posts: "My recent publication!", "Interesting Tech Tool". When you are done creating the posts go to **Posts** > **All Posts**, you should have the following posts created:

All (4)	Published (4)			Search Posts
Bulk Actions ⬍ Apply	All dates ⬍ All Categories ⬍ View all authors ⬍ Filter			4 items
☐ Title		Author	Categories	Date
☐ **Interesting Tech Tool** ✔			Uncategorised	Published 4 mins ago
☐ **My recent publication!** ✔			Uncategorised	Published 4 mins ago
☐ **Teaching Large Courses** ✔			Uncategorised	Published 12 mins ago
☐ **Hello world!** ➡ This is a default Post, you can delete it.				Published 2018/06/08

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Create & Assign Categories and Tags

Posts must belong to at least one category and all posts can have as few or as many tags as you like. "Categories" and "Tags" are the two main ways to classify and organize content (i.e. taxonomies) that WordPress uses to associate posts with each other. Categories are "hierarchical taxonomies," they can have parent-child relationships. Tags, by contrast, are non-hierarchical, they have no relationships to any other tag.

"Categories" is the main sorting system for your posts, that allows to group different types of similar content together. Tags are labels attached for the purpose of identification or giving more information on the content. They may connect posts together, they may cross over categories, but they are not a sorting system. Tags are meant to help readers, and search engines, figure out the connections between your posts. If you assign tags meaningfully to your posts, you will make your content more accessible. Remember: "*less is more*".

The next steps will show you how to create and use categories and tags.

1. Go to **Posts** on the left menu, then click on **Categories.**
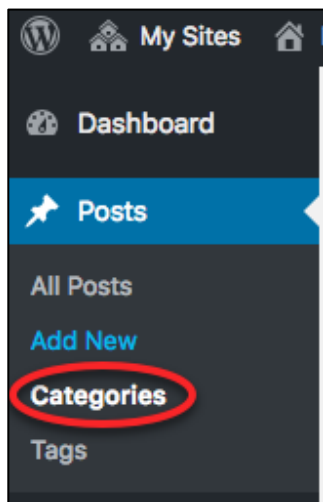
2. Write "News" in the Name field. Leave "None" as parent Category and add a description if you wish to do so. Click on **Add New Category**.
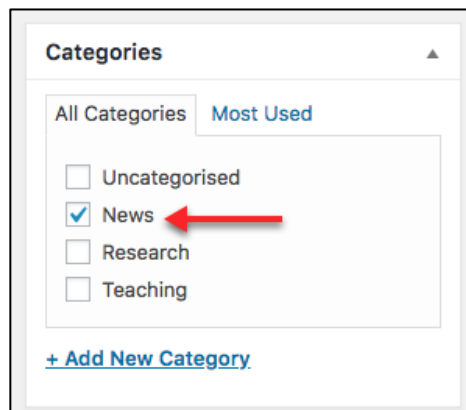
3. Repeat 1 and 2. Create the following categories: "Research", "Teaching". By the end of this section you should have 3 categories created.
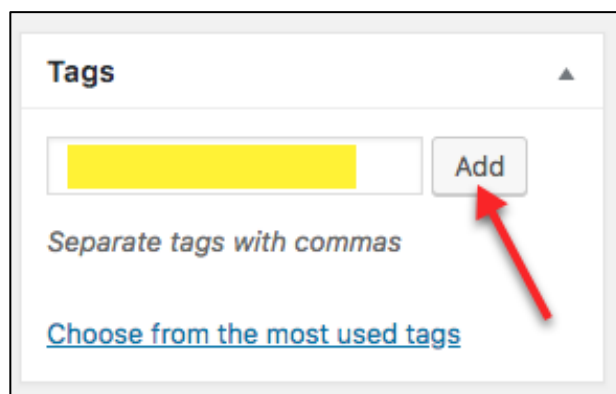
4. Go to **Posts**, then **All Posts.** Hover over the post "Interesting Tech Tool" and click on **Edit**.
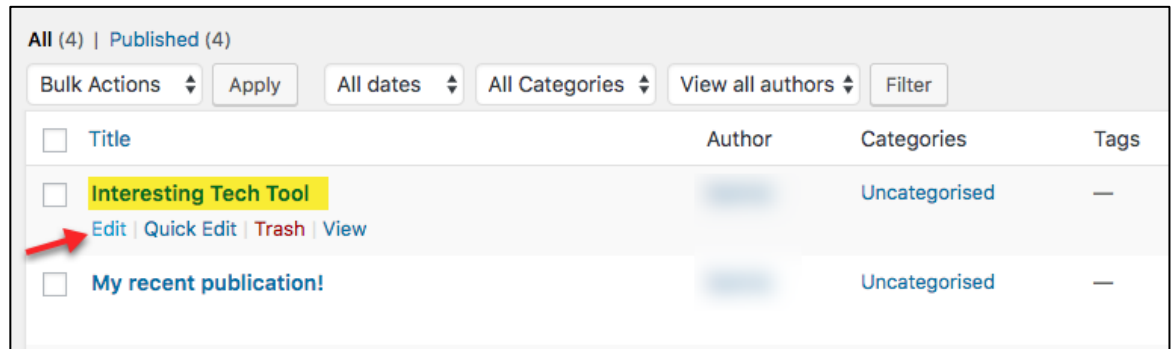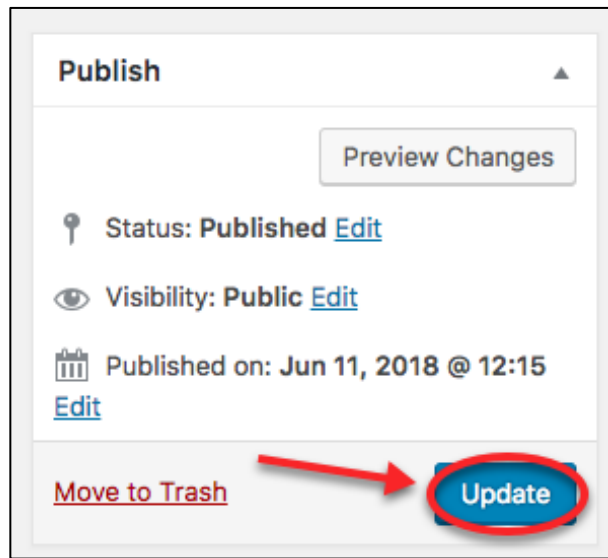

