Constructing an Online Teaching Portfolio
L. M. Tolley, February 20, 2013; Updated T.A. Yera, October 7, 2017

Building and Sharing a Site on WordPress, Step-by-Step

Contents

***Note: There are two views for the WordPress admin. This tutorial will be using the User view available through "My Site" bar on the left of the page. The User view is now the standard view from sign in. To switch views with a few different options, scroll through My Site and click WP Admin. Further, the site view of your website is another way to make changes. The view depends on your preferred method of updating your Portfolio. WP Admin is best for more advanced features or for someone with multiple sites.

Thus you can view options on weblinks like
https://wordpress.com/sitepage/nameofyourwebsite.wordpress.com or

https://nameofyourwebsite.wordpress.com/wp-admin/sitepage.com or

https://nameofyourwebsite.wordpress.com/ ***

Creating an Account on WordPress

1. Go to http://wordpress.com/.

2. Click on the **Get Started** button in the top right corner.

3. Choose what your blog is about ("Professional") and what you want to create ("Website"). Go through the set up steps.

4. In the Address box, WordPress will generate a suggested subdomain address based on key words you can provide. Edit the address, if you would like (such as mynameteaching.wordpress.com). WordPress will check if the site address is available, and will indicate if your suggestion needs to be changed.

5. Select the Free Plan by clicking on **Start with Free**.

6. Finally, on the signup page, enter your E-Mail Address. You can connect your account with a Google Email Address. Create a Username and Password that you will remember (better yet, write them down). WordPress will generate a Username based on the domain name you chose. Edit the Username as you like, WordPress will indicate whether the Username is available.

7. WordPress will send a confirmation email to your specified account within approximately 30 minutes.

8. When you receive the confirmation email from WordPress, click on the Activate Blog button in the email message to activate your site.

Setting up Your WordPress Site

Adding a Page to Your Site

1. After logging in to WordPress (either by signing in or clicking on the Activate Blog button in the confirmation email), go to My Site on the top left bar.
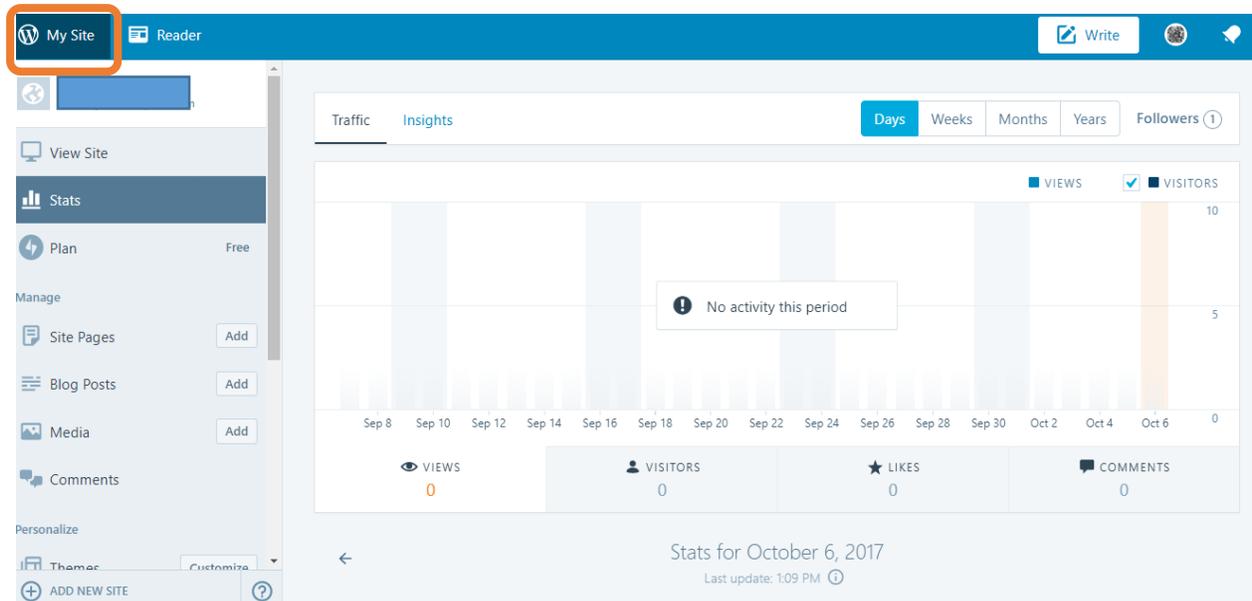
2. This will take you to your blog's Dashboard, which is where you can view Stats, Plan, Posts, Pages, Media, and Comments your blog or website has. The left menu allows you to customize your blog under **Personalize** and you can manage your blog under **Manage.**

