

WordPress on sites.gsu.edu

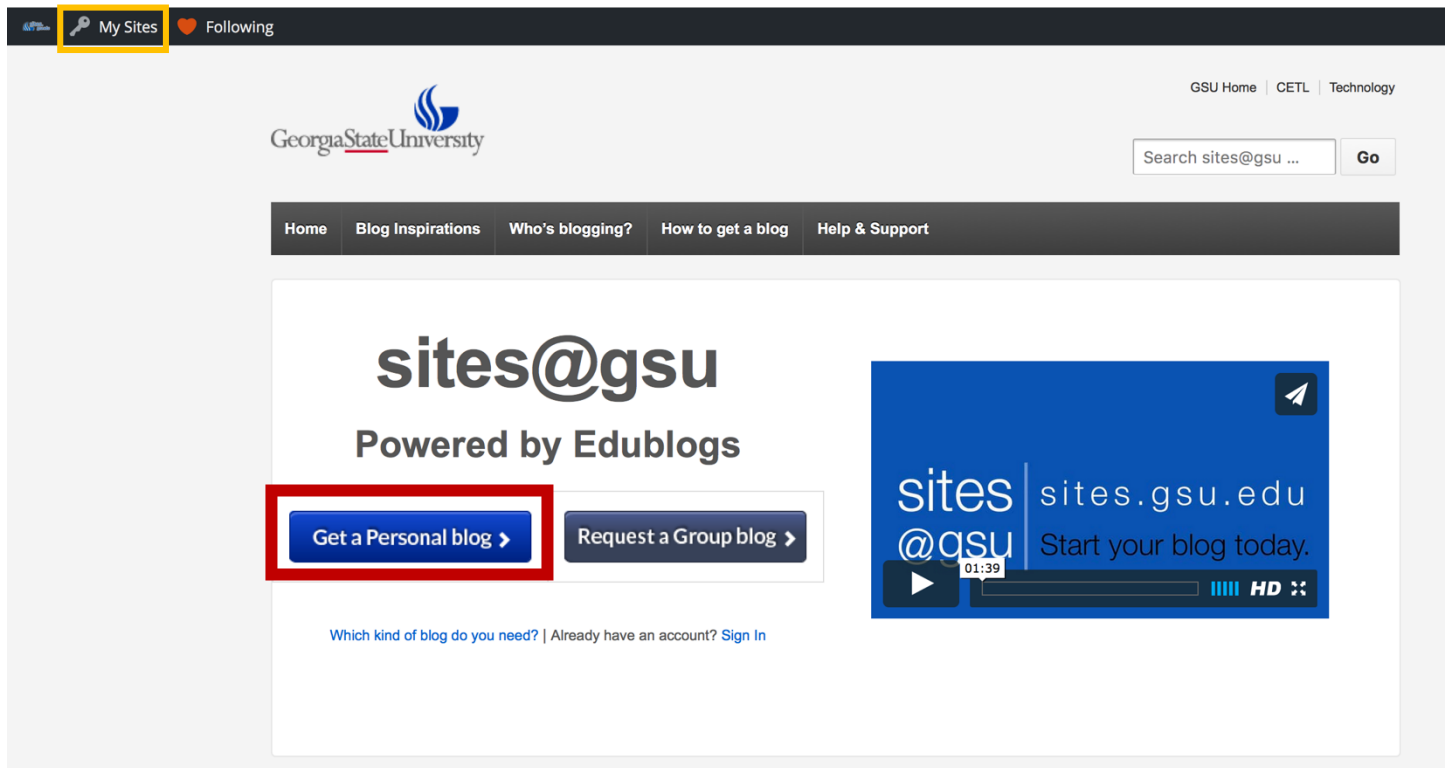
This is a guide to get you started in creating your blog. For further help, you can watch the video and read the help guides located at sites.gsu.edu. If you have activated a blog before on sites.gpc.edu, please visit sites.pc.gsu.edu. If you have NEVER activated a blog, please visit sites.gsu.edu.

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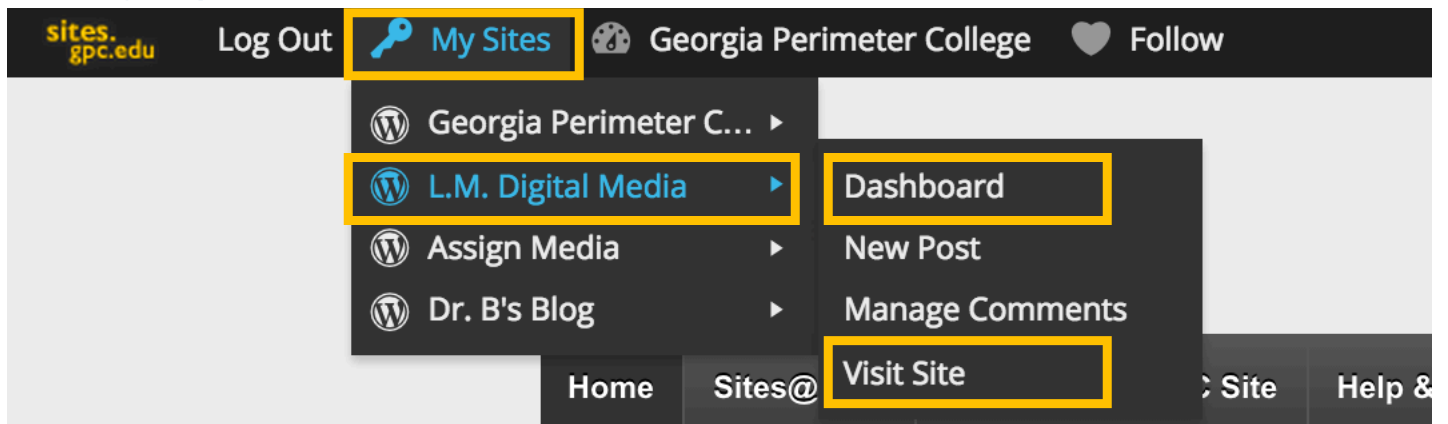
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Activating Your Blog

To get started, you will need to first activate your Edublog on sites.gsu.edu. All Georgia State University students, faculty, and staff get an Edublog. To activate go to sites.gsu.edu and click the blue 'Get a Personal Blog' button. You will be taken to a log in screen where you will log in with your GSU Campus ID and password. This will activate your personal blog and now at the top left of the screen, you will see 'My Sites'.



