

Instructions for Using CourseWeb

Obtaining a CourseWeb

To obtain your CourseWeb, visit <http://courseweb.langara.bc.ca/wp-signup.php>

Once you have set up and activated your CourseWeb, you can go to <http://courseweb.langara.bc.ca> and login. You should be taken directly to your administrative back-end.

Instructions for using CourseWeb are adapted from http://umwblogs.org/wiki/index.php/Step-by-step_guide_for_using_WordPress_2.7 (in compliance with the terms of their Creative Commons license.)

Changing your password

If you need to change your password, you can do this from the *Users* - > *Your Profile* subtab.

Username: admin Your username cannot be changed.

First name: Jim

Last name: Groom

Nickname: Reverend

Display name publicly as: Reverend

Contact Info

E-mail: jimgroom@gmail.com Required. (You will be sent an email to confirm the change)

Website: http://bavatusdays.com

AIM:

Yahoo IM:

Jabber / Google Talk: admin

About Yourself

Biographical Info:

Share a little biographical information to fill out your profile. This may be shown publicly.

New Password: If you would like to change the password type a new one. Otherwise leave this blank. Type your new password again.

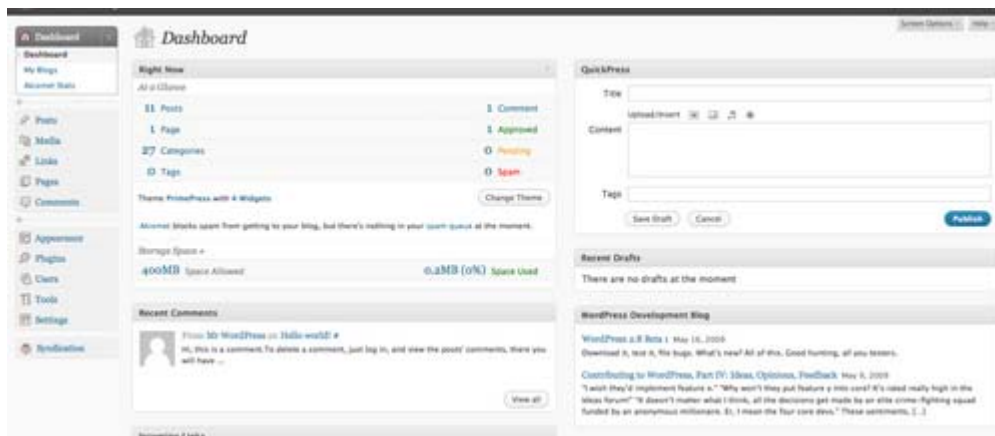
An overview of the back-end tabs

The Dashboard

Once you log in, you will be brought to the **Dashboard**. This is the default starting page of the administrative back-end.

From here, you can click on several different menu options that will bring you to sections of your backend wherein you can:

- Add and manage content such as posts, pages, and content, and assign keywords (tags) and categories
- Change the appearance of your site and add specialized functionality
- Manage your settings and add and manage users
- and return to the front page of your blog, etc.



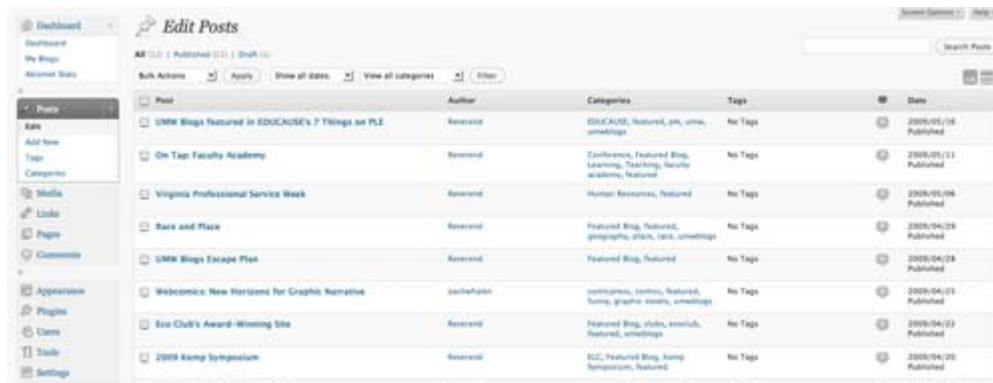
The Dashboard also gives you an **overview of your blog activity** including :

- recent postings, comment activity, incoming links,
- a section to write a quick post (titled "QuickPress"),
- several links to recent news from the WordPress community (often containing useful info about updates, features, and more general information about this open source community).