3. Depending on how you would like to organize your Portfolio, you may consider using **Add Site Pages** or **Add Blog Posts**. They are similar in that the following instructions and format will stay the same. However, organizing Blog Posts and Site Pages have different options.

4. After clicking on **Add**, you are brought a text box. Type the title of your page. This will generate a link to that page, which you can edit, if you wish.

5. Type your text into the main text box. This functions much like any other word processing program, and you can use the icons above the text box to format your text, add hyperlinks, and add files to the page. WordPress will automatically save drafts of your page as you work, but you should also click often on the **Save** button on the left by the name of your Site.

6. You have many options for formatting and including images.
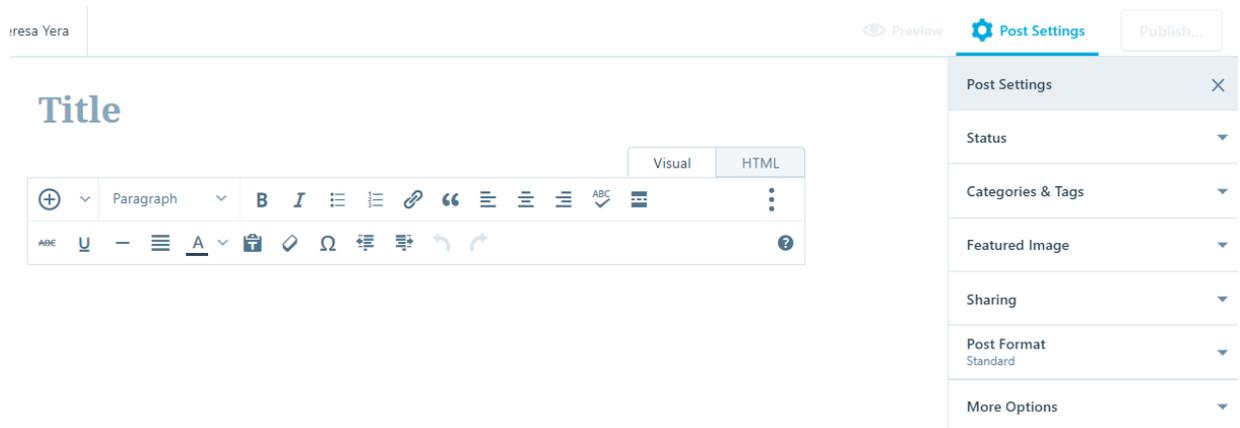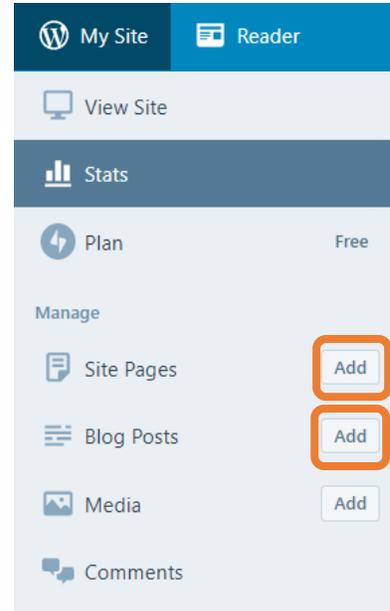
7. You can see how your page looks by clicking on the **Preview** eye or you can **Publish** immediately. You can also toggle **Settings** on or off.