Getting to your Site and Dashboard

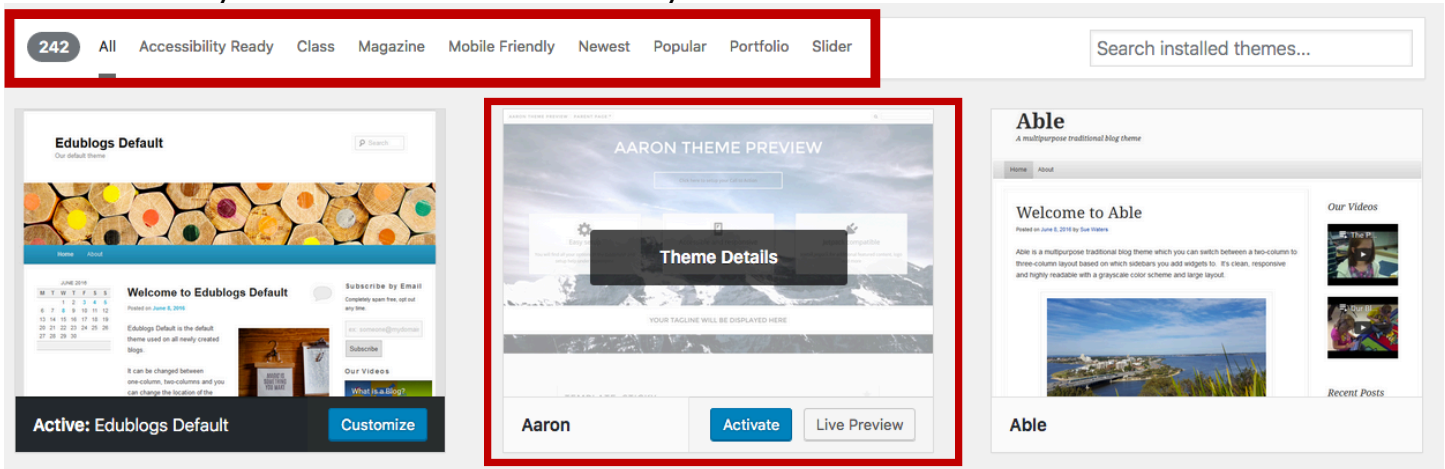


To view your site, the URL address will be sites.gsu.edu/your Campus ID. This does not change. You can also view your site by hovering over My Sites, hovering over your blog's name, and clicking 'Visit Site'.

When you are working on your site, you will do so from the Dashboard. To get to the dashboard of your site, hover over 'My Sites', then hover over your blog's name, and click 'Dashboard'.

Choosing a Theme

When you first visit your site, it will have the default theme that is given to all blogs once activated. This can be changed, and you can start to make your blog more your own by choosing a theme. To change the theme, go into the Dashboard and hovering over 'Appearance', select 'Themes'. This will take you the theme page, which will show you which themes are available to you for free.



You can use the categories at the top of the page to sort themes based on function. For example, if you're interested in making sure the blog is ready to be used on mobile devices such as phones and tablets, you can click 'Mobile Friendly' to view only those themes.

When you've found a theme, hover over the theme and select 'Live Preview' to test what the site will look like with your current content and settings. If you are happy with this preview, select the button 'Save & Activate' and then click X. If you do not want this theme, click the X button. You can change the theme as many times as you like.



In 'Live Preview', you can customize your selected theme. But you can also do this by hovering over 'Appearance' in the dashboard sidebar and clicking on 'Customize'. The 'Customize' options are dependent on the theme, and you can use this to make changes to colors, add a header image and change the site's title. When you are done customizing click 'Save & Publish'. If you have no changes to make, simply click the 'X' to return to the dashboard.

Menus and Widgets

As you build your site, you will need to think about how people will navigate through your website and the tools that you can provide to your audience. Use Menus as the primary navigation for audiences of your website. If you are running a site that has more than one page, category, or link you wish for audiences to get to, use menus. Post by default will automatically appear on the homepage and don't need to be in the navigation. Widgets are better for navigating blogs and will feature tools for finding posts like search bars, calendar archives, and a list of categories.

Menus

To make changes to your menu, go to 'Appearance' and click Menu in the sidebar. By default, EduBlogs makes a menu for your site. This menu is usable for your site, but is not editable. The first time you edit your menu, you will name your menu and click Create Menu rather than Save Menu. Once you've published a page or post, you can add it to your menu. In the first column under Page, click the box next to the page title to select that page. (See the next page for an example.) Click 'Add to Menu' to add that page to the second column. In the second column you can make adjustments to how the navigation will look by clicking the triangle to expand and show details. If you decide you want to remove a page from the menu, click Remove.

You can create sub items for your menu by dragging the item right or selecting "Move: Under the item directly above it". On the actual websites, Sub Items may be hidden unless the viewer hovers their cursor over the Item it's under.

Under menu settings there is a checkbox that says – 'Automatically add top level pages'. Checking this box will add pages to the menu as they are published, but only if they are a parent page. Pages are parent by default, so there is no need to worry about this.

Once you've created your menu, you will need to select the location of the menu in the theme. Under the Menu Settings, check the menu section you'd wish for the menu to appear on the site. Keep in mind that when you change themes the number and names of display locations will change depending on the theme. This means the 'Primary' menu may be called different things from theme to theme. Make sure to click 'Save Menu' at the bottom of the menu to keep new changes.

Add menu items

Pages ▲

Most Recent View All Search

Sample Page

Select All Add To Menu

Posts ▼

Custom Links ▼

Categories ▼

Menu structure

Menu Name Menu 1 Save Menu

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

Sample Page Page ▲

Navigation Label
Sample Page

Original: Sample Page

Remove Cancel

Menu Settings

Auto add pages Automatically add new top-level pages to this menu

Display location Primary Menu

Delete Menu Save Menu

Widgets

For widgets, go to Appearance and click Widgets in the sidebar. Widgets will have small description on what they are supposed to do for your site. Click the widget and click Add Widget. This will move the widget to the sidebar where you can add a title and make adjustments by click the triangle to show details. Click Save when you make changes to widgets. If you decide to remove a widget, click Delete.