Adding Content

Posts

This section is where you can write new blog posts and edit existing posts.



Posts are created using HTML code, but a WYSIWYG editor is provided to allow you to create and edit pages without knowing code. When writing a new post you can:

- Control the **status**, i.e., make the posts a *draft*, *published*, or *awaiting review*.
- Control the **visibility** to make the post public, *private* (only visible to registered users), or *password protected*.
- Add **categories** and **tags** to posts to create a personalized taxonomy of terms and sections in your site. If you use tags and categories, you and your readers can create web pages "on the fly" that contain pages and posts with your tags and categories.
- Control whether **comments** are allowed on the post
- Control whether "**pings**" are allowed. Allowing "**pings**", along with comments, will generate comments for your post whenever someone else posts a link to your post on their blog. This is also known as "*Pingbacks*" or "*Trackbacks*".
- Post **Revisions** let you compare different versions of your post and restore to previous versions. This is particularly helpful when you have multiple editors of posts.

The **sub-sections** "Tags" and "Categories" allow you to manage tags and categories across all your posts.

Pages

This section is where you can write new page and edit and delete existing pages. Writing a page is designed for static information that stands outside of the time specific flow of information that is the logic of posts.

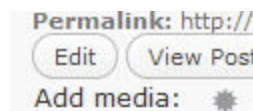


Pages are created using HTML code, but a WYSIWYG editor is provided to allow you to create and edit pages without knowing code. When writing a new page you can control:

- Page **status**, i.e., make the page a *draft*, *published*, or *awaiting review*.
- Page **visibility** to make the page public, *private* (only visible to registered users), or *password protected*.
- the **order** of pages so that they are aligned in the sidebar or in the header in a specific order.
- Control whether **comments** are allowed on the page
- Control whether "**pings**" are allowed. Allowing "**pings**", along with comments, will generate comments for your page whenever someone else posts a link to your page on their blog. This is also known as "Pingbacks" or "Trackbacks".
- Organize your pages in hierarchies. You can assign a "**parent**" page to any page so that the current page will appear as a **sub-page** in the site hierarchy. To make pages & hierarchies easily visible and accessible, you will need to select a theme with tabs & sub-tabs (see *Appearance* Section) or use a Pages widget (see *Widget* Section)
- **Page Revisions** let you compare different versions of your page and restore to previous versions. This is particularly helpful when you have multiple editors of a page.

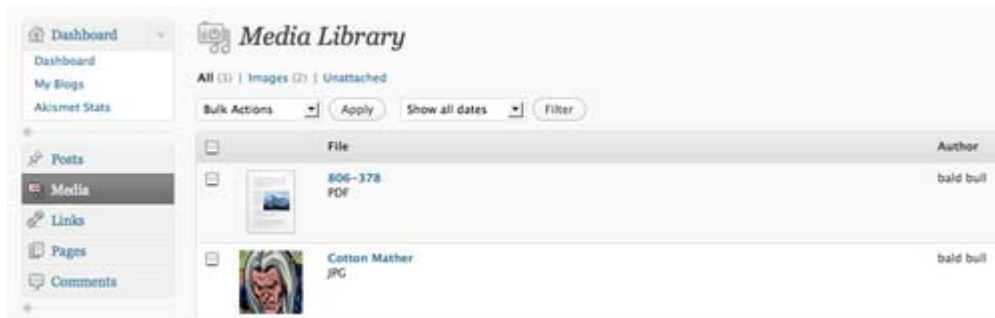
Adding Media to Pages & Posts

While you are editing pages and posts, you can easily add links to media such as images, audio or video files, through use of the **Add Media** button located in the top left corner of the page or post editor. It will prompt you to upload media from your computer or your Media library if you have preloaded media to your site (see next section). You can also determine settings for the media on your page such as the alignment and size of images, etc. Note that you are limited to an individual file size of **10 mb** and an overall site file space limit of **50 mb**.



Media

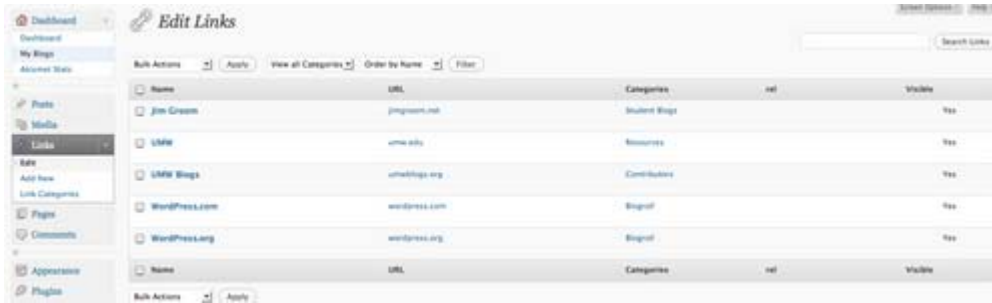
The media section allows you to search and manage or delete media you have uploaded when creating pages or posts (your images, music, videos, etc.) You can also use this section to upload media in preparation for creating pages or posts.



