

Worksheet Session 1

Activity - Building a Basic Website with WordPress

Participants will learn the basics of building a small yet complete website with WordPress. For this exercise we will create each a website online using the free WordPress offerings. Follow the steps below with your fellow participants and supervisor.

Part 1 - Creating an online free wordpress website account

1. Open a browser and go to <https://wordpress.com/>
2. Click on **Create Website**
3. In **Site Address** enter your assigned username (example, Yvan Lawac is ylawac). Click **Create your Site** and **Continue**
4. Enter some personal information including your **Email**, **Username** (you can use the same) and **Password** (use one you will remember, maybe the same you use for the CoP). Click on **Next**.
5. The next steps costs money and is unnecessary, click on **No Thanks**.
6. Choose a Theme you like. You should be asked **Which plan you would like to use? Select Free**.
7. Take a moment to check your emails to verify your address. In you emails, open your emails from WordPress.com and click on **Confirm Email Address**.
8. You ready to start a website.

Part 2 - Viewing your website and administration dashboard

WordPress will direct you to your online account page at <https://wordpress.com/me/next> where you could upgrade your site and it also provides various easy starting directions. But first let's site what we have just created, your new website. Below in the URL you will have to change the username to **your** username (Yvan Lawac would be ylawac or the one you created the name of the website you created).

1. Browse your new empty website at <https://yourusername.wordpress.com>
2. Browse your new empty website administration dashboard
<https://yourusername.wordpress.com/wp-admin>

Part 3 - Creating your first Post

On the website this will actually be the second post as there is one already created automatically called "Hello world!" which can you see on the front page. OK, let's create a second one. A short page about yourself: your name, where you are from, what school you work at, etc.

1. Browse your new empty website administration dashboard <https://yourusername.wordpress.com/wp-admin>. (If you are not longer logged in you will have to login again)
2. On the left panel you over your mouse over and **Post -> Add New**. Or you could click on **Post** and then **Add New** at the top of the center panel.
3. Enter a title where it asks for it. Enter the body of the post in the large rich text editor. If you feel adventurous you format your page like you would in a word document.
4. When read you can either **Save Draft** or **Publish**. Both will save your page but **Publish** will also put in online your website.
5. Browse the website to see your new page at <https://yourusername.wordpress.com/>

Part 4 - Adding a Menu

Currently the website is very simple, it is only a blog. A place to post new pages about anything. Maybe you interested in something more. We could had a menu to organize various things together. For example, a place to organise community news articles, a place to put community sports results, a place for teachers to put class information. Let's create a menu on the website

1. From the left panel you can Click on **Appearance -> Menus**.
2. Give you menu a name, for example "Main Menu" and then click **Create Menu**.
3. There are three locations on the page you can place your menu. Click on **Manage Locations** to see them. You can experimenting by assigning your new menu to any of the three: **Primary Menu, Secondary Menu** and **Footer Menu**. Click on **Save Changes**. Go observe your results on your website (refresh browser page)
4. Finally, add a page to your new menu. Go back to **Appearance -> Menus -> Edit Menus**. Check mark your previously created post (it's also a page) and click on **Add to Menu**. Click on **Save Menu** to save this newly added page. Go observe your results on your website (refresh browser page)

Part 5 - Changing the Theme

The default look and feel of WordPress theme is nice but it is the same for everyone. You will quickly want to change how your website looks. This is very easy with WordPress.

1. From the left panel you can Click on **Appearance -> Themes**.
2. Find one you like and click on **Activate**. Then in the popup window you can click **Customize** or do that later. Customize provides you with a easy way to customize the new theme with your own colours, logo, etc. Go observe your results on your website (refresh browser page)