Available Widgets ▲

To activate a widget drag it to a sidebar or click on it. To deactivate a widget and delete its settings, drag it back.

Archives Audio

A monthly archive of your site's Posts. Displays an audio player.

Author widget Blog Avatar

Author widget Blog Avatar

✓ Main Sidebar

3 Col Right Sidebar

Cancel Add Widget

Blog Categories Blog from a single category

Main Sidebar ▲

Search

Title:

Delete | Done

Saved

Author widget

Calendar

Meta

Special Note: If you are attempting to remove all the widgets in order to have a cleaner look to your site. First, remove all the widgets and add one text widget, and then keep the widget empty. This will prevent WordPress from adding default 'filler' widgets.

The Settings

You'll find it important to go through the settings section of the dashboard sidebar. There are a lot of options available, so here are a few sections that control the main functions of your blog.

General

Here you can change things like the Site's Title, so instead of "(Your Username)'s Blog", you change the blog name to something more creative. You can also give the blog a tagline (optional) which is simply a short description of the site. There is also an option to change how dates and time are shown throughout the blog. Make sure to save your changes by clicking the 'Save Changes' link at the bottom of the page.

The screenshot shows the WordPress dashboard for 'ga09776's Blog'. The left sidebar contains navigation options: Dashboard, My Class, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, Settings (highlighted), Writing, Reading, Discussion, Media, Blog Avatar, Admin Bar, Google Analytics, Kaltura Media Space, Calendar, Subscriptions, and Collapse menu. The main content area is titled 'General Settings' and includes a warning: 'Calendar plugin is being deprecated soon. Please [deactivate it](#)'. The settings are as follows:

- Site Title:** ga09776's Blog
- Tagline:** Just another Georgia State University site!
In a few words, explain what this site is about.
- Email Address:** ga09776@gsu.edu
This address is used for admin purposes. If you change this we will send you an email at your new address to confirm it. The new address will not become active until confirmed.
- Site Language:** English (United States)
- Timezone:** UTC
Choose either a city in the same timezone as you or a UTC timezone offset.
Universal time (UTC) is 2019-07-17 14:04:42. Local time is 2019-07-17 14:04:42.
This timezone is currently in standard time.
This timezone does not observe daylight saving time.
- Date Format:**
 - July 17, 2019 (Preview: July 17, 2019) - Format: F j, Y
 - 2019-07-17 - Format: Y-m-d
 - 07/17/2019 - Format: m/d/Y
 - 17/07/2019 - Format: d/m/Y
 - Custom: F j, Y
- Time Format:**
 - 2:04 pm (Preview: 2:04 pm) - Format: g:i a
 - 2:04 PM - Format: g:i A
 - 14:04 - Format: H:i
 - Custom: g:i a[Documentation on date and time formatting.](#)
- Week Starts On:** Monday
- Blog Category:** (empty)

A red box highlights the 'Save Changes' button at the bottom left of the settings area.

Writing

In this section you can make changes to writing and formatting. You, also, have the option to select extra fonts to support on you site. By default, all the options are available to you. It's recommended that under the formatting section, you make a decision to check or uncheck if certain text combinations will be converted into emoticons.

Writing Settings

Calendar plugin is being deprecated soon. Please [deactivate it](#)

Formatting

Convert emoticons like :-) and :-P to graphics on display

WordPress should correct invalidly nested XHTML automatically

Default Post Category:

Default Post Format:

Default Link Category:

Default Editor For All Users

Classic Editor

Block Editor

With the update to WordPress 5, a new editor has been introduced called the block editor. Because sites.gsu.edu is a modified version of WordPress, you have the option of using either the classic editor or the block editor when creating posts and pages. You can find more information about writing in each editor in later sections. Note that when you make a change to which editor you'll be using, it will be for all users of the site. Once you've made changes, don't forget to click the 'Save Changes' link at the bottom of the page.

*Special Note: There is an option to allow user to use both editors. "Allow Users to Switch Editors" should only be used if you're comfortable with both editors and the Dashboard interface as this will make adjustments to both.

Readings

Here is where you can set up some viewing options for your reader. You can set what the home page displays as when someone comes to your site using your URL. Do you want them to view your latest blog posts or a page you create specifically for being the front page? Remember that pages must be published to be chosen.

Your Homepage Displays

Your latest posts

A [static page](#) (select below)

Homepage:

Posts page:

- **Homepage Page:** The page everyone sees when they first come to the site.
- **Posts Page:** A page that can be added to your menu that will show you your latest posts. This page should be titled and published, but empty of any actual content.

Site Visibility

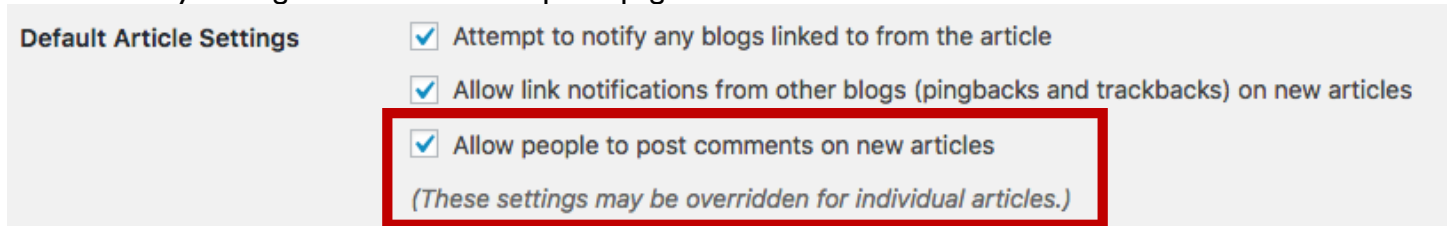
In the sites.gsu.edu version of WordPress, you have more options to choose who can see the website.

- **Allow search engines to index this site** – Leaves the site public. Search engines will more likely include this site in key word searches.

- [Discourage search engines from indexing this site](#) – Leaves the site public. Search engines are less likely to include this site in key word searches.
- [Visitors must log in \(Registered GSU Users can gain access\)](#) – Anyone with an active GSU CampusID and Password can access your site.
- [Only registered users of this blog can have access](#) – Any Users found under Users > All Users can have access. You can use the Users section to add users to the site using their GSU CampusIDs.
- [Only administrators have access](#) – Users in your user list with the role of Admin can log in and access the site. You can give people particular roles when adding them to the User section.
- [Anyone who visits must first enter a password](#) – You will enter the password and anyone who accesses the site will have to have it in order to view the site. Registered users do not have to use this password.