NOTE: Maximum individual file size for uploading is **10mb** and overall file storage space on this system is **50mb**.

Links

The **Links** section is where you can add new links and manage existing links. To add a new link click on the Add Link sub-section and enter the appropriate information in the following three fields: link name, link address and link description.



You can **categorize** your links into link categories by simply adding a new category in the categories section, or choosing an existing category. You can also manage these categories in the "Link Categories" sub-section.

Once you have added links and categorized them they can then be added to your sidebar using the **Links Widget** in the **Appearance-->Widgets** section.

Comments Tab

The Comments tab is where you can manage, moderate, or delete any comments you receive on your blog. To establish the default settings for comments on your site, or to turn off comments, you need to go to the *Settings-> Discussion* subtab (this is where all of the settings for commenting are controlled). You can also set comments status for individual pages and posts.



Customizing Your Site's Appearance & Functionality

Appearance

The Appearance section is where you control the overall look and feel of your blog/website.

Themes

In the **Manage Themes** section you will see a number of images displaying different themes you can use for your blog.

- Click on any of the themes for a preview of what your site would look like with this theme.
- If you like it, click "activate" in the upper right-hand corner, or close the preview by clicking the "X" in the left-hand corner and preview another.

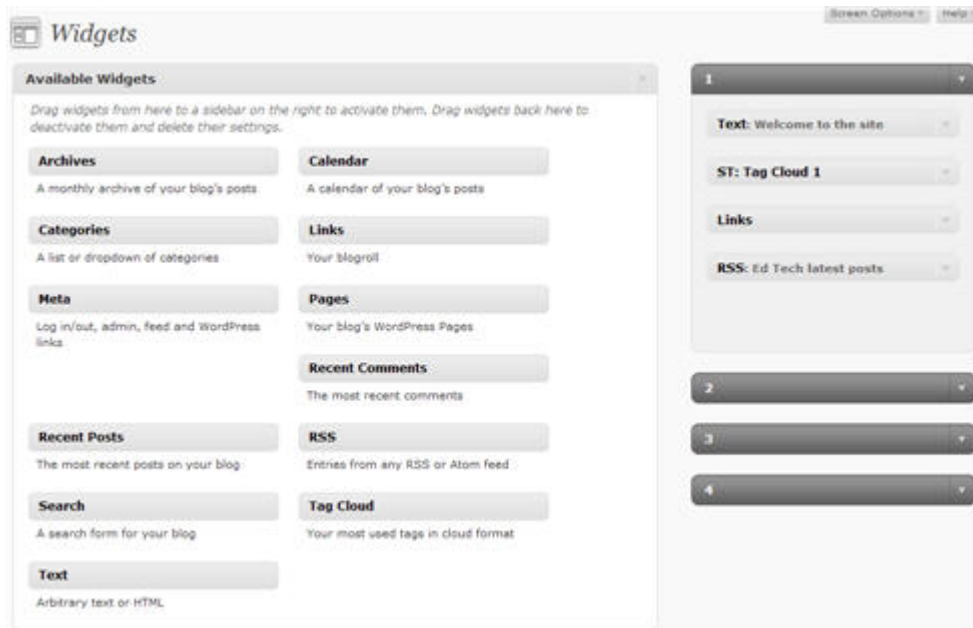
Once you've selected the new theme, click on "**Visit site**" next to your blog title at the top of the admin screen to see how you like the new look. Depending on the theme, you can also further customize the look and feel of your blog/website. Some themes enable you to add a custom image header and other features.



Page Management in Themes

Some themes show main pages as "tabs" and subpages as "dropdown menus" or selection lists when you hover over the page tab. If you plan significant use of hierarchies of pages on your site, look for these types of themes in order to provide easy access to your pages.

Widgets



The Appearance tab is also where you can enable **widgets** for your blog. WordPress widgets are content elements that can be added to the sidebar of your blog or website. The widgets available to you and the options for their placement will depend on the template that you have chosen. NOTE: Some themes have selected widgets built into them, so be careful not to duplicate functionality in your site.

