Created by Kailyn Kent, 2017
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How to Make A Wordpress Student Blog (~$4 per year)

1. Agree on your blog's title.
   a. Students can propose, debate, and vote on the blog title.
   b. Ask your students to vote on whether they want a funny/joke title, or a serious/earnest title.
   c. **Shorter is better**.

2. Go to www.gmail.com (or another email provider)
3. Create **a NEW dedicated email account** based on the name.
   a. This will allow you to have multiple blogs, preserving your class's community.
   b. In settings, you can have this email forward into your default email.

> Write down your log-in information for your EMAIL here:
> Username: _____   Password: _____

4. Go to www.wordpress.com and use the email address to register the **domain name/web address.**
   a. Example: www.mustangstampede.wordpress.com
5. You will then create **a username and password for yourself**, so you can log into your website.

> Write down your log-in information for your website here:
> Domain Name/Web Address: _____.wordpress.com
> Username: _____   Password: _____

   a. You'll need to confirm your registration by clicking on **a link inside an email.**

6. Log into your website for the first time through the "backdoor".
   ## https://wordpress.com/stats/DOMAINNAME.wordpress.com
   Example: https://wordpress.com/stats/mustangstampede.wordpress.com

CONGRATULATIONS! YOU ARE INSIDE YOUR VERY OWN STUDENT BLOG!
Let's get busy!

IMPORTANT -- HOW TO MAKE SURE YOU APPROVE COMMENTS:
1. **Click on the word "Settings"** in the left sidebar (it's near the bottom)
2. **Click "Discussion"** at the top menu bar
3. Make sure that the Comments are set to be **manually approved:**

Before a comment appears
- 🔵 Comment must be manually approved
- ⚪ Comment author must have a previously approved comment

More information on the back.

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How to...

Change the appearance	Add a blog post	Edit the "About Us" Page

1. Look at the left sidebar
2. **Click on the word "Themes"**
3. Browse through the different themes
   a. Get student input via a design committee!
 	
4. Want to change the font or color? **Click the white "Customize" button** and play with the options.
5. REMEMBER TO SAVE.
 	
6. Click the X in the top left corner to exit.
	1. Look at the left sidebar.
	2. Click on **the "Add" button** next to the words "Blog Post"
	3. Copy and paste a student's typed blog post into the **word processor**
	   a. **Make sure it's formatted correctly!**
	4. Click "Featured Image" on the right side to add a picture (optional)
		1. Look at the left sidebar
		2. Click on **the words "Site Pages"**
		3. Click on the existing page.
		4. Change the title of the page (optional)
		5. Type inside the **word processor**
		6. Click "Featured Image" on the right side to add a picture (optional)
		
		If you want to add more pages, **use the "Add" button**. You may need to change your menu (see last page of handout.)

Wordpress is kind of complicated, but I've continued to use it for a number of reasons…

1. Balances design flexibility with a professional look
2. Recommendation by people who know more than I do
3. "The world's most popular blogging software"

You can also check out...
1. www.squarespace.com
2. www.wix.com
3. www.blogger.com

...for other options. They might be easier, but I'm not experienced in using them.

Want help or feedback?
Email me anytime!
- kent_kailyn@salkeiz.k12.or.us (school email)
- kailyn.kent@gmail.com (personal email.)

Notes:

Advanced, Optional, but Very Useful Changes You Can Make:

Add more pages: (Maybe about your school, your program, your curriculum, yourself…) 1. Look at the left sidebar. **2.** Next to "Blog Pages," **click white button that says "Add"** To have the pages appear on your blog's menu, follow the steps below for changing the menu bar.	**Change the date/time a post appeared (or schedule it for the future:)** 3. Look at the left sidebar. **4. Click "Blog Posts"** 5. Find the blog post you want to edit 6. Underneath it, **click "Edit"** 7. Look at the right sidebar **8. Click "Status"** 9. Change the date and time. a. (You can also do this with a drafted post!) 10. Click the **blue "Update" button in the top right hand corner.**

Change the Menu Bar:
 	
11. Look at the left sidebar.
12. Next to "Themes," **click white button that says "Customize"**
13. Inside the Customizer, click "Menus"
14. Select the "Menu Locations"
    a. Make sure that your Primary Menu is set to "Primary" and Social Menu is set to "Social Media"
15. Click the **back button**, and click on **"Primary"**
16. Click "Add Items" to add links to other websites or new pages
17. You can change the order by dragging the page buttons, or clicking the "reorder" button underneath the page buttons.
	Connect your Blog to a Social Media Page or Platform:
	
	(i.e. Twitter, Facebook, Instagram)
	
	1. Look at the left sidebar.
	2. Next to "Themes," **click white button that says "Customize"**
	3. Inside the Customizer, click **"Menus"**
	4. Select the **"Menu Locations"**
	    a. Make sure that your Primary Menu is set to "Primary" and Social Menu is set to "Social Media"
	5. Click the **back button**, and click on **"Social Media"**
	6. Click on the down arrow of the social media site you are linking to.
	7. Paste in your web address (example, www.twitter.com/showsketcher)
	8. Ignore the other options unless you know what they do.
	
	Some blogs have actual twitter and instagram feeds that appear on them. You can do this with a Plugin, but you have to pay for a higher priced version of Wordpress to install them. :(