Discussion

This section looks at how commenting will work on the site. There are a lot of options here to control how others can comment on your site. If you do not want a comment section on your posts/pages, you can turn off commenting by unchecking “Allow people to post comments on new articles” in the default article settings section at the top of the page. This will turn off the ability to comment on any article you make after saving. You can always change this for individual posts/pages.



Default Article Settings

- Attempt to notify any blogs linked to from the article
- Allow link notifications from other blogs (pingbacks and trackbacks) on new articles
- Allow people to post comments on new articles

(These settings may be overridden for individual articles.)

Other Settings

There are other settings available in the settings section and if there is something in particular you want to change about how the website or how WordPress functions, it's good to look here.

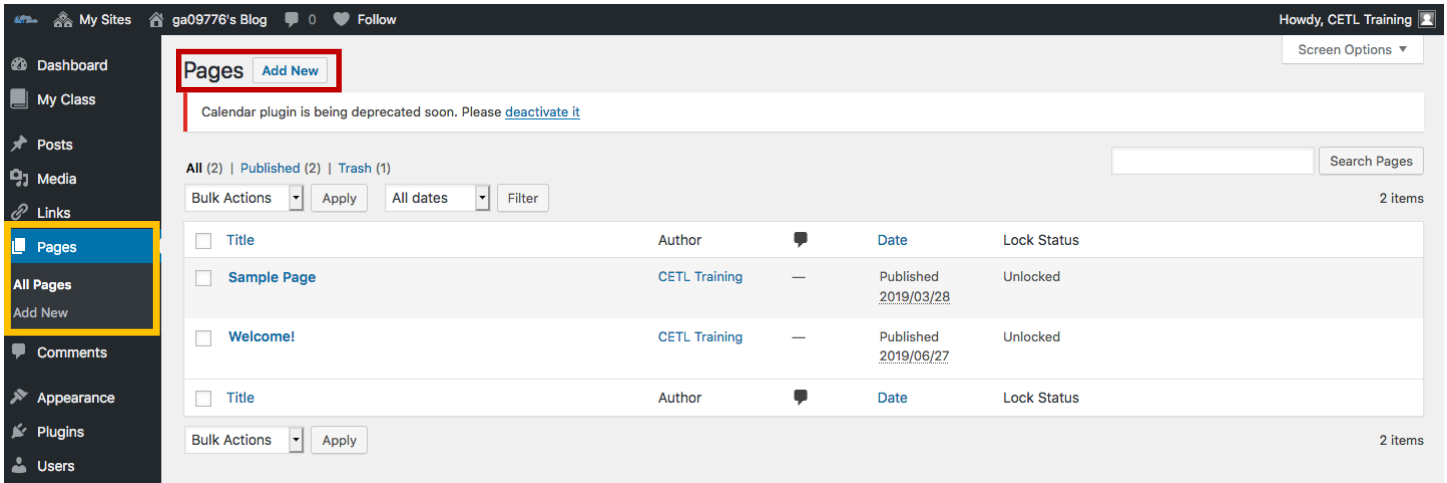
Creating Pages and Posts

Pages and posts are where you will create your content. For the most part these two things are similar, but you will use one or the other based on if you want your site to be more blog like (Use posts) or more like a general website (Use pages). You can use both and many sites will function like a blog, but have pages for information like writer's bios. If you use both, think of what information you will update regularly (use posts) versus what information will be static and rarely change (use pages).

Creating Pages

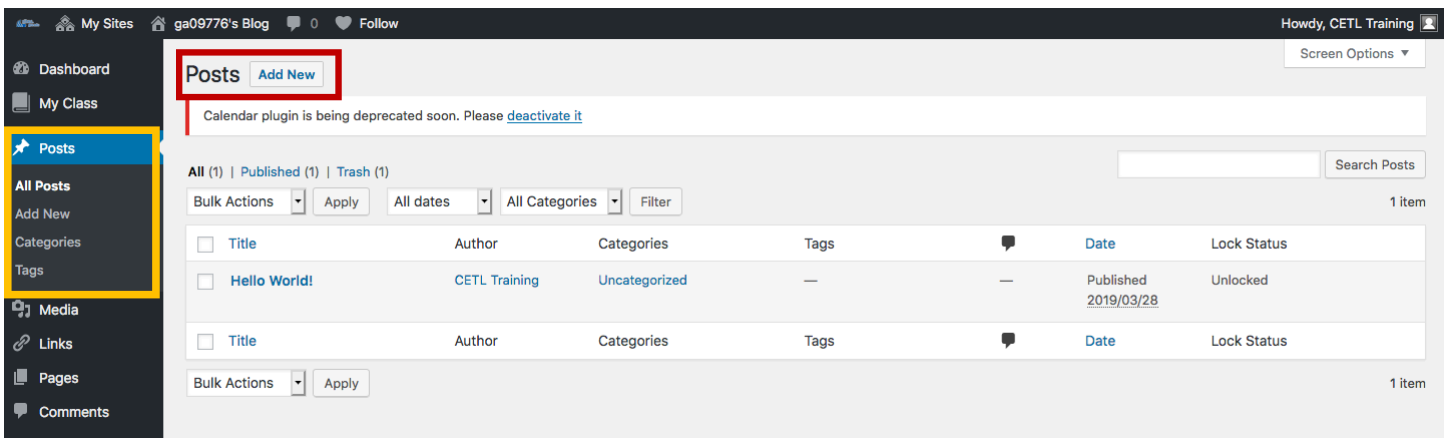
To Create a Page, in the dashboard hover over Pages and click Add New. You can view all your pages by clicking on All Pages. You can edit a page by hovering over the title and clicking Edit.

As you make pages, you can select one to be the front page for your site. Go to Setting > Reading and in the front-page section select the page you want to use.



Creating a Post

To Create a Post, in the dashboard hover over Posts and click Add New. You can view all your posts by clicking on All Posts. You can edit a post by hovering over the title and clicking Edit.



In the posts section, you will also see links to Categories and Tags. You can assign categories and tags to posts as you create them. Categories and tags work similarly, the difference being, categories are about the site's organization while tags are about organization with the Internet. If you are using the blog for more than one class, use categories to make it easy to distinguish between posts that are written for different classes.