To **activate** a widget, click and drag it to its proposed location on the sidebar. You will see a "dotted line box" appear where you can "drop" your widget. Depending on which theme you have selected, you may have one or several areas that widgets can be grouped.

Widget Options and settings will also vary depending on which widget you have selected. To discover widget options, click on the "down arrow" to the right of the widget name in your sidebar. That should open a dialog or selection box where you can customize your widget. When you have finished making your customization choices, click on the **Save** button in the widget box to save your changes.

Some useful widgets that may be available to you include:

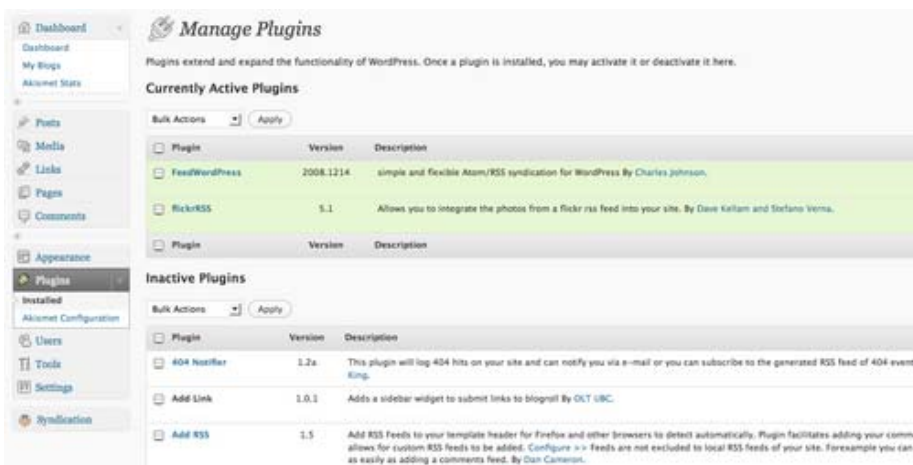
- **Archives** - a monthly archive of the postings on your blog
- **Categories** - a list or dropdown menu of the categories you have

used on your site

- **Links** - links to any other web sites or Blogs (for example you can create lists of links to all the sites for members of your class). See the **Links Section** below for details on adding links.
- **Pages** -You can add lists or outlines of the pages on your site to your sidebar by going to Appearance--->Widgets and adding the pages widget if it isn't there already. The widget allows you to control the display through three different means: name (alphabetically), order (which you control when creating a page), or page ID (which is usually aligned with when you created the page).
- **RSS** - a place to display entries from any *other* RSS feed (such as another blog related to your site, an instructor blog, RSS feeds from Delicious or Twitter, etc.)
- **Search** - a search form to search all your site's content
- **Tag Cloud** - tags that are used the most in your site
- **Text** - used to post any persistent text that you like - such as a description of you, your site, etc.

Plugins

Plugins extend the functionality of WordPress. A number of plugins are available for all Langara WPMU sites. When you add a plugin, chances are one of the following will happen: it will have additional options to configure in the **Settings** tab; it will show up in your dashboard menu; or it will show up as a **widget** in the Appearance → Widgets subtab.



Information on *selected* useful Langara plugins is included here, but feel free to explore and experiment with any others that are available.

TinyMCE EDITOR

The TinyMCE Advanced editor adds buttons to your HTML editor for quick addition of page elements without coding. Some useful elements this editor adds include: making and editing **tables**; **font size and family** selection; **advanced link and image** options; **search and replace** while editing.

Simple Tags

Simple Tags allows you to add tags to **pages** (WPMU normally only allows tags on posts).

Registered Users Only Plugin

Allows you to restrict access to your site to only those who are in your users list (see **Users** section below).

Users & Default Settings

Settings Tab

The Settings section allows you to change many of the overall options for your blog. For example, you can use the **General Settings** section to change the blog title, change the time zone, or add a brief description. The various sub-sections allow you to control the comments, reading, and writing options for your blog. This is also where you control the privacy settings or even delete your blog entirely.

Additionally, if you are adding **plugin** functionality, often times you control the settings for plugins within this tab (the plugin will frequently have an associated sub-section in the Settings section). There are many, many options housed within this tab. Some of the most important settings are included below, but take some time to browse through all the settings to see what your options are.

Whenever you make a change to settings, be sure to find the **Save Changes** button at the bottom of the settings page to ensure your settings are updated.



Discussion Settings

Not all settings are included here, but selected discussion settings of importance are described below.