8. When you are ready to share your work with the world (whether immediately or not), under **Status** you can Publish Immediately or Schedule. You can also set a password (please see password protection section).
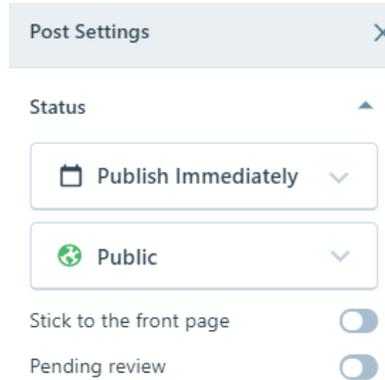
Setting Publishing, Liking, and Sharing Permissions for Your Page

For each page, you can edit the settings for who is able to view your page and how they are able to do it, as well as whether or not they can "like" or share your page.

1. In the **Page Setting** menu on the right of your page, click on **Status.**

2. Select **Password Protected** and enter a password for your page. (NOTE: You can use the same password for all of your pages, so that a viewer only needs to enter a single password to view your site.)

3. In the **Page Setting** menu on the right of your page, click on **Sharing**.

4. Decide if you want to allow visitors to "like" or share your page on social media (such as Facebook). You can change these settings by scrolling to the bottom of the **Edit Page** view and checking or unchecking the appropriate boxes.
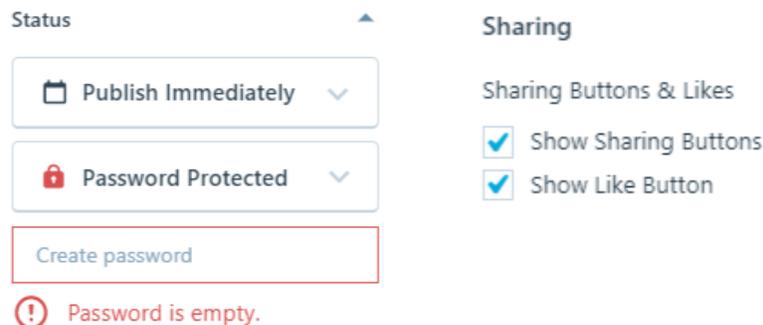
Assigning Sub-Pages and Page Order

Once you have multiple pages, you can make them sub-pages of each other and set the pages in a certain order.

1. To make your current page the sub-page of an existing page, in the **Page Attributes** menu on the right of the Page Settings, scroll the menu to select the main page. You may also choose to leave a page as a main page by leaving nothing selected.

2. To change the order of your page, type a numerical value in the **Order** text box of the **Page Attributes** menu. If pages are assigned the same number, they will appear in your Dashboard and on your site in the order you created them, with the most recent on top.
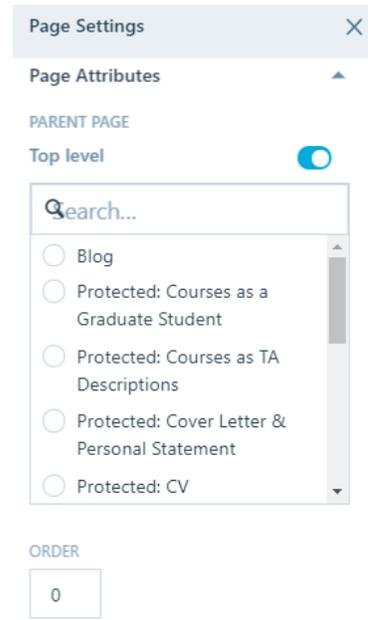
Preview and Publish Your Page

