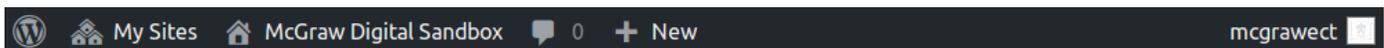


McGrawCommons Wordpress Quickstart

Logging in

A course website on the McGrawCommons Wordpress platform is often restricted to members of the course. In this case, you will be prompted to enter your Princeton netID and password as you navigate to the site. If the front page of the website is publicly available, you should find a **Log In** link in the sidebar of the front page of your site.¹ Logging should take you to the Wordpress editing interface called the Dashboard. It should place a black bar across the top of your screen providing quick links to navigating in and out of the Dashboard and adding new content to your site. You can access the Dashboard by placing your cursor over the title of the site in the black bar, and then selecting the 'Dashboard' link.



Posts and pages

Content is generally added to a Wordpress website in one of two ways: as posts or as pages. **Posts** are what people generally think of with blog publishing, tending to be shorter, timely, and associated with the date they were composed. Posts are often displayed on the front of a blog in chronological order but can just as easily be reconfigured to be ordered by tag, author, or by category. **Pages** are usually associated with more static content, such as an "About" page. You can think of Pages as informational elements that might be found in the main menu of a website and Posts as short writings or news articles.

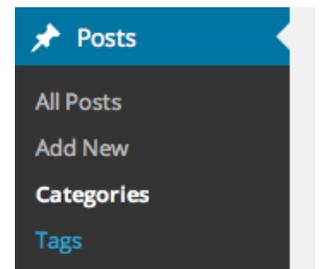


To add a Page or Post to your website, select either **Post** or **Page** from the left hand menu, and then click on the **Add New** link. Add a title and body for your post or page and click **Publish** to add it to the site. You can see how your new post or page looks on your site by clicking the **Preview** button or **View Post**.

You may also edit an existing post. Click on Posts (or Pages) in the left-hand menu to see a list of all the Posts (or Pages). Hover your mouse over the title of the post you would like to edit and select **Edit** from the short list of links that appears.

Tags and categories

WordPress allows you to attach tags and categories to posts. These serve similar, but slightly different functions. Posts can be grouped into **Categories** and displayed as a menu on your site. **Tags** are much more versatile, allowing you to label posts with descriptive words. Adding tags to posts allows you a great amount of flexibility in how posts are organized, displayed, and discovered.

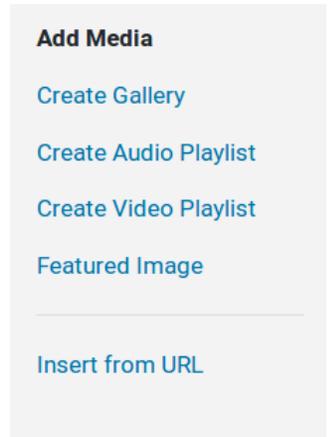


Tags and Categories may be added to your site either by selecting Posts from the left-hand menu and then selecting either Tags or Categories, or directly within the editing page for any Post.

¹ If no log-in link is available, you can add **wp-admin** after the address of your site's front page, for example: <https://commons.princeton.edu/mycourse/wp-admin>

Adding images, documents, video, and audio

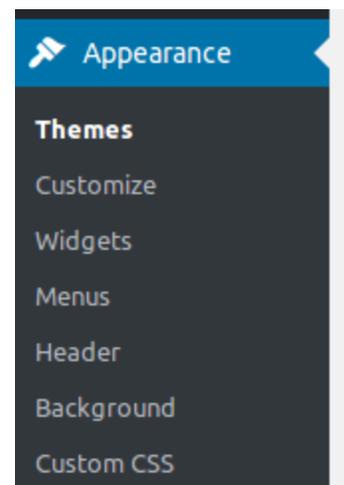
Just above the main text area in the post and page editing interface, you will find an **Add Media** button. Clicking that button opens a new window allowing you to add images, audio, and video to the website and to insert media into your posts or page. Media can be added from your computer, or selected from the collection of files you already have on the site (Media Library). You can also create an **image gallery** by selecting 'Create Gallery'.



Changing the theme

The design of your site can be changed easily and at any time by selected a **theme**. Themes do not change the content of the website, but can completely change the design and aesthetics.

Click on the **Appearance** link on on the left side of the Dashboard to open a gallery of possible themes. Hover your mouse over any of the themes and click **Activate** to apply that theme to the site. Depending on the theme, you can also modify the header image and make other changes to give your blog a unique look and feel. Select **Customize** either from the left-hand menu or in the theme gallery.



Adding a list of links

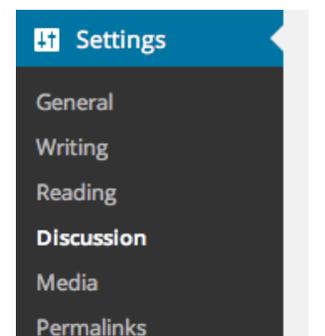
One way to add a list of links to your site is to select the **Menus** link in your Dashboard. Give your custom menu a Menu Name, then you can click the **Create Menu** button. The interface on the left side allows you to add any number of **Links** to the drag and drop interface. To display that custom menu on your site, you will have to add a **Custom Menu** widget. This widget will allow you to choose one of your newly created menus from a select menu. The Widgets interface is under the Appearance menu in the Dashboard. To activate the Custom Menu widget, drag it to your desired widget area. The links should automatically appear on your site.

Moderating comments

Comments

If you want to see, control, or reply to comments left on your site, click on the **Comments** menu on the left-hand side of the Dashboard. This page displays all comments that have been left on the site (including replies that you, as the author, have made to comments). If comments are set to be held for moderation, you can approve comments in this interface.

To set up rules for comment moderation and to enable or disable comments on your website, go to **Settings** and choose **Discussion**. Here you can indicate how comments should be moderated and whether you should be notified when comments are added to the site. Make sure to click **Save Changes** at the bottom when you are finished.



Logging out

To log out of your WordPress site, go to the top right corner of the Admin Bar and hover over your username. In the dropdown menu, you will see a menu option for you to log out.

Contact Us

Because Wordpress is such a versatile tool for publishing, communication, and collaboration, it is difficult to summarize in a document such as this all the possibilities for using Wordpress in coursework. If you have any questions concerning the basic use of Wordpress or about the possibilities for using Wordpress in creative ways for teaching and learning, please do not hesitate to contact us, the Educational and Classroom Technologies group of the McGraw Center for Teaching and Learning at mcgrawect@princeton.edu. We regularly work with Princeton course to provide training and consultation and to help ensure the successful implementation of technology tools in teaching.