Default Article Settings

- If you want to allow comments to be automatically added to your post when other bloggers post articles with links to your site (aka Trackbacks or Pingbacks), you should select "*Allow link notifications from other blogs*". This is how blog networks develop and allows for collaboration, sharing and idea development to take place on distributed sites. You can override this default setting on individual page and posts. Regardless of the setting you choose here, you will be required to approve the comment before it gets posted.
- If you wish to usually allow comments on pages and posts, you should select "*Allow people to post comments on new articles*". You can override this setting for any individual pages and posts.

Other Comment Settings

Regardless of what comment settings you choose, a site administrator will always have to approve comments before they are posted to your site. This is a setting that has been locked at Langara to discourage spamming.

- *Comment author must fill out name and email* is a good setting to include. The commentor's email address will not be displayed in

the comment, but it gives you as the blog administrator a way to contact the commentor when necessary.

- *Users must be registered and logged in to comment* would be set if your blog is a "closed" blog and you intend to add users to your blog as subscribers in order for them to comment.

E-mail me whenever

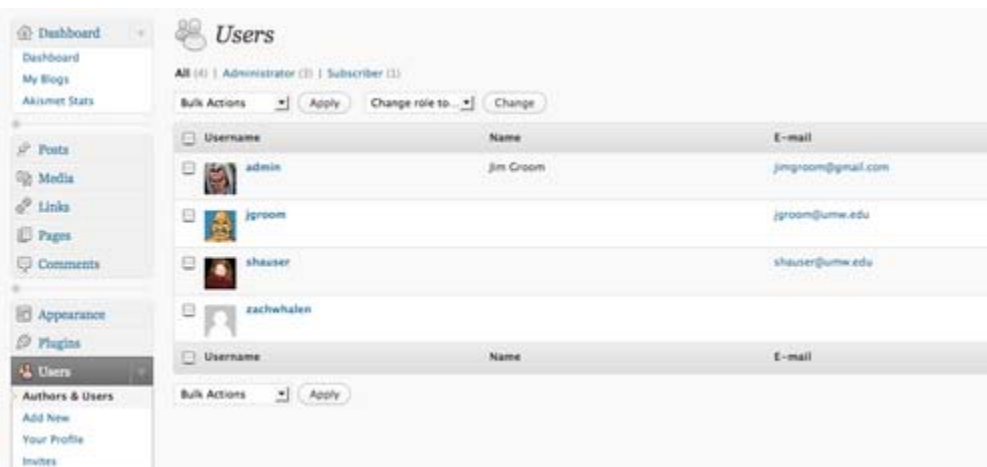
Since all comments must be approved by the site administrator, you may wish to choose to be emailed whenever a comment is posted. The email address that is used is the one entered in the "*General*" section of **Settings**.

Privacy Settings

Blog Visibility: you can choose whether you want search engines to be able to view and index your site or not. You can also choose to make your entire blog available only to registered members of the blog. See the *Users* section below for more details.

Users

You can use this section to add other users to your blog and control the level of permissions you wish to grant them. Once you add a user by putting their email in the appropriate field, an email will be automatically sent to them asking if they want to accept the invitation. A **CourseWeb** user must have a valid email address to be added to your blog.



The screenshot shows the WordPress 'Users' management page. On the left is a sidebar menu with options like Dashboard, My Blogs, Akismet Stats, Posts, Media, Links, Pages, Comments, Appearance, Plugins, and Users. The main content area is titled 'Users' and shows a list of users. At the top, it indicates 'All (4) | Administrator (1) | Subscriber (1)'. Below this are 'Bulk Actions' and 'Apply' buttons, and a 'Change role to...' dropdown menu. The user list has columns for 'Username', 'Name', and 'E-mail'. The visible users are:

Username	Name	E-mail
admin	Jim Croom	jmcroom@gmail.com
jjroom		jjroom@umw.edu
shauser		shauser@umw.edu
zachwhalen		

Below the list, there is another 'Bulk Actions' and 'Apply' button.

Once an invited user accepts the invitation, they will show up as a user within your blog with the permissions you specified.

User Roles

The following user **roles** are available:

- **Administrator** has all the privilege of the blog owner - can add other users as well as change settings and add and edit all content.
- **Editor** can publish posts, manage posts and pages as well as manage other people's posts & pages, etc.
- **Author** can publish and manage their own posts but cannot add pages
- **Contributor** can write and manage their own posts, but not publish them and cannot write pages
- **Subscriber** can read comments, comment, receive newsletters, etc, where these activities have been restricted to subscribers by the blog administrator

Your Profile

The Users ->Your Profile sub-section is where you edit your personal profile, such as changing your nickname, changing your password, adding your IM address, and various other personalized options.