5. Go to **Categories** on the right-side menu. Assign the "News" category by clicking on the box beside it. Uncheck the box "uncategorized".
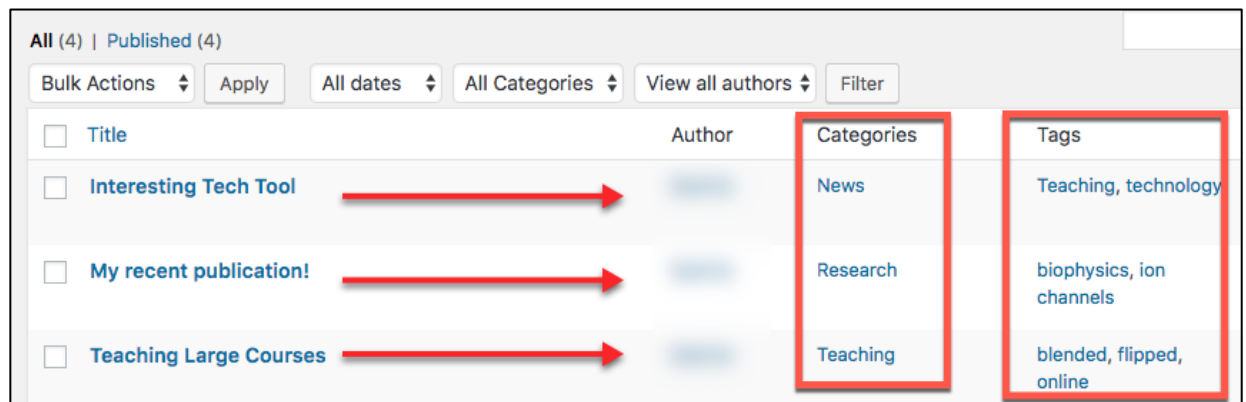

6. Go to **Tags** on the right-side menu, under **Categories**. Tag your post using meaningful words. Remember: "Less is more".

7. Click on **Update**.

8. Repeat steps 4 to 7 to assign the corresponding categories and tags to the 2 other posts. Now all your posts have a category and tags and they should look like this:

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Create the Menu

Navigation is a key component of your site. A well-designed navigation leads visitors where they want to go. On the contrary, bad navigation drives them away. Menus are meant to drive the navigation of your site and make content easy to access. In order to design the menu structure, you should carefully map your content and target the end user. The next steps will help you build a simple example of a menu.

1. Go to **Appearance** on the left side menu. Click on **Menus.**
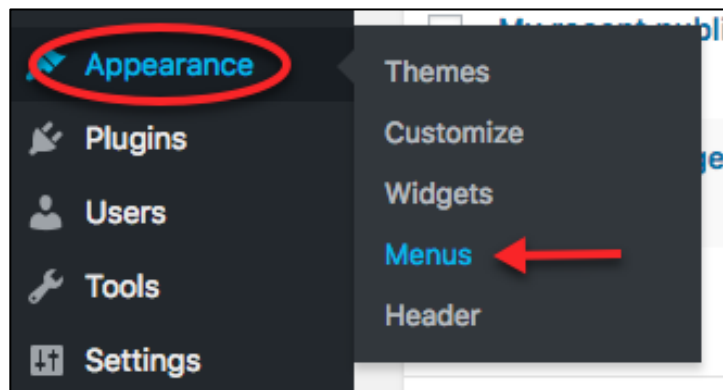
2. You will find a default menu created under **Menu Structure.** Write a name for the menu in the **Menu Name** field: "My menu".
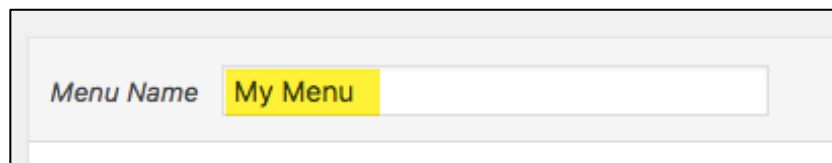
3. Remove all the existing items by clicking on the down arrow, beside the name of the item and then on **Remove**.

Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of options.

| Research | Page ▲ |

Navigation Label

Research

Move Down one

Original: Research

Remove | Cancel

| Sample Page | Page ▼ |

| Teaching | Page ▼ |

4. Select the pages on the left by checking their boxes. Click on **Add to Menu**.

Pages ▲

Most Recent   View All   Search
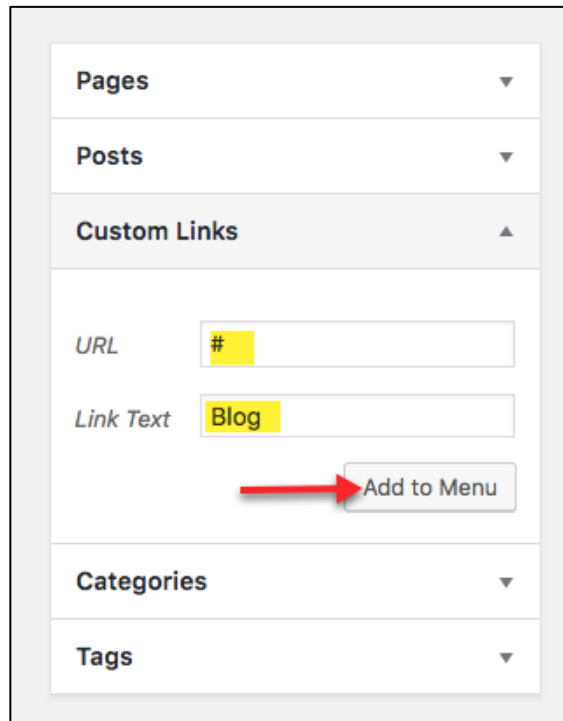
☑ Teaching
☑ Research
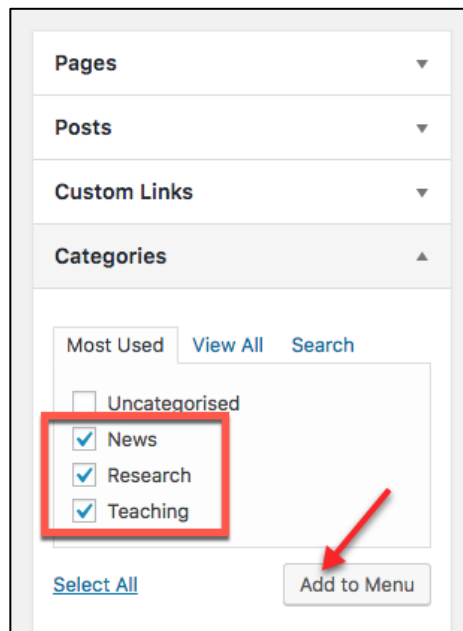☑ About
☐ Sample Page

Select All   Add to Menu

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5. Click on **Custom Links** and write the following to create the "Blog" link where posts organized by categories will be displayed. Click on **Add to Menu**.

6. Click on **Categories**, check the boxes for the 3 categories created, Click on **Add to Menu**.

7. Drag the categories to the right to place them as sub items under the Blog link. Check "Navigation Menu" in **Menu Settings**. Click on **Create Menu**.

