Design Document: WordPress - Creating Your Website

Class Description

Get your first website up and running in 5 easy steps using WordPress.com. Learn how to register an account, establish a domain name, pick a theme, and start creating pages and blog posts.

**Prerequisites:** Mouse & Keyboard Basics

**Curriculum Track**

Basics

**Audience**

Adults

**Course Length**

90 minutes

**Training Method**

Instructor-led hands-on

**Purpose**

To introduce new users to basic terminology, functionality, and navigation of WordPress.com

Equipment Requirements

Projector and projection screen; computers with internet access for the instructor and each participant; laser pointer (recommended)

Software Requirements

One of the following. Windows, Linux or OS X

Material Requirements

Pens or pencils, activity sheets, handouts, participant surveys

**Learning Objectives**

At the end of the session, learners will:

* Discover the Benefits of WordPress
* Know how WordPress works
* Navigate the Dashboard
* Customize site Settings
* Add a Post or Page

**Assessment Technique(s)**

Successful completion of class activities

Content Outline

**Agenda (3 mins)**

* Outline the following topics that will be covered in class:
  + Terminology & Descriptions
  + Discover the Benefits of WordPress.com
  + Setting up a WordPress.com Site
  + Navigating the Dashboard
  + Customizing Settings
  + Add a Post or Page

**Topics, Talking Points, and Activities (85 mins.)**

* Terminology & Descriptions
  + Define the following terms for participants as you move through the presentation slides:
    - **WordPress.com**: a hosted turnkey solution used for developing a blog or website
    - **Domain Name:** a simple label for identifying a resource within a network
    - **Blog:** chronological log of informal articles created by an individual or small group
    - **Website:** a connected group of pages presented on the World Wide Web
    - **Theme:** a collection of files working together to produce a graphical interface or styling of a website
    - **Plugin:** a program written in a scripted language to add more function to a website
    - **Posts:** entries presented in chronological order organized by categories and tags
    - **Pages:** static information organized in a hierarchal structure accessible through a navigation menu

**ACTIVITY**: Have participants complete **Activity #1** on the *Activity Sheet*

* Discover the Benefits of WordPress.com
  + Explain why WordPress.com is popular with first-time website owners
* Start for free
* No coding skills required
  + List the advantages

1. Ease of use. Setup is quick and intuitive
2. Manageability. Desktop or mobile device using any browser
3. Extensibility. Add more function using a combination of free, premium and business plugins
4. Community. Long established community of users-helping-users with support forums and websites offering advice and how-to instructions
5. Scaling. Migrate to WordPress.org at any time

* Guide to setting up a WordPress.com site
  + Type in WordPress.com into a web browser
* Click on the white *Get Started* button
  + Preview the step set up process

1. Choose the general layout titled *A welcome page for my site*
2. Pick a theme
3. Enter our preferred free domain name
4. Choose the first option, a free plan that includes a domain name
5. Enter an email address and password

**ACTIVITY**: Have participants complete **Activity #2** on the *Activity Sheet*

* Navigating the Dashboard
  + Tour the main navigational components
    - **Toolbar**
  + **My Sites:** summary of your sites stats, activity and options
  + **Reader:** stream of blogs you follow
  + **Edit (Icon):** leads to area for creating posts
  + **Profile (Icon):** view and edit your profile
  + **Notifications (Icon):** view and manage blog comments and track Follows and Likes
    - **Edit Menu**
    - **Stats:** view the at-a-glance module or updates to WordPress, themes or plugins
    - **Plan:** view all posts, add a new post, categories and tags
    - **Blog Posts:** view the library of media or add new media
    - **Pages:** view all pages or add a new page
    - **Themes:** view the theme choices, customize the theme, add widgets, create menus, install plugins and edit themes
    - **Menus:** edit primary navigation and set up social links
    - **Sharing:** share posts through social media and set share buttons
    - **People:** view current users and add new users
    - **Plugins:** view current plugins and add new plugins
    - **Domains:** view, edit, or add domains
    - **Settings:** adjust general site information, set defaults, set email server, comment limits, image defaults, and the format of permalinks

**ACTIVITY:** Have participants complete **Activity #3** on the *Activity Sheet*

* Customizing Settings
* Explain setting the General options is a critical beginning to establishing a WordPress website
* Provide a tour of **General** options under the **Settings** menu
  1. **Site Icon:** a logo that will appear in the browser tab and/or browser favorites list
  2. **Site Title:** appears on the site and the title bar of the browser
  3. **Tagline:** a 5 to 10 word phrase describing your site
  4. **Site Address:** the domain name where people can find your site
  5. **Language:** choose the language you prefer to feature on your site
  6. **Time Zone:** choose your UTC time to correctly schedule and time-stamp your posts
  7. **Privacy:** set your site to public, hidden or private
  8. **Footer Credit:** free plans set the credit as WordPress
  9. **Related Posts:** choose to hide or show related content after post
  10. **Change Site Address:** register your domain name to remove the “.wordpress”
  11. **Start Over:** to remove content but keep site active
  12. **Delete Site:** to delete all the entire site

**ACTIVITY:** Have participants complete **Activity #4** on the *Activity Sheet*

* Adding a Post or Page
* Re-explain the difference between posts and pages
  + Posts are published in a chronological stream
  + Pages usual standalone and are incorporated into the main navigation
* Demonstrate how to add a post

1. Click the **Add** button located to the right of Blog Posts
2. Enter text in the *title* and *body* area
3. Click **Save** located to the right of Draft Saved
4. Click **Preview** to view the post page
5. Click the **“X”** icon to close the preview

* Demonstrate how to add a page

1. Click the **Add** button located to the right of Pages
2. Enter text in the *title* and *body* area
3. Click **Publish**
4. Click **View Page** located in the upper right of the green toolbar
5. Click **Edit** in the lower right cornerto return to the editor

**ACTIVITY:** Have participants complete **Activity #5** on the *Activity Sheet*

**Wrap Up/Closing (3 mins.)**

* Highlight the upcoming WordPress classes and share the types of topics that will be covered
* Ask if there are questions and answer any that were “parked” during the session
* Thank participants for coming and ask them to complete the class survey before leaving