Remember, that if you want your posts to show up on your front page to go to Settings > Reading to set the front page to Latest Posts. This will update the front page with the most recent post.

Classic Editor

Making a new entry

When you're making a post or page using the classic editor, fill in the **Title line** and then type in the larger box below. You can copy and paste from other word processors, but keep in mind that you may have to reformat (bold, font size, color, etc) your text once you've pasted into the box. Use the toolbar to format

your text like you would in a word. Select and create categories and tags (remember you can only do this for posts) in the category and tags panels respectively. Once you are done, click Publish in the Publish panel.

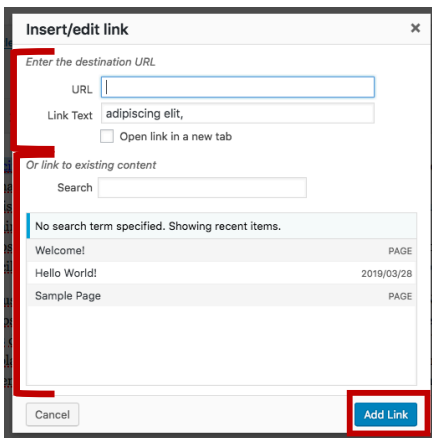
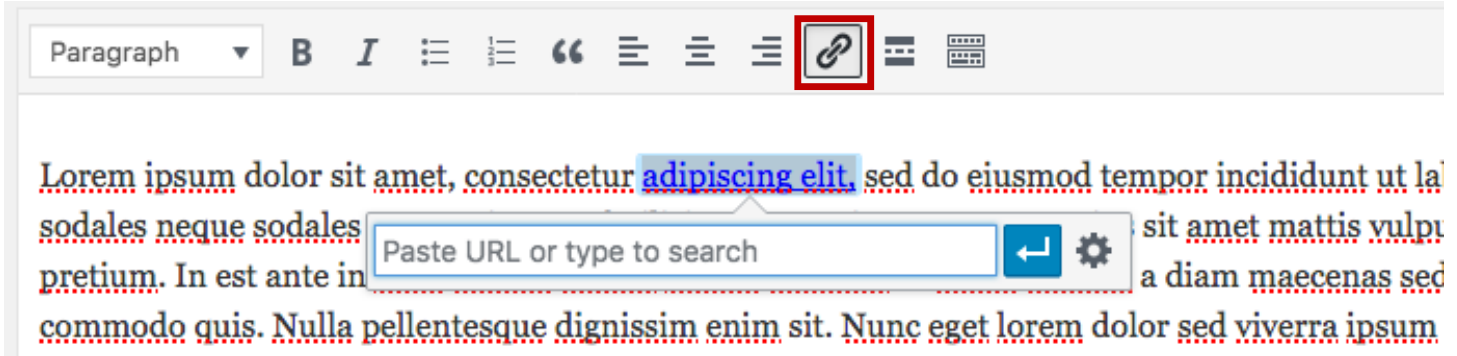
If you are working on an entry and aren't quite ready to publish, you can click Save Draft in order to save the entry as a draft. You can also see how your entry will look on the site before publishing by clicking Preview.

To use categories, check existing categories in the category box. If you need to create a new category, click Add New Category. A text box will open allowing you to create a new category. Once you've named your category, select Add New Category. The category will be added to the list as well as checked to apply to the current post.

Inserting a Link

You may want to link to another entry or to another site. Linking is a great way to reference other parts of the Internet. To do this, highlight the text that you wish to act as your link and select the chain icon in the

tool bar. A bar will pop up where you'll be able to paste your URL or search for other pages and posts within your site. Click the arrow to confirm. Clicking the settings gear will bring up a window for setting up your link further.



Enter Destination URL

In the Insert Link window, enter the URL you want to link to on the post/page. If you have highlighted text before clicking the insert link icon, Link Text will be filled with this text. Check 'Open link in a new window/tab' if you want to keep audiences on your page, but direct them to the link as well.

Link to Existing Content

You can also search for existing content that is a part of your site. If you have a lot of pages and posts use the search to find what you are looking for.

Inserting Media from Your Computer

If you need to add an image, video, or audio to your post or page, you will need to add them to the media library. To do this while writing your entry, click the Add Media above the toolbar. A window will open allowing you to go through your previously uploaded files in the Media Library. You can upload new files by clicking the Upload Files tab. The window will change allow you to upload a file from your computer. When you have selected the correct file, click Insert into post.

When inserting an image into a post or page, there are edit options for the image in the attachment panel.

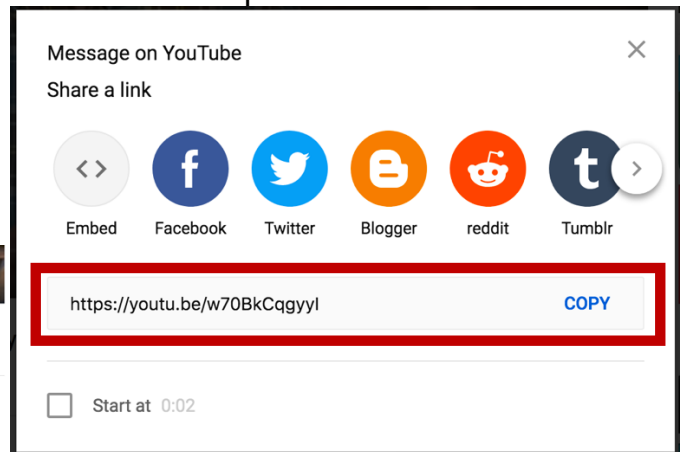
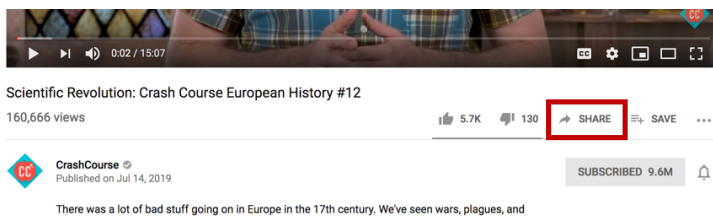
- **Caption:** Text that will appear under or next to the image on the page. This text is attached to the image and will move when the image is moved. Include a basic description and source of the image.
- **ALT Text:** Text associated with the image that is embedded into the page. This text is not seen, but if someone were to use a screen reader, the text will be read aloud to them. This text should be descriptive and include a source for the image.
- **Alignment:** How the image will sit on the page. Center and None have no text wrapping. Right and Left will have text wrapping.
- **Link To:** Images can behave like links. None – the image will not link. Attachment Page – A special page with the image and attachment details. Media File – The full-size image opening in a new tab. Link – URL of your choosing. Copy and paste in the space provided.