8. Hover over "My Template Site" at the top menu, then click on **Visit Site**. You can do edits from there by using the top menu or go back to the Dashboard by clicking on the site name.
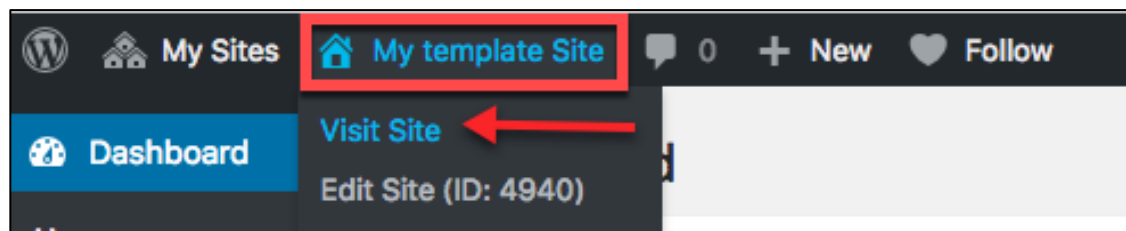
Your site may look like this:

**Customize the Appearance of your site: Theme and Widgets**

Themes control the appearance of your WordPress site on the front-end. Thus, what people see when they visit your site. Keep the following things in mind when deciding for the right Theme:

- Accessible
- Responsive
- Clean Design

The items that you see on the side bar are known as widgets, depending on the theme, you will have different "widgetized" areas within your site (sidebar, footer). You can use those areas to add custom menus, search engines, recent posts, RSS feeds, etc.

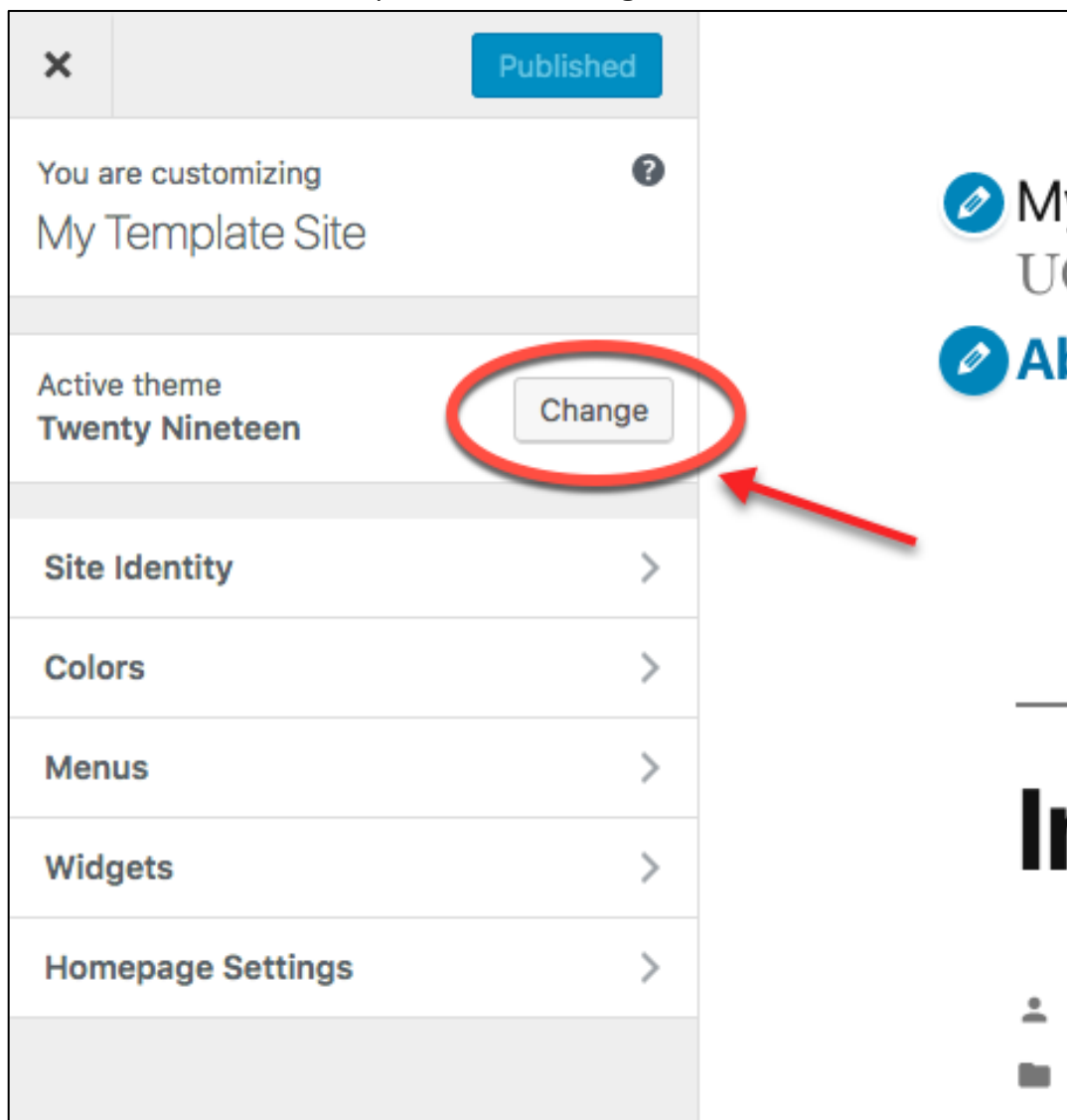The next steps will show you how to change/select a new Theme and add widgets.

