



WordPress For Teachers

My Web Log address (URL): http://_____ .cuipblogs.org

My Web Log Username: _____

A clue about my Web Log Password: _____

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Logging Into your Web Log

First, go to your Web Log Address and click on "Login" in the **Meta** Area. This will probably be in the sidebar of your web log.

Type in your Username and Password and click "Log In".

Meta

- » [Log in](#)
- » [Valid XHTML](#)
- » [XFN](#)
- » [WordPress](#)



Username

Password

Remember Me

[Lost your password?](#)

You are now in the **Dashboard** area of your web log. From your Dashboard you can write a new Post or a new Page or manage and edit existing posts and pages. To return to the Dashboard area at any time while you are logged in, click on Site Admin in the Meta section of your web log.

Test Blog [Visit Site](#)

[Write](#) [Manage](#) [Design](#) [Comments](#)

[Settings](#) [Plugins](#) [Users](#)

Dashboard

Right Now

[Write a New Page](#) [Write a New Post](#)

You have [1 post](#), [1 page](#), contained within [1 category](#) and [0 tags](#).

You are using WordPress mu Default theme with [0 widgets](#). [Change Theme](#)

Storage Space »

Total space available: 50MB

Upload space used: 0MB (0%)

Choose to either write a New Page or a New Post.

Writing a Post in your Web Log

To write a post in your Web Log, click on the "Write a New Post" button.

1. Type in a title for your post.
2. Type your post.
 - You may make formatting changes to your post using the Formatting Bar (bold, italic, text color, text alignment, insert picture, etc.)
3. Choose or add a category.
4. Click Save to save as a draft or click Publish to publish your post on your web log.

The screenshot shows the WordPress 'Write Post' interface. At the top, there are tabs for 'Write', 'Manage', 'Design', and 'Comments'. Below these are links for 'Post', 'Page', and 'Link'. The main heading is 'Write Post'. The interface is divided into several sections:

- Title:** A text input field with a red starburst annotation labeled '#1'.
- Post:** A large text area with a formatting bar above it. The formatting bar includes buttons for bold (B), italic (I), text color (ABC), list, link, unlink, quote, code, image, video, audio, gallery, and media. A red dashed oval highlights the formatting bar, with a callout bubble pointing to the media button that says 'You can expand the formatting bar by clicking this button.' A red starburst annotation labeled '#2' is also present near the text area.
- Path:** A small text field containing 'p'.
- Publish Status:** A section on the right with a dropdown menu set to 'Unpublished', a checkbox for 'Keep this post private', and a 'Publish immediately' link with an 'Edit' link.
- Save/Publish:** Two buttons, 'Save' and 'Publish', with a red starburst annotation labeled '#4' over the 'Publish' button.
- Related:** A section on the right with a list of links: 'Manage All Comments', 'Manage All Posts', 'Manage All Categories', 'Manage All Tags', and 'View Drafts'.
- Categories:** A section at the bottom with a '+ Add New Category' link, a text input field, a 'Parent category' dropdown, and an 'Add' button. A red starburst annotation labeled '#3' is over the text input field. Below this is a list of categories, including 'All Categories' and 'Uncategorized', with a 'Most Used' link.

Writing a Page in your Web Log

A page is a good place for static information such as an “about” page, class schedules, syllabi, parent letters, etc.

To write a Page in your blog, from your Dashboard, click on the Write a New Page button

1. Type in a title for your page.
2. Type your page.
 - You may make formatting changes to your page using the Formatting Bar (bold, italic, text color, text alignment, insert picture, etc.)
3. Click Save to save as a draft or click Publish to publish your page to your web log.

The screenshot shows the 'Write Page' interface. At the top, there are tabs for 'Write', 'Manage', 'Design', and 'Comments'. Below these are links for 'Post', 'Page', and 'Link'. The main heading is 'Write Page'. The interface is divided into several sections:

- Title:** A text input field with a red starburst callout labeled '#1'.
- Page:** A large text area with a red starburst callout labeled '#2'.
- Formatting Bar:** A toolbar with various icons for text formatting (bold, italic, underline, text color, background color, text alignment, list, link, unlink, insert image, insert video, insert audio, insert code, insert table, insert table of contents, undo, redo) and a 'Paragraph' dropdown menu. A red dashed oval highlights the top row of icons, and a callout box points to a button in the second row, stating 'By clicking this button the second row of formatting options appears.'
- Right Sidebar:**
 - Publish Status:** A dropdown menu set to 'Unpublished', a checkbox for 'Keep this page private', and a 'Publish immediately' button with an 'Edit' link.
 - Buttons:** 'Save' and 'Publish' buttons, with a red starburst callout labeled '#3' over the 'Publish' button.
 - Related:** A section with links for 'Manage All Comments' and 'Manage All Pages'.
- Path:** A footer field showing 'Path: p'.