- Size: When uploading an image, WordPress will attempt to make 3 other versions of the image in order for the image to load faster. So, no need to resize your images. Instead choose a size based on the image's use in the post/page. Keep in mind that the number of options you will see will be dependent on the full-size image uploaded. For example, if the image is smaller than the base parameters for large, you will not see a large version.
 - *Thumbnail*: Mostly used when creating a gallery. This is cropped to be square.
 - *Medium*: Smaller sized image good for post/pages where the image is not the focus, but rather is being used to illustrate points from the text.
 - *Large*: Larger sized image good for post/pages where the image is the main focus. Use for artist's portfolios and blogs that are image focused.
 - *Full*: The Full size of the image uploaded. You rarely want to use this size especially if one of the sides is larger than 1000 px. Instead use full-size images for the header and background of the website.

Embedding Media – YouTube

Embedding media, in this case a YouTube video, will allow your audience to watch the video in your post or page. This way they don't have to deviate from your site and what you've written.

In another browser tab, find the video on YouTube you wish to embed. Select the Share tab below the video player. In the Share tab, copy the URL. You will want to copy this URL because it will give you a clean URL that's not potentially associated with a search or playlist. Then go back to the post or page and paste the URL on a new line in the box with your text. The video will load and fill in the space.



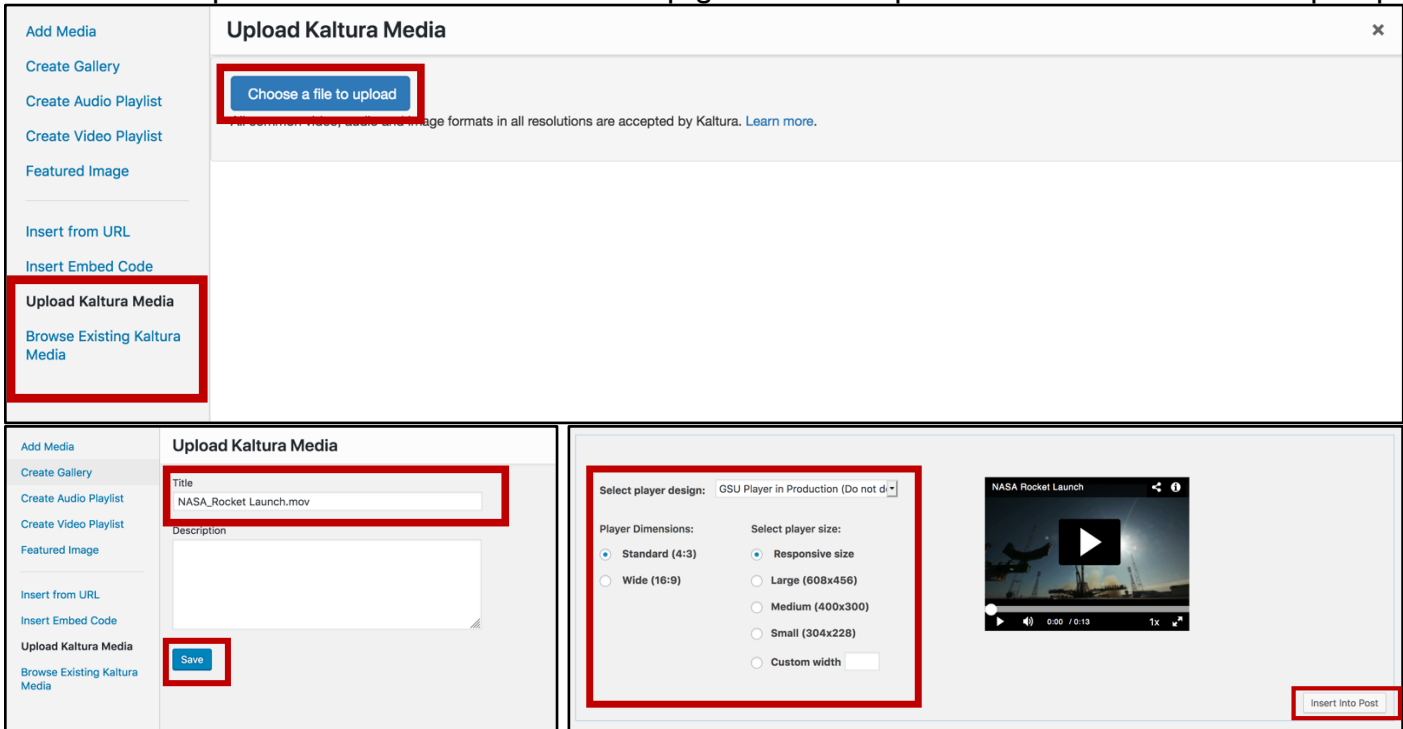
Note: If the video does not load, check to make sure you can embed the video. You can tell when you look at the embed tab of the share window in YouTube.

Embedding Media – Kaltura

Kaltura is a media hosting site paid for by GSU Tech Fee for all students, faculty, and staff. Uploading to Kaltura, offers a more secure environment and allows you to have the access to the video in iCollege.

To upload to Kaltura, make sure you are on a new line and click the multi-color button next to the Add Media button. If you click the Add Media button instead, look for the option 'Upload to Kaltura Media' in list on the side. Either way, click the blue button to upload your video. Wait until the upload is complete and fill in the

Title and Description and click Save. On the next page, choose the parameters for the video in the post/page.



Recommendations: Select Player Dimensions based on the original size of the video. Standard is for more square frames while Widescreen is for more rectangular frames. Leave the Player Size on Responsive Size, so that the player will resize based on the size of the content space and window.

Once you have chosen the parameters for the video player, click Insert into Post.

Special Note: If you've already uploaded media to Kaltura in some other way (possibly iCollege), select Browse Existing Kaltura Media to choose your media (clicking the green plus sign) and make player decisions.