1. As you are working on your page, click the Save Draft button on the top left. If you would like, you can delay when the page is published by selecting a calendar date.
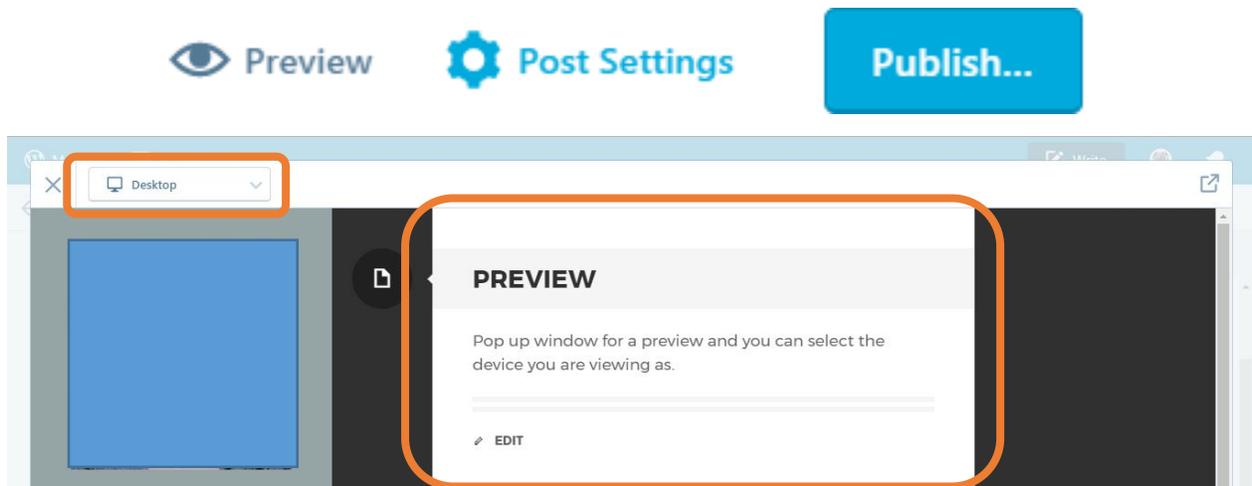
2. Click the Preview button to view your page draft in a new window.

3. When you are finished with editing your page, click the **Publish** button.

Editing Your WordPress Site

Editing a Page on Your Site

1. To edit a page that has been published while still in **Edit Page** view for that page, make your changes, and then click the Update button on the right in the Publish menu.

2. To select a different page, click on **Pages** or **All Pages** in the left Dashboard menu. This will display all of your pages, as in the example below.
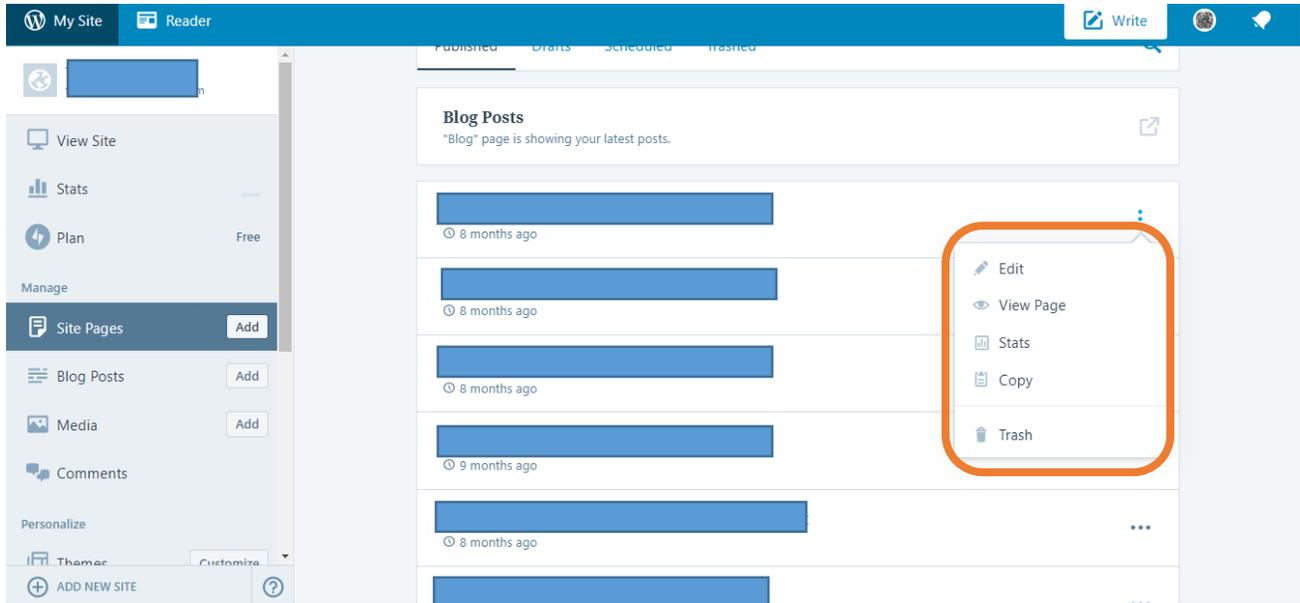
3. To delete a page in the Dashboard view, click with your cursor over the three grey dots on the right, and when the menu appears, click on the appropriate link, as above. This will move a deleted page to the Trash folder, where it can be restored if needed, or deleted permanently.

