Activity Sheet: Maintaining your WordPress Website

**ACTIVITY #1**

*Match the following terms to their definitions.*

**Jetpack** A tool for populating content, navigation menus and lists within a sidebar area of a WordPress website

**Comments** defines user permissions using a role management system

**Contact Form** electronic junk mail or junk postings

**Widget** a free plugin offered by WordPress.com for adding function to a site

**User Profile** allows website visitors to discuss the topics posted on your site

**Spam** offers your visitors the opportunity to get in touch, without displaying your personal email address

**ACTIVITY #2**

*Follow these steps to add a form to a page:*

1. Click on **Pages** located in the left menu
2. Choose any page from the list
3. With the curser in the body of the page click the *down pointed carrot* next to the plus/circle icon
4. Choose **Add Contact Form**
5. Click the blue **Insert** button
6. Then click outside the window to close it

**ACTIVITY #3**

*Follow these steps to add a widget:*

1. Click on the grey **Customize** button located in the left menu next to Themes
2. Click on **Widgets** in the left menu
3. Click on **Footer**
4. Click the grey **Add a Widget** button
5. Choose **Pages** from the fly out menu
6. Click the blue **Save and Publish** button

**ACTIVITY #4**

*Answer the following questions.*

1. How many user roles are available?
2. Which user role allows full control of the website?
3. If you had a guest writer on your blog, which role should you assign to him/her?
4. Which role(s) allow users to moderate comments?

**ACTIVITY #5**

*Follow these steps to allow comments on your posts:*

1. Click **Settings** located in the left menu
2. Choose the *Discussion* tab
3. Under *Comments* box toggle on *Comment author must fill out name and e-mail*
4. Under *Before a comment appears* box toggle on *Comment must be manually approved*
5. Click the blue **Save Settings** button