Adding a Link to another web page

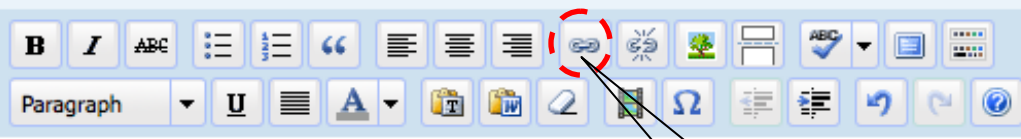
1. Type the text you want to be the link (for example, "click here" or "My School's Home Page").
2. Highlight or select the text which you want to become the link.
3. Click the Insert/Edit Link button on the formatting bar.
4. In the Insert/Edit Link window which pops up, type the web address (URL) of the web page you wish to link to. The web address must start with http:// (you may copy and paste the address from the site you are linking to).
5. Set the Target as "Open link in a new window".
6. Click the Insert button to make the link active.

Title

Create a link

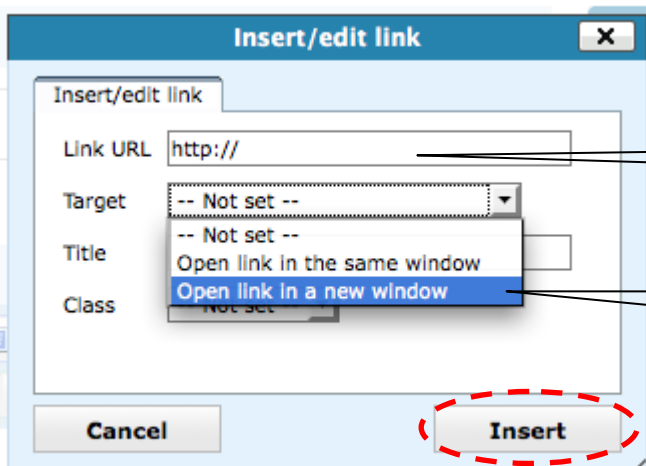
Permalink: <http://saratest.cuipblogs.org/2008/08/18/create-a-link/> [Edit](#)

Post Add media: **Visual** HTML



Click [here](#) to go to the school website.

Path: p



Insert/edit link

Link URL

Target

Title

Class

Cancel

Type or paste the URL here.

Set Target to "Open link in a new window"

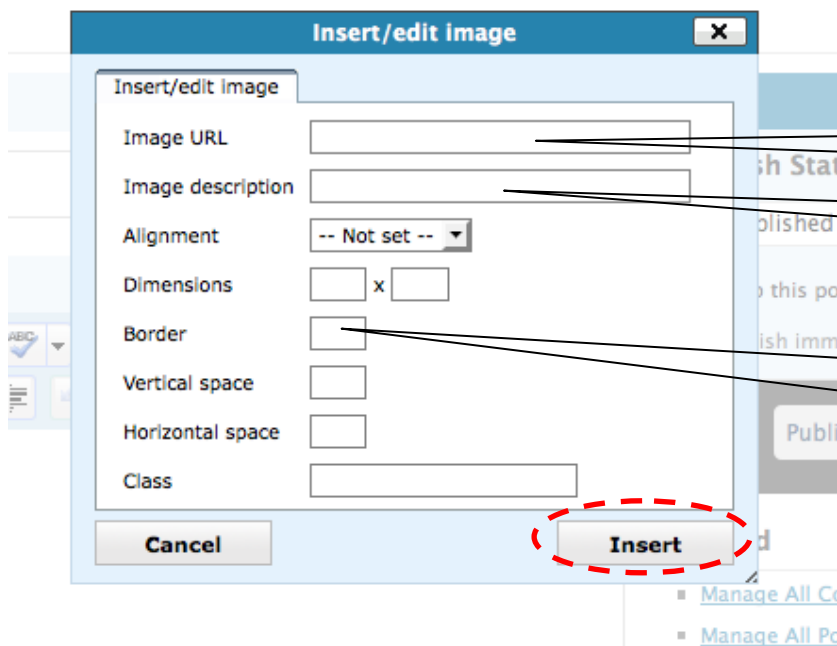
Inserting an image from the Web into a Post or Page

1. In a separate browser window, find the Image you would like to insert into your blog.
2. Right-click on the image, select "Properties", and copy the Image URL (Image Location).
3. In your Web Log, from the Dashboard, choose either "Write a new Post" or "Write a new Page".
4. Click the Insert/Edit Image button on the formatting bar.



Click this button to Insert/Edit Images

5. Paste the Image's URL (<http://whatever.com/pic.jpg>) into the Image URL field in the Insert/edit Image box.
6. Adding a description and/or a border is optional. It is not necessary to change any of the other settings.
7. Click the Insert button to insert the image into the post or page.



Paste the image URL here.

Give your image a short description.