4. To select a page to edit or view in the Dashboard view, again select with your cursor the appropriate link in the menu (above). This will return you to the Edit Page view.

5. To change page settings while in the Dashboard view, including title, slug (the end part of the page's web address), the date of the page, its password or privacy, or its parent, order, template used, whether comments are allowed, or its status, you must go to Edit. Click on the three grey dots, click Edit, and this will take you to your page. You can also simply click the title of the page. Under page settings on the right, you can change the settings and then click the Update button.

7
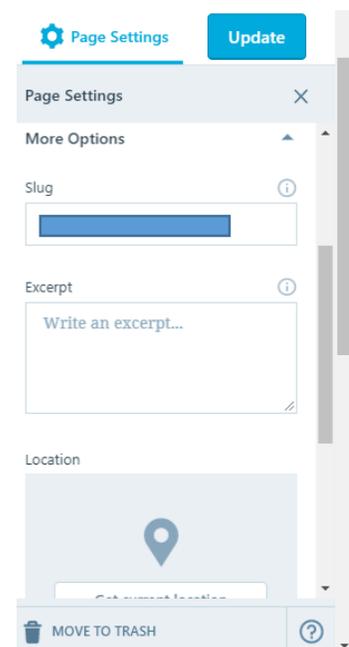
Adding Files to a Page

NOTE: PDFs are highly recommended instead of Word documents and PowerPoint files so your formatting stays intact.

1. In the **Edit Page** view, click on the **Add** button to add media content. You then have options to add Media from your computer, from Google, add a Contact Form, or a Payment Button. Click on Media.

2. A pop-up insert **Media** window will appear. You can either drag files into the window to upload them, or click the Select Files button to locate your files. (WordPress allows you to upload the following file types: jpg, jpeg, png, gif, pdf, doc, ppt, odt, pptx, docx, pps, ppsx, xls, and xlsx.) When you are finished selecting your file(s) and it/they is/are uploaded, click the file image/name.
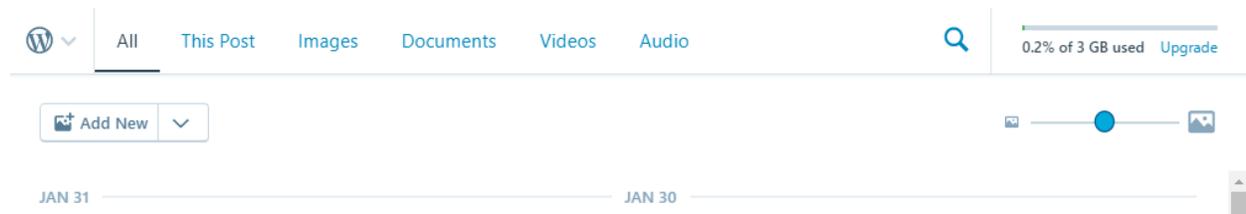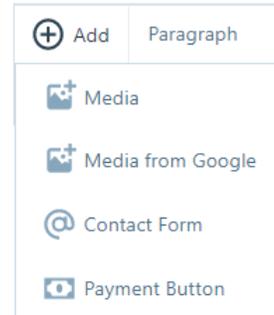
3. If needed, you can move the location of the newly inserted text or file by selecting it with your cursor and clicking and dragging it to its new location.