Block Editor

Note: The block editor is a part of a larger update from WordPress 4 to WordPress 5. If using WordPress outside of sites, you will likely use this. Go to the Writing section of the Settings section above to learn more about how to toggle between the classic editor and block editor.

Making a New Entry

When making an entry in the block editor it's important to remember that everything (including each paragraph) will have its own individual block for you to edit. This means that when you copy and paste from a word processor, each paragraph will come in as its own block.

By default, you start with a Title block and a Paragraph block. To add a block, click the plus inside the circle button in the top left corner of the editor space. When adding a block choose the type of block you want to use. Paragraph for normally written text, Heading for section headers and title text, and Lists for bulleted and numbered lists. If you are editing a post or page that was originally created in the classic editor, everything will

be inside the Classic Editor block.

The screenshot displays the WordPress Classic Editor interface. At the top left, there is a toolbar with icons for adding blocks, undo, redo, help, and a menu. The main content area contains a 'Title Line' block and two paragraphs of placeholder text. On the right side, the 'Document' settings panel is open and highlighted with a red border. This panel includes sections for 'Status & Visibility', 'Permalink', 'Categories', 'Tags', 'Featured Image', 'Excerpt', and 'Discussion'. The 'Status & Visibility' section shows 'Public' visibility, 'Immediately' publish timing, and 'Standard' post format. The 'Author' is set to 'lspencer18'. The 'Featured Image' section has a 'Set featured image' button.

Blocks can be rearranged using the grips or arrows on the left side of the block and you can insert a block in between other blocks by hovering the cursor between the blocks near the center. A circular Add Block symbol will appear for you to click and insert a new block. In each block there at the end of toolbar are 3 vertical dots for more block options. Here you can also rearrange the blocks, duplicate the block, and save the block for later use. If you do not want the block, you can remove it here.

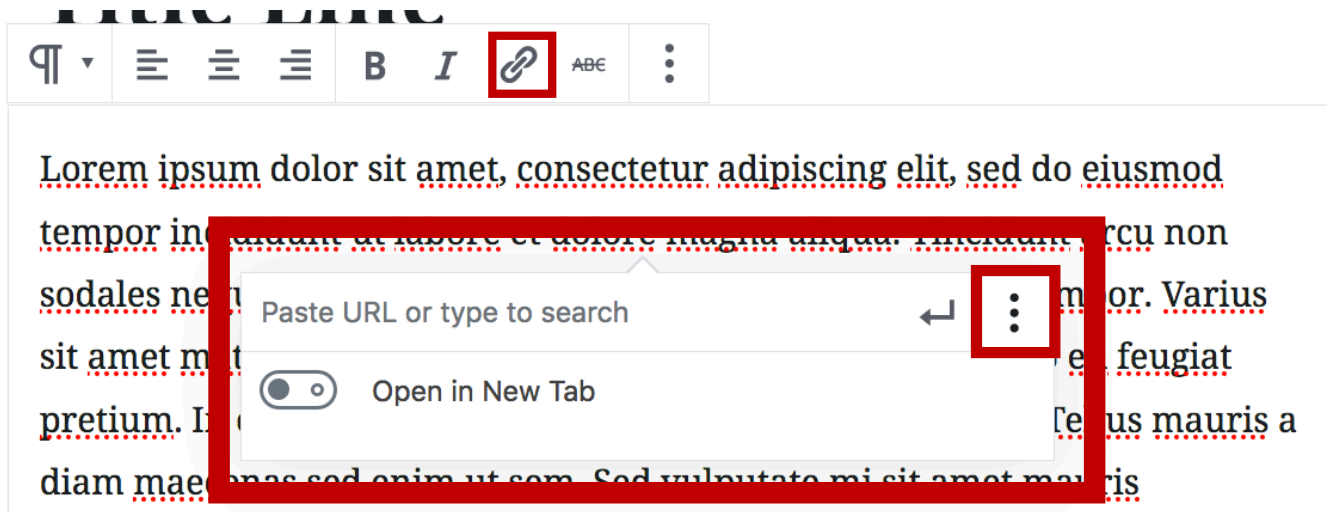


When editing a block, use the side panel to make changes to text colors and backgrounds for the block if applicable. Make sure you are in the Block tab in order to make these changes.

In the Document tab of the Block Editor side panel, you will see the options for adding tags and categories (if you are creating a post) along with the option to Save Draft, Preview, and (when you're ready to have everything visible) Publish above.