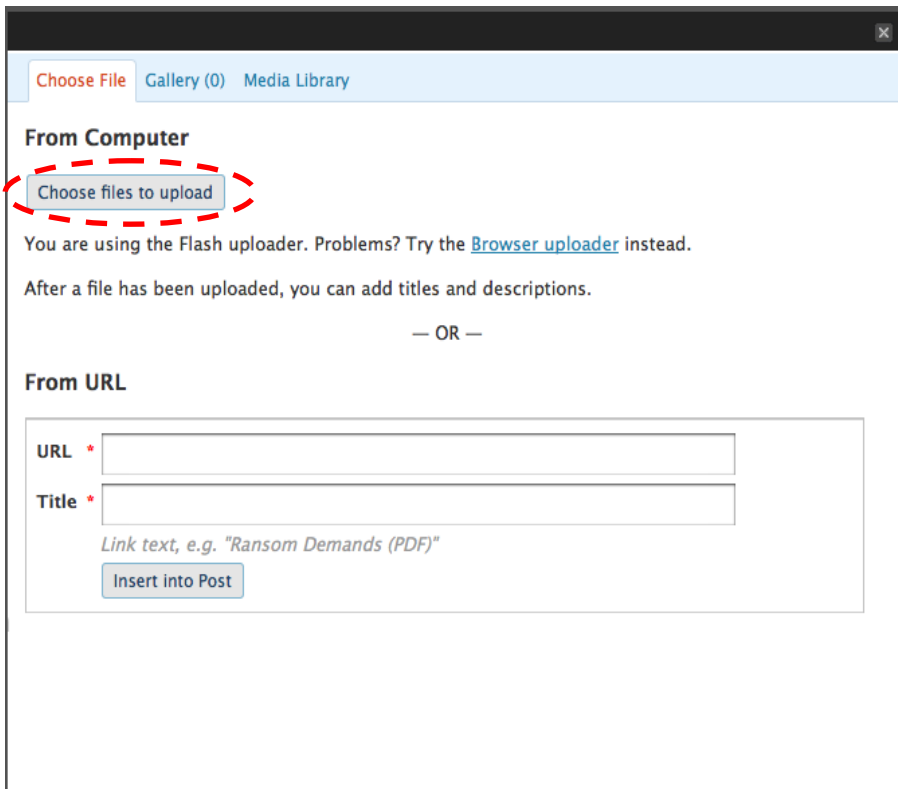
Type 1, 2, 3, etc. if you would like a border around your image.

Inserting an image saved on your Computer into a Post or Page

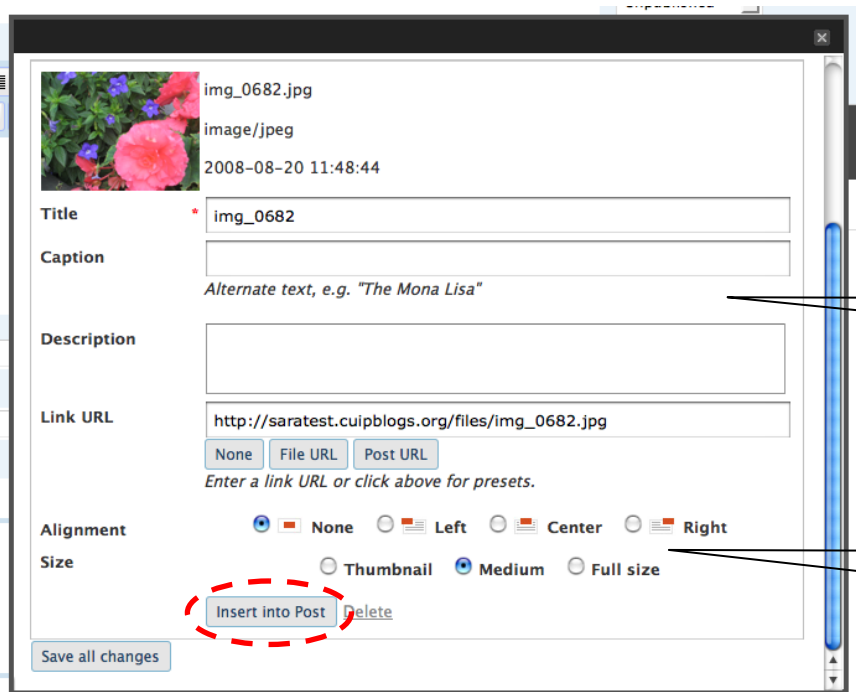
1. From the Dashboard of your Web Log, choose either Write a New Post or Write a New Page.
2. Locate the Add Media button above the Formatting Toolbar. Click on the star.



3. The Add Media window will open. Click on the "Choose files to upload" button.



4. In the Select Files window that opens, navigate to the Image File you want to use and Click "Open".
5. After the File has uploaded, you will have the option of giving your picture a caption and a description. Choose the photo alignment and size you would like and click on the "Insert into Post" button.



Caption and Description are optional.

You can change the alignment and size of the picture with these buttons.

6. Your picture will now appear in the post/page text editing box and the post/page can be treated like any other (it can have text, posts can be categorized or tagged and it must be published to be seen by visitors to your Web Log).

