

From Zero to Hero Tutorial: Blogging with WordPress

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Extra resources:

Video tutorials: <http://www.teachertrainingvideos.com/wordpress/index.htm>

Written tutorials: <http://learn.wordpress.com/>

1 How to register on WordPress?

Step 1: Go to <http://wordpress.com/>.



Step 2: Click on the button.

Step 3: You'll see the next screen. Complete all fields. Keep your account free so ignore the question to buy or hire a .com address.

Get your own WordPress.com account in seconds

Fill out this one-step form and you'll be blogging seconds later!

WordPress.com is also available in [Nederlands](#).

Blog Address
Don't worry, you can change this later.

.wordpress.com Free ▼

Username

Sign up for just a username.

Password **Confirm**

E-mail Address

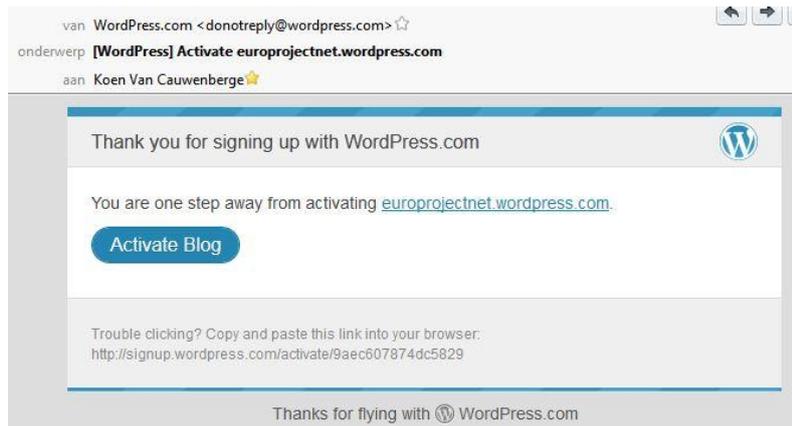
Subscribe to our blog to learn about new themes, features, and other news.

Blog Posts Language

Note that it may take some time to find an appropriate name for your weblog which is still available! Use also an e-mail address which you can check online (like a Gmail account).

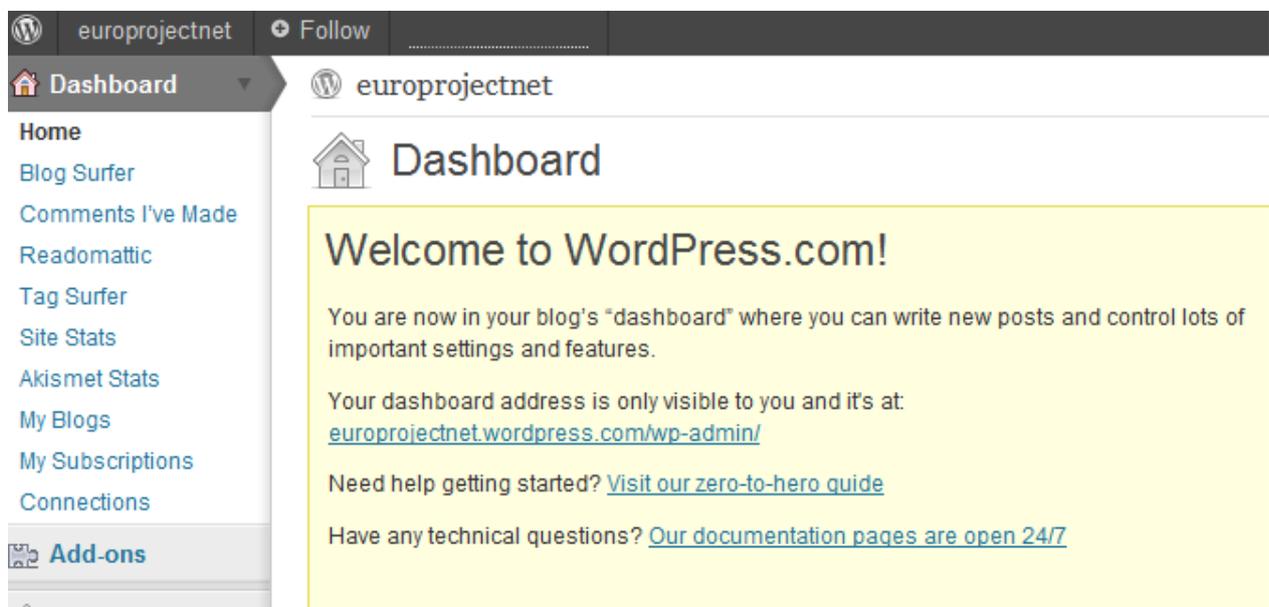
Click the button  after you have completed this form.

Step 4: Check your mailbox and click on the hyperlink in the WordPress mail to validate your new WordPress weblog account. In the meanwhile you can complete a form with personal data like your first name and your family name. You'll find the next message:



Push the  button.