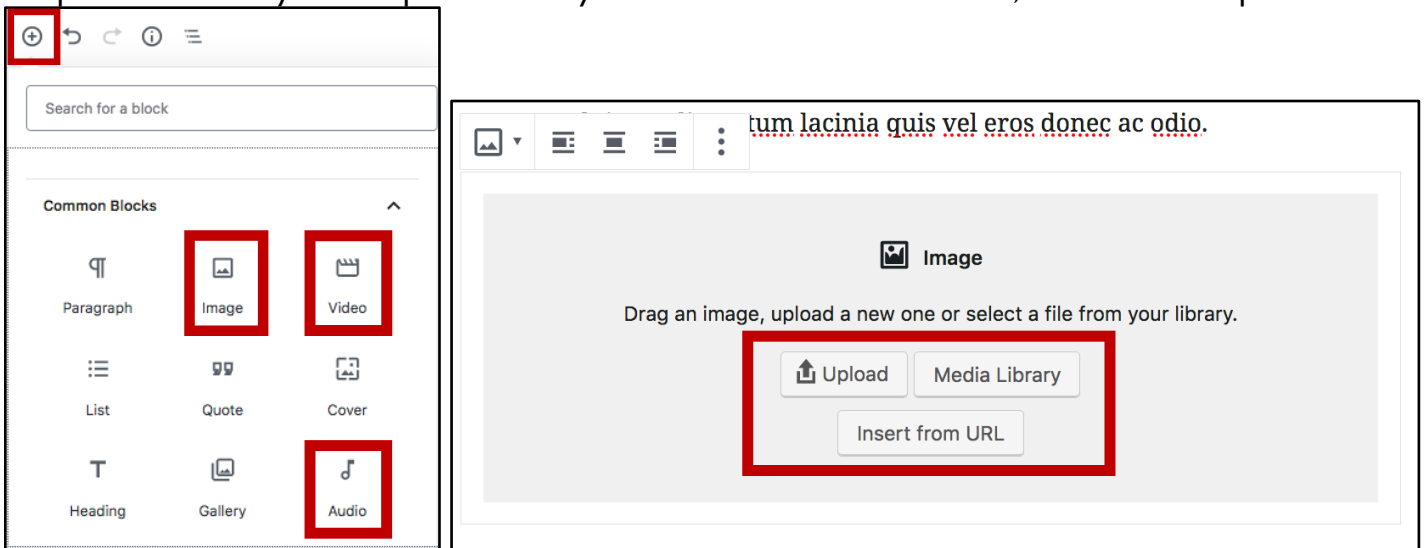
Inserting a Link

You may want to link to another entry or to another site. Linking is a great way to reference other parts of the Internet. To do this, first select the block you're working and then highlight the text that you wish to act as your link. Select the chain icon in the block toolbar. A bar will pop up where you'll be able to paste your URL or search for other pages and posts you have published. Click the arrow to confirm. If you want you link to open in a new tab, click the 3 vertical ellipsis and toggle on Open Link in New Tab.

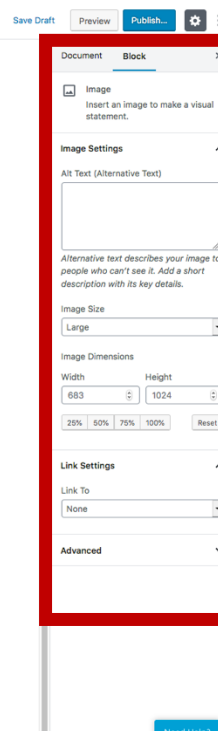
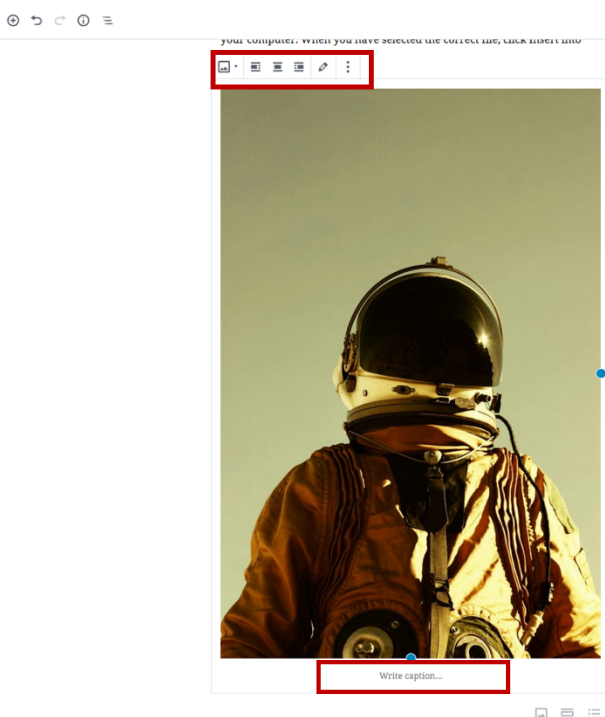


Uploading and Inserting Media from Your Computer

In order to insert an image, video, or audio to your post or page. You will need to add the corresponding block into you editing space by scrolling to the Common Blocks category in the Add New Block window. Once you've inserted the block click either the Upload or Media Library button. This will take you to the Media Library. You can upload new files by clicking the Upload Files tab. The window will change allowing you to upload a file from your computer. When you have selected the correct file, click Insert into post.



When inserting an image into a post or page, the image settings will be found mostly in the block panel. Settings not located in the block panel are noted in their description.

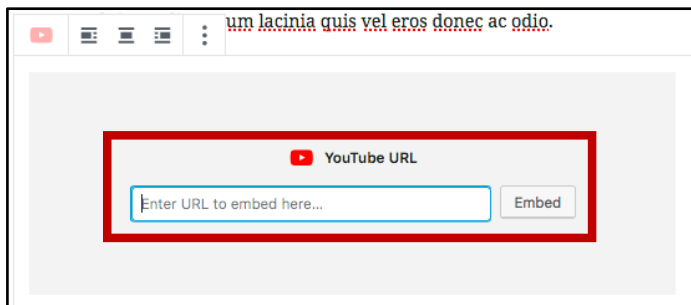


- **Caption:** Located under the image, this text is attached to the image and will move when the image is moved. Include a basic description and source of the image.
- **ALT Text:** Text associated with the image that is embedded into the page. This text is not seen, but if someone were to use a screen reader, the text will be read aloud to them. This text should be descriptive and include a source for the image.
- **Alignment:** Located in the block toolbar above the image. You have the option to make an image left, center, or right.

- **Link To (Link Settings):** Images can behave like links. None – the image will not link. Attachment Page – A special page with the image and attachment details. Media File – The full-size image opening in a new tab. Link – URL of your choosing. Copy and paste in the space provided and toggle on open in new tab.
- **Image Size:** When uploading an image, WordPress will attempt to make 3 other versions of the image in order for the image to load faster. So, while you can adjust the image dimensions, there is no need to resize your images. Instead choose a size based on the image's use in the post/page. Keep in mind that the number of options you will see will be dependent on the full-size image uploaded. For example, if the image is smaller than the base parameters for large, you will not see a large version.
 - **Thumbnail:** Mostly used when creating a gallery. This is cropped to be square.
 - **Medium:** Smaller sized image good for post/pages where the image is not the focus, but rather is being used to illustrate points from the text.
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 - **Full:** The Full size of the image uploaded. You rarely want to use this size especially if one of the sides is larger than 1000 px. Instead use full-size images for the header and background of the website.

Embed Blocks

Embedding media will allow your audience to view content in your post or page. With the block editor, it's easy to embed a variety of content from various websites. To find the 'Embeds' category, add a new block and scroll through the list until you find 'Embeds'. Click on the appropriate embed block and follow the directions in the block. Generally, for embed you will need the URL of the content in order to copy and paste it into the block.



YouTube Embed

To embed a YouTube video, copy and paste the URL in the window and click Embed. The block will load in the video and give you the option to include a caption below the view. We recommend putting source information here.



Twitter Embed

To embed individual tweets, copy and paste the URL in the window and click Embed. The block will load in the tweet.