



Overview

WordPress is a web-publishing tool that allows you and your students to create blogs, personal websites, and research archives. Although WordPress offers premium options, its free tools are robust and allow for extensive personalization.

Walk-Through for Creating a WordPress Site

- Go to wordpress.com and use UMS username and password after selecting "Continue with Google."
- Always select **FREE** options whenever prompted.
- Site name will be formatted as: `sitename.wordpress.com`, `sitename.blog`, etc.
- In main dashboard, you will first click Design → Themes in order to select the overall organization and look of your site. Click the "Free" button to remove paid themes.
- After you have activated a theme, you can click Design → Customize to launch the Customizer. Within its tabs, you can pick color schemes, fonts, logos, etc.
 - Click the desktop, tablet, or smartphone icons to toggle the user's view.
- In the main dashboard, you will click "Pages" to manage permanent pages and "Posts" to manage blog entries.
 - In a post or page, select a block to create the type of content that you desire (for instance, paragraphs, photos, headings, etc.).
 - In a post or page, you can create a link by highlighting text or an image, clicking the chain icon, and entering the URL.
 - In a post or page, copy and paste a YouTube link and the video will generate.

Tips for Customizing a Blog

- Select a theme that fits with a blog's journal-like functionality.
- Within Customizer, select Homepage Settings from the menu and change to "your latest posts."
- In the main dashboard, click Site → Posts, which is where your blog posts will be created and maintained. Click "Add New Post" to create new blog entries.

Tips for Customizing a Website

- Select a theme that looks like a permanent site rather than a running journal.
- Within Customizer, select Homepage Settings from the menu and change to "a static page."
- In the main dashboard, click Site → Pages, which is where your blog posts will be created and maintained. Click "Add New Page" to create new subpages.

Final Recommendations

- Click the "Update Homepage" button to add your own photos and text to the homepage template.
- Click the "Launch" button to make your site live. Do not select any of the paid options.
- Click the "Publish" button after making changes or creating a post or page.
- If you make a mistake, you can always reload past versions of your pages or posts.
- To share your site with others, give them the web address (`sitename.wordpress.com`).