1. View your site, click on **Customize** at the top bar to change the appearance of your site.
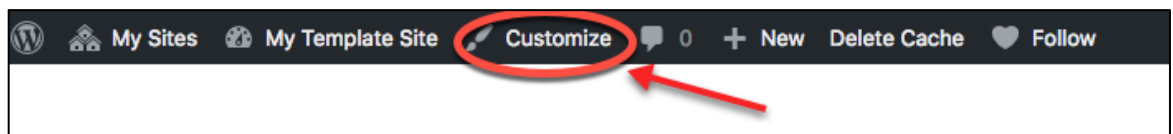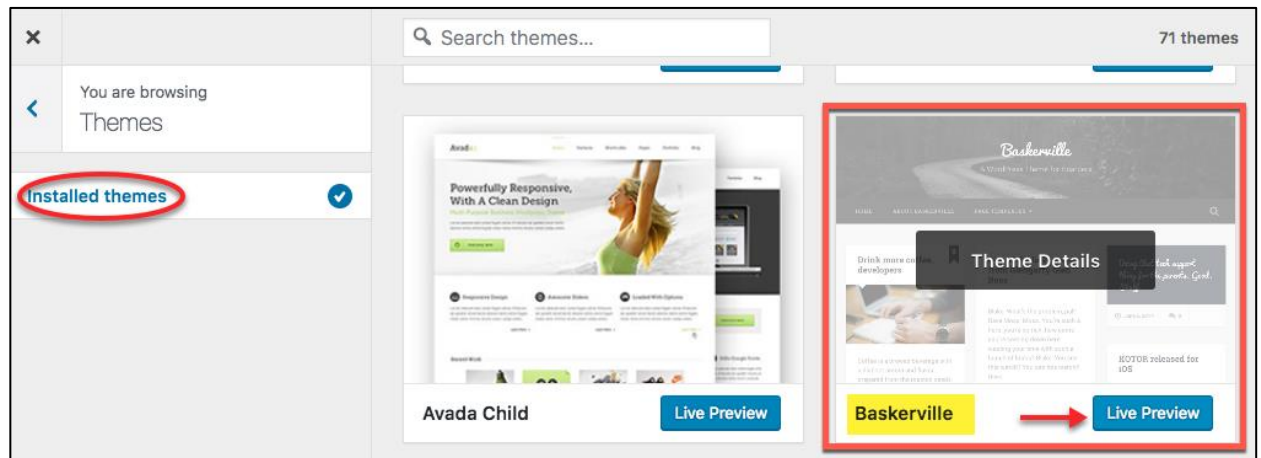

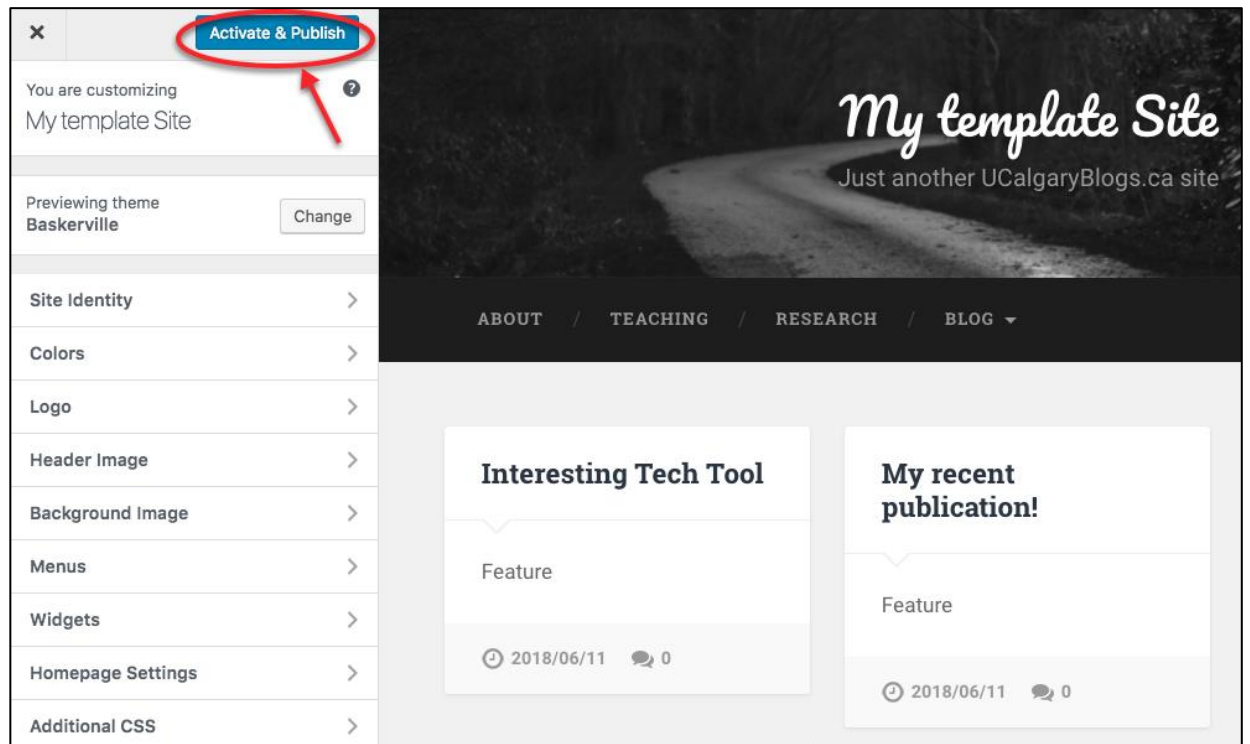You can also do that from the Dashboard by clicking on **Appearance**, then **Themes**.

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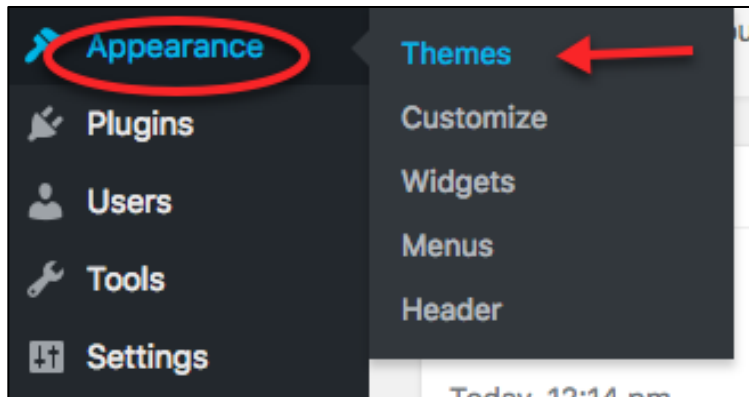
2. In the **Active Theme** menu option click on **Change**.

3. Select the "Baskerville" theme and click on **Live Preview** to see how it would look.

4. Click on **Activate & Publish**.

5. Go to **Homepage Settings**. Select "A static page" and choose the "About" page. Click on **Publish**. This will make your About page your homepage (i.e. your site landing page), rather that the default, which presents your posts in reverse chronological order. Click on the "<" to go back to the menu.
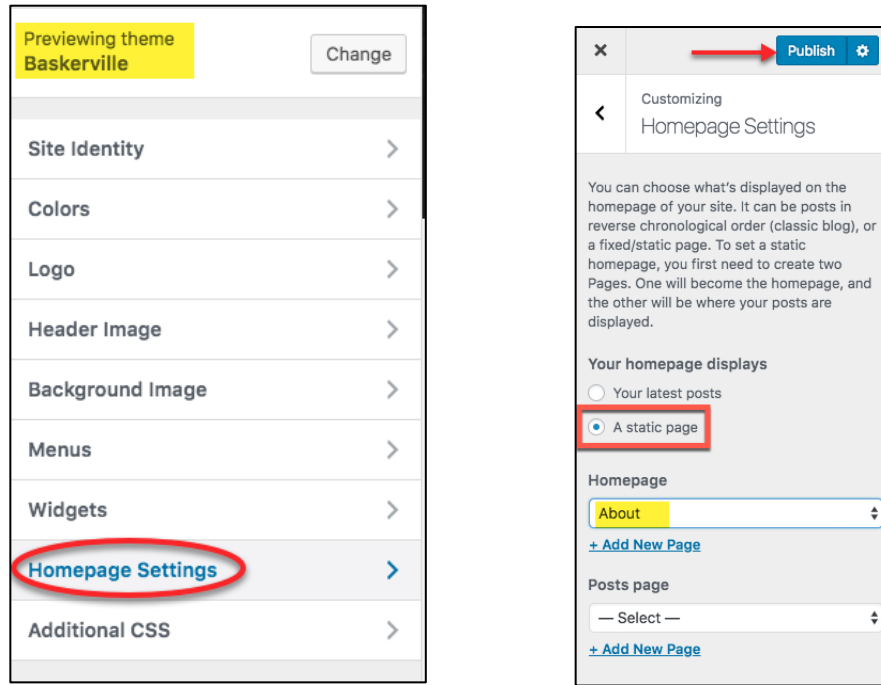
6. Add a Calendar Widget to the side bar. Go to **Widgets** and click on **Sidebar**. Click on **Add a Widget**.

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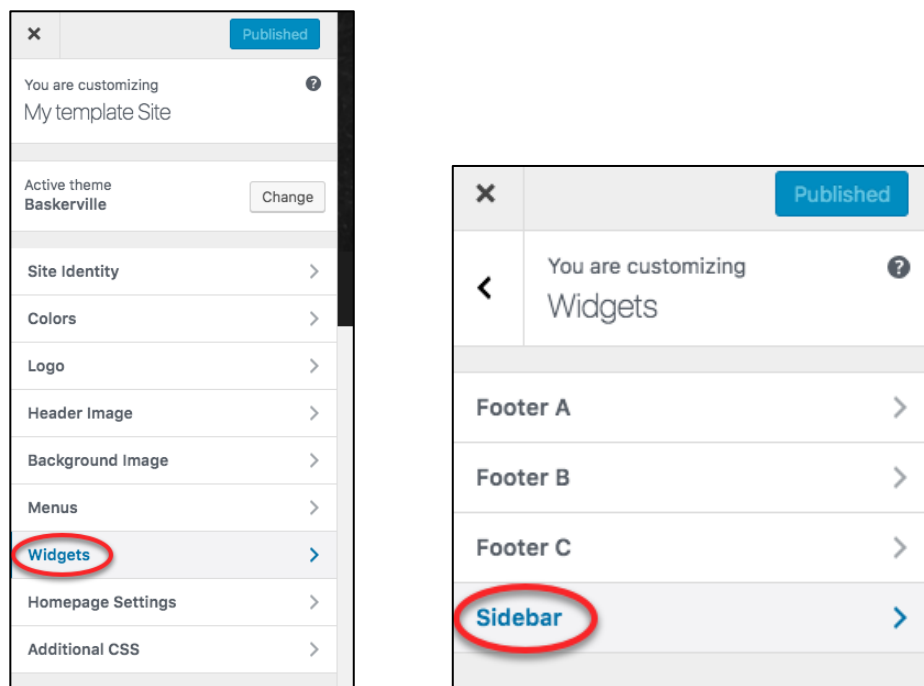
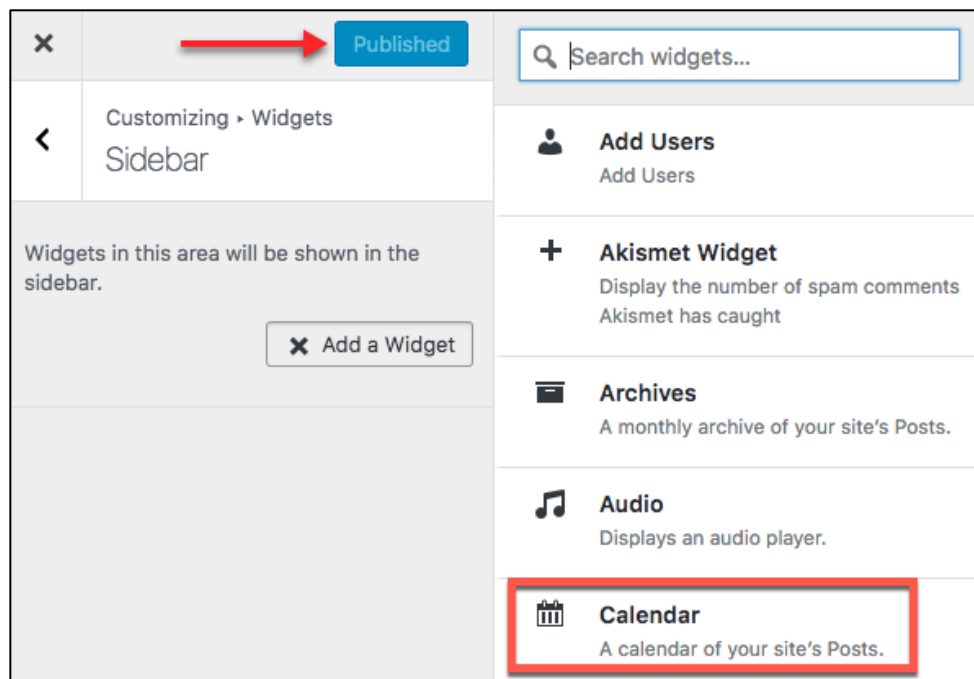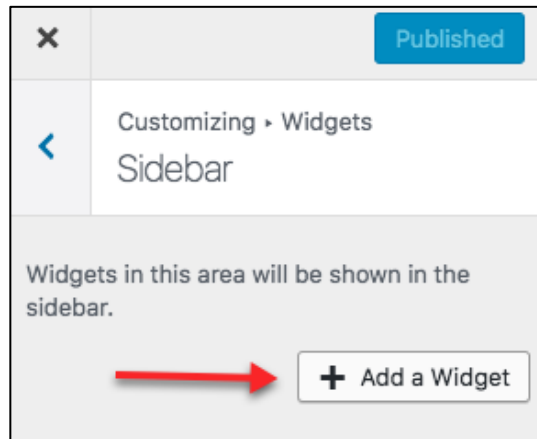7. Click on "Calendar", you can put a title if you wish, then click on **Publish**.


8. Press the "X" at the left top to return to your site dashboard. Now your site should look like this: http://lptemplate.ucalgaryblogs.ca/

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Add Content

When adding content, consider visiting "Content best practices" regarding accessibility. The following steps will show you how to add content to a page.

Note: As of WordPress 5.0, the classic content editor was replaced with a brand new block editor, known as Gutenberg. WordPress block editor is a totally new and different way of creating content in WordPress. In this tutorial guides the "classic editor" is still being used through the Classic Editor official plugin. Classic Editor is an official plugin maintained by the WordPress team that restores the previous ("classic") WordPress editor and the "Edit Post" screen. It makes it possible to use plugins that extend that screen, add old-style meta boxes, or otherwise depend on the previous editor. Classic Editor is an official WordPress plugin, and will be fully supported and maintained until at least 2022, or as long as is necessary.
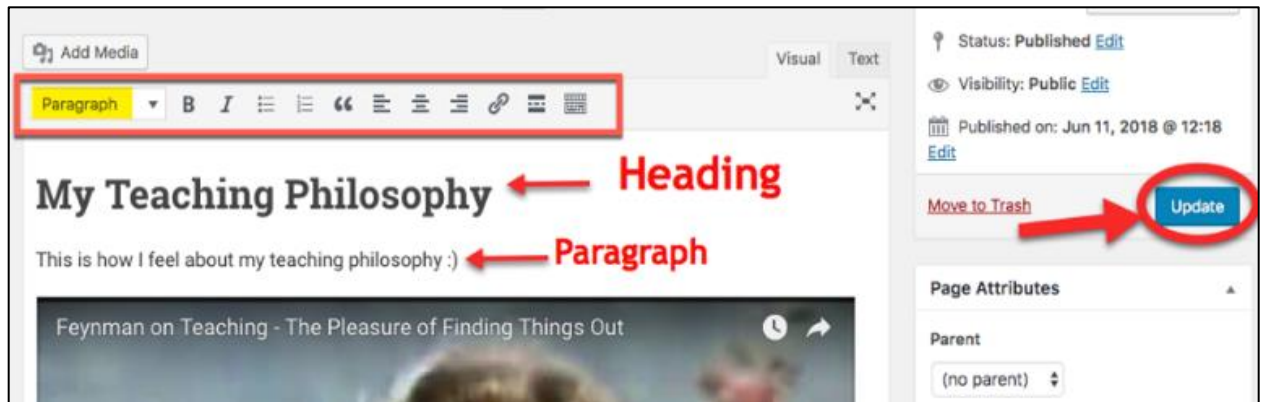
1. Go to "all pages"
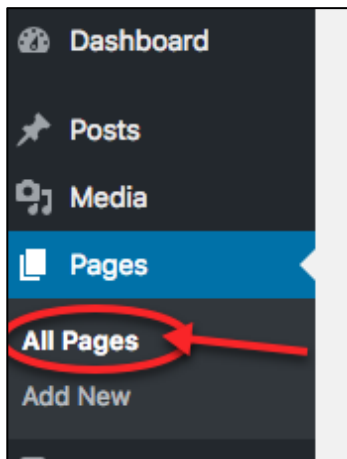

2. Select "Teaching".
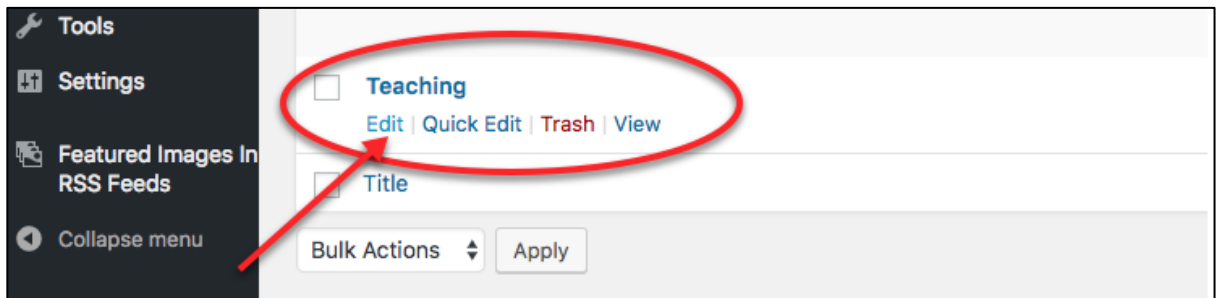
3. Write the title using "Headings 2", as "Headings 1" is already in used by the post's name and add some content using "paragraph".

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4. Select a video from YouTube, copy the sharing link. Paste the copied link directly, WordPress will instantly transform the link in an embedded video. Alternatively, you can insert the video by using the **Add Media** button.
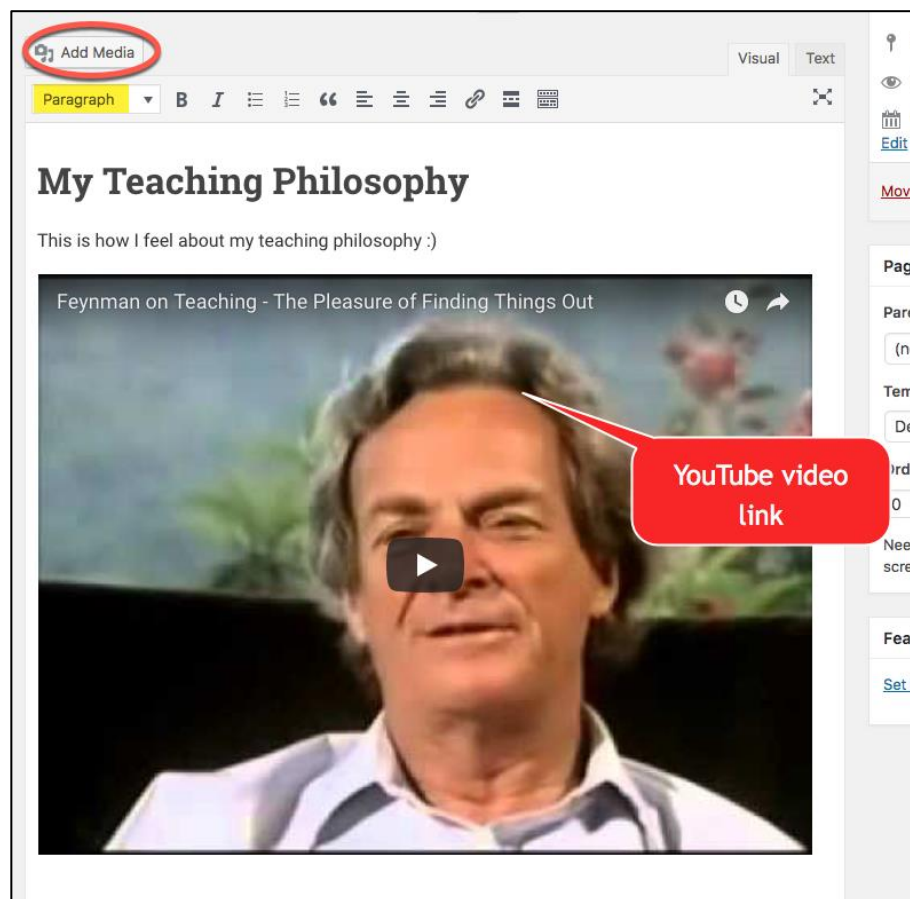
5. Click on **Update**.
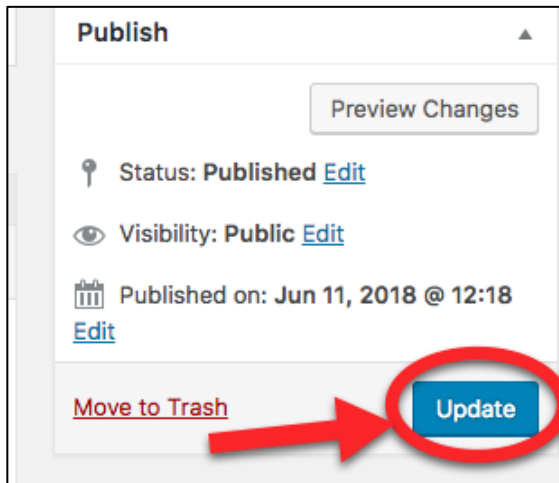
In a similar way, you can add content to posts and start populating your site with content.

Add Users

Depending on who you are, and how you interact with the WordPress application, you can be granted different roles, these roles have different levels of permissions that define where you can go, and what you can do. The following steps will show you how to create new users and grant them different roles.

1. Go to **Users**, then click on **All users**. You will see yourself as Administrator of your site. You can edit your settings by clicking on **Edit**. To add a new user, click on **Add New**.
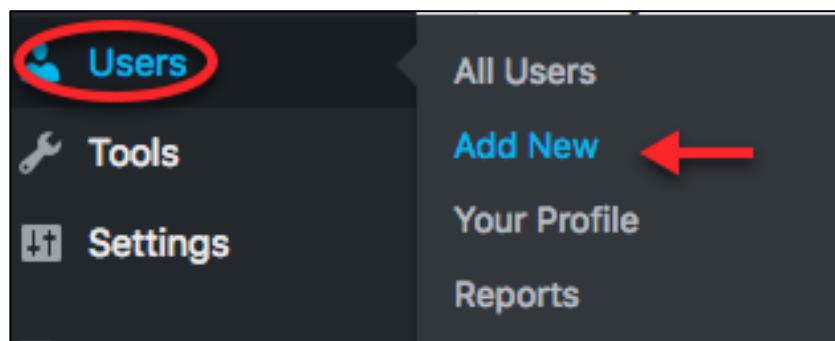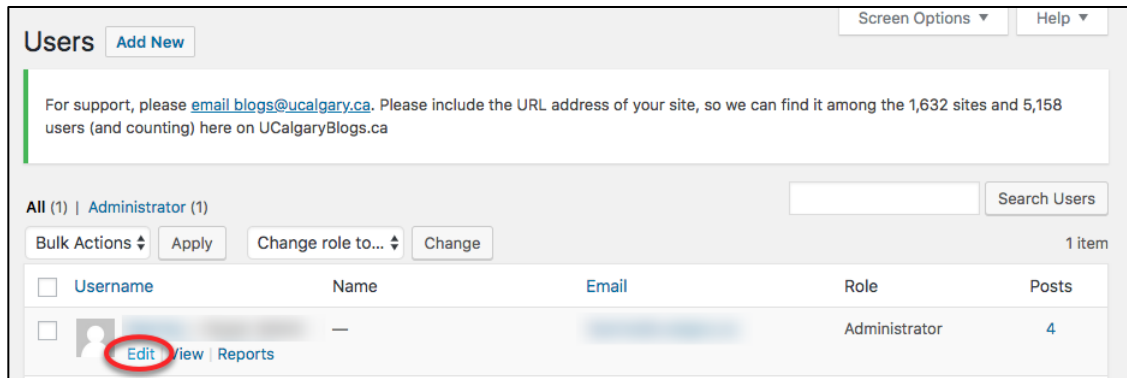
2. Go to **Add New User**, then "Add Existing User" if the user has a ucalgaryblogs account, fill out the email/username field and assign a role for the new user. Click on **Add Existing User**.

If the user does' t has a ucalgaryblog account, scroll down to "Add New User", fill out the email/username fields and assign a role for the new user. Click on **Add New User**.

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You can create a Google or Microsoft Form for subscribing people. Use the link in your site to collect the data of new users and add them manually following steps 1 and 2. Alternatively, you can add the list of users.

- **Add a list of users**:
    1- Go to tools on the side bar and then click on "Import Users"
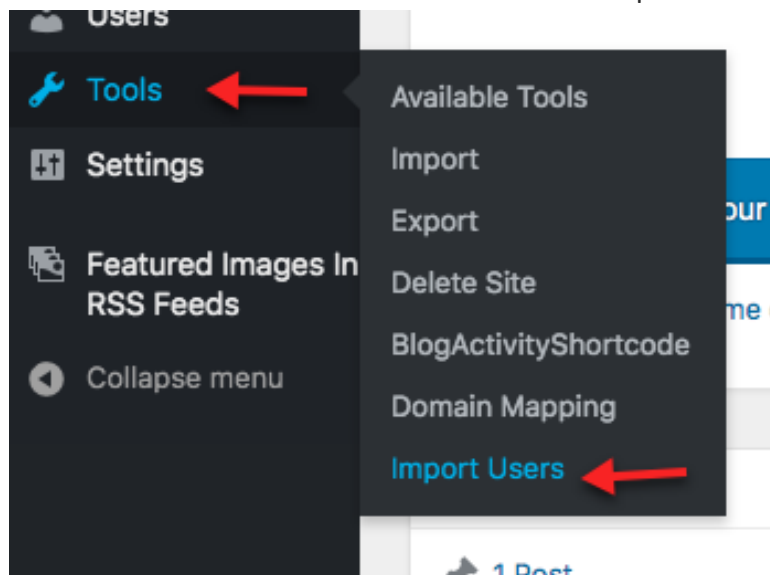
    2- Fill out the field with the list of emails, one per line and assign the roles you wish them to have

User Data

The data you enter MUST be in the following format:
email
email
etc...

emails go here

Role for these users: Author ◆

Email content

3- Customize the email they will get once they are added to the site and click on "Import Users".

Email content

You can edit the content of the email, but be sure to include the important bracketed information (like [USERNAME]), which will ensure that each member gets his or her personalized login information.

Subject (sent to **new** accounts)
Your account has been created on

Subject (sent to **existing** accounts)
You have been added to

Content (sent to **new** accounts)
Your ____ account has been created. Here is your login info:
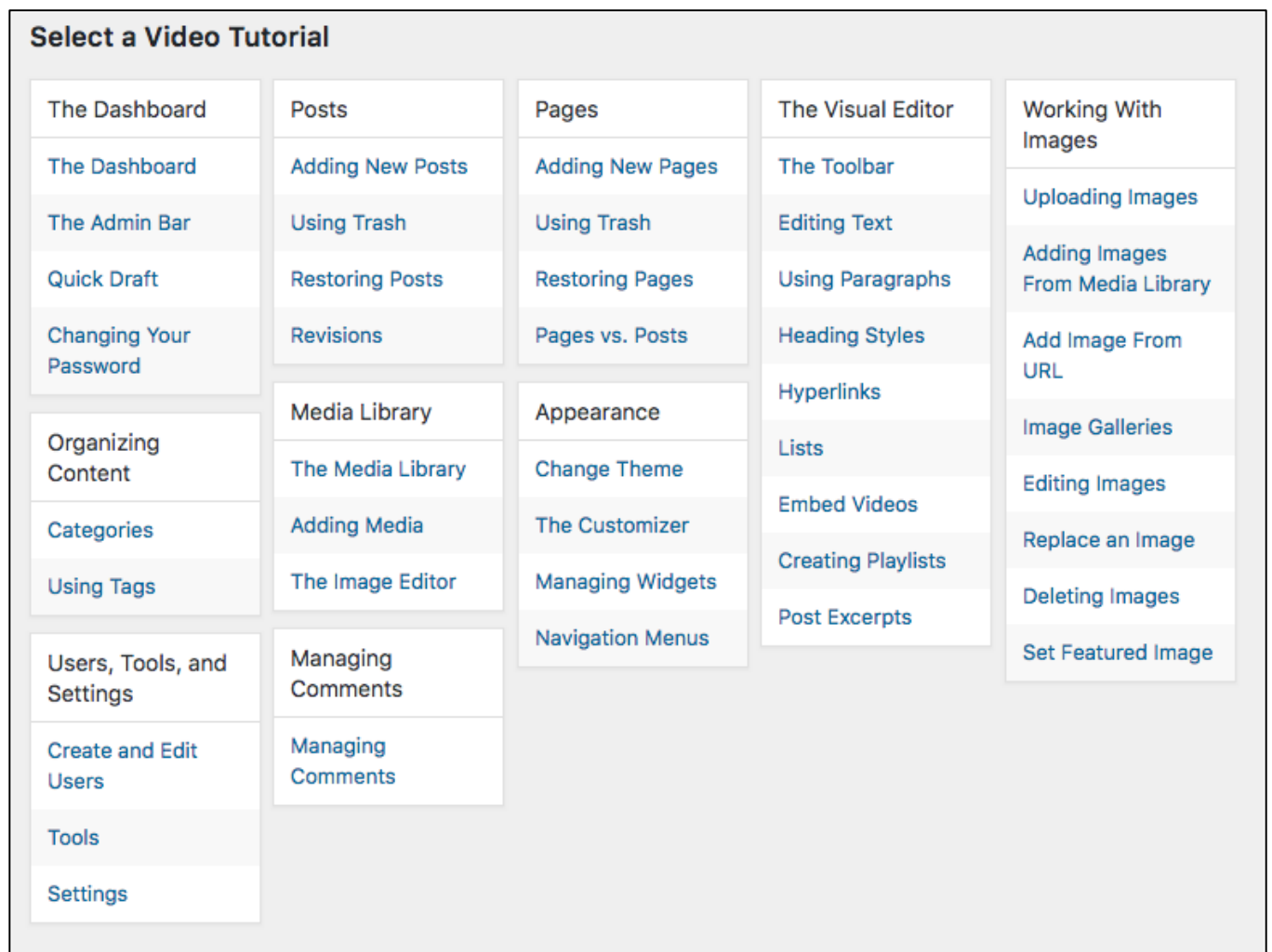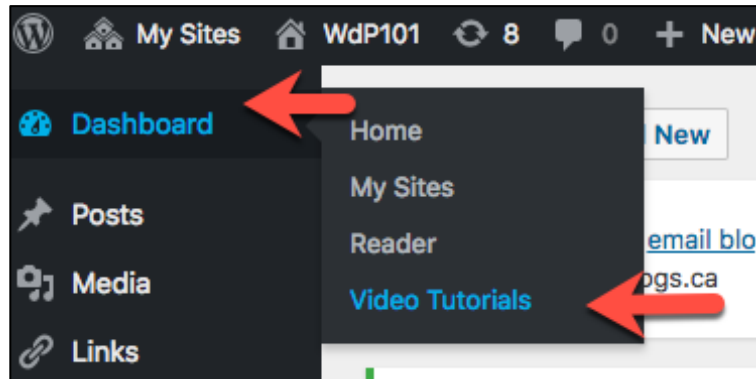
Username: [USERNAME]
Password: [PASSWORD]

Content (sent to **all** accounts)
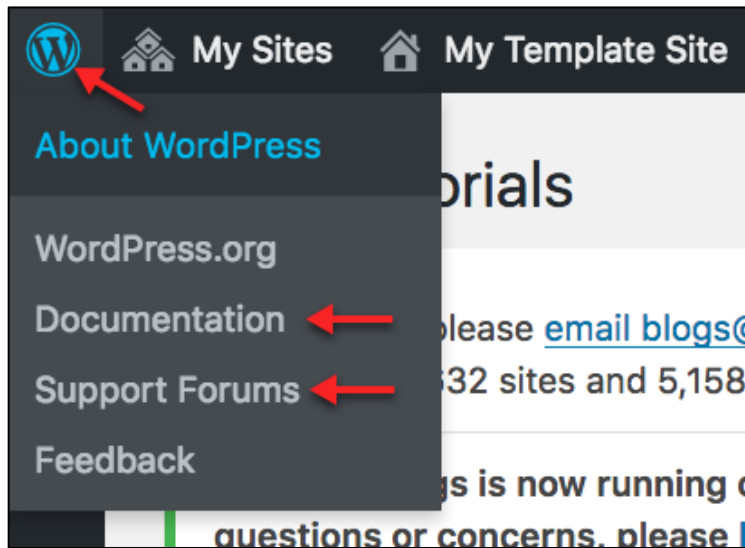You have been added as a user on the blog ____ at ____

Log into ____ at http://____

Import Users »

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Finally, you can keep customizing your site to meet your needs and do much more by following instructions on the video tutorials available at WordPress:

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For a complete documentation and support forums, click on the WordPress icon at the right top corner:

Please contact support @ ucalgary if you have any question or you need help:

For support, please email blogs@ucalgary.ca. Please include the URL address of your site, so we can find it among the 1,632 sites and 5,158 users (and counting) here on UCalgaryBlogs.ca

For more resources and help, please visit http://elearn.ucalgary.ca/eportfolio-blogs/ and http://ucalgaryblogs.ca/.