4. To insert a file you have already uploaded to WordPress, click the Add Media button, and then click the Media Library link. (Click the Upload Files link to add more files to your library.) Previously uploaded files are organized by date of upload. They can also be sorted by media type (Images, Documents, Videos, and Audio). You have a limited amount of space for uploaded files (3GB).

5. Be sure to click the Update button on the right when finished.

Changing Your Site's Settings

1. In the Dashboard menu on the left, click on **Settings** and then **General**. You can edit your privacy, site's title, tagline, your email, time and date formats, starting day of the week, and language. On this page, you can also upload a picture or icon to be used as your image across WordPress.

2. To make one of your pages (such as your Welcome page) what displays first when visitors come to your site, in the **WP Admin** Dashboard menu, click on **Settings** and then

Reading. In the Front page displays section, click the radio button next to A static page (select below), and select your page from the Front page: drop-down menu. OR you can click on **Customize** from the Dashboard and make many changes from viewing your website.

3. From the **Settings > Reading** page, you can choose whether or not search engines can index your site in the Site Visibility section. You can also indicate that you want your site to be private, and only visible to users that you choose.

4. Be sure to click the Save Changes button at the bottom of the page when finished.

Formatting Your WordPress Site

Changing the Site Theme

When you initially create your site, you will be assigned a theme by WordPress. After you have edited your content, you can change your site's appearance by selecting a new theme in any view option (Dashboard, WP Admin, website). Note that different themes have different features (such as how menus appear, or how many widgets, or functions, are available on the site's pages).

1. In the Dashboard menu on the left, click on **Themes**. Your site's current theme will be displayed, and you can browse through Available Themes to find one suited to you. As of October 12, 2017 there are 317 different themes available!

2. If you find a theme that you like, you can click on the theme or hover for multiple viewing options. Details link underneath the theme image to learn more about the theme's capabilities.

3. To preview what a theme might look like on your site, click on the **Live Demo** link.

4. Once you have chosen a theme, click on the Activate link underneath the theme image.
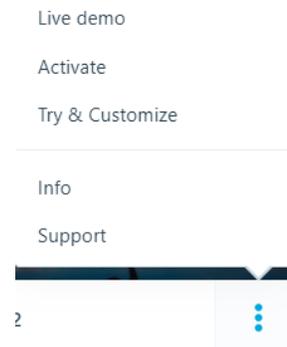
Changing the Site's Widgets

When your theme is set, you can choose the widgets, or functions, that you want your site to display.

1. In the Dashboard menu on the left, click on Appearance and then Widgets. A large window with Available Widgets will appear.

2. Drag your selected widget(s) to a sidebar on the right to activate it/them. Drag the widget(s) back to the main window to deactivate it/them.

Adding a Custom Menu to Your Site

You can create a custom menu to display on your site, providing your theme allows for the Custom Menu widget and at least one Menu.

1. In the Dashboard menu on the left, click on **Customize** and then **Menus,** then select the type of menu. For a Table of Contents, I recommend **Primary**.

2. In the Menu text box, give your menu a name (such as Table of Contents) and you can order your Pages and Blogs and change their names and sub-ordering by drop and dropping.
3. WordPress will now indicate how many menus your theme supports in the **Theme** Locations box on the left. If you like, you can choose which custom menu is your **Primary** Navigation in the drop-down menu.

4. Select menu items, such as pages, from the left to add to your menu. To create a menu from all of your existing pages, click the **Select All** link at the bottom of the Pages box on the left. Click the **Add to Menu** button to add all of the pages to your custom menu. Your items should all now appear in your menu. See the example below.
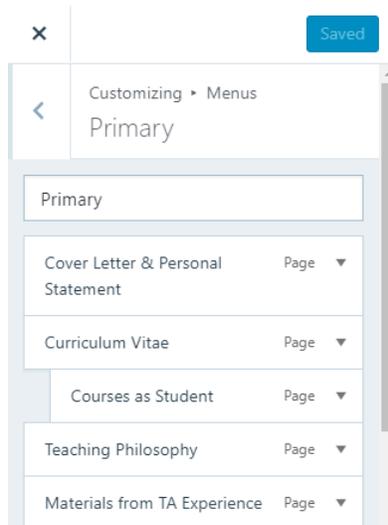
5. When you are done editing your menu, click the **Save** button on the right.

Sharing Your WordPress Site
Sharing Your Non-Protected Site
If you chose not to password-protect your site, your information will be visible to anyone who has your site's web address. NOTE: If you choose this option, be very careful about personal information on your site— both yours and any potentially identifying information for your professors, colleagues, and/or students. If you are unsure if certain information should be shared, take the steps described in this document to at least password-protect potentially sensitive pages. Better yet, avoid including any potentially identifying information, when possible, or remove it before uploading information to your site.

Sharing Your Password-Protected Site
If you have password-protected your site, anyone who has your site's web address will be able to view the page titles, but not the information contained within the page. You will need to share your site address and your password for viewers to see your entire site.

1. Copy the web address for your site to paste into a document or email.

2. Indicate to potential viewers the password(s) they need to see your site. Be mindful of capitalization and spelling. It is helpful to boldface the password, since people may type quotation marks if they are used directly around the password, and separate the password from other words and punctuation. For example, "My password is **example**."

Inviting Selected Users to Your Site

If you only want your site to be available to certain individuals (such as a Human Resources Coordinator or a portfolio review committee), you can set your site's permissions to allow it to be viewed by invitation only. Others cannot view your site without your permission. Make sure that you have already set your site from the **WP Admin** Dashboard menu so that it is only visible to users that you choose (Settings > Reading > Site Visibility section).

1. In the Dashboard menu on the left, click on Users and then Invite New. Type the email address of the individual(s) in the Usernames or Email Addresses text box.
2. In the Role drop-down menu, make sure Follower is selected.
3. Type a message in the Message text box, if desired, and then click the Send Invitation button. If your site is password-protected, this is a good place to notify potential viewers of your password(s).
4. You can view Past Invitations on this page, and whether or not an invited individual has accepted your invitation

If they do not have any access:
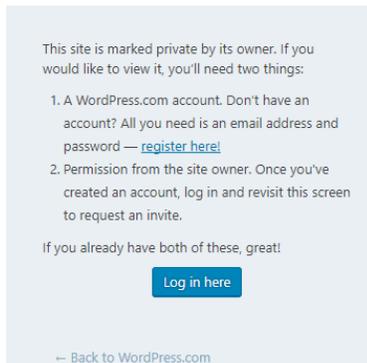
Does have access but needs password:

This site is marked private by its owner. If you would like to view it, you'll need two things:

1. A WordPress.com account. Don't have an account? All you need is an email address and password — register here!
2. Permission from the site owner. Once you've created an account, log in and revisit this screen to request an invite.

If you already have both of these, great!

Log in here

← Back to WordPress.com

PROTECTED: COVER LETTER & PERSONAL STATEMENT

This content is password protected. To view it please enter your password below:

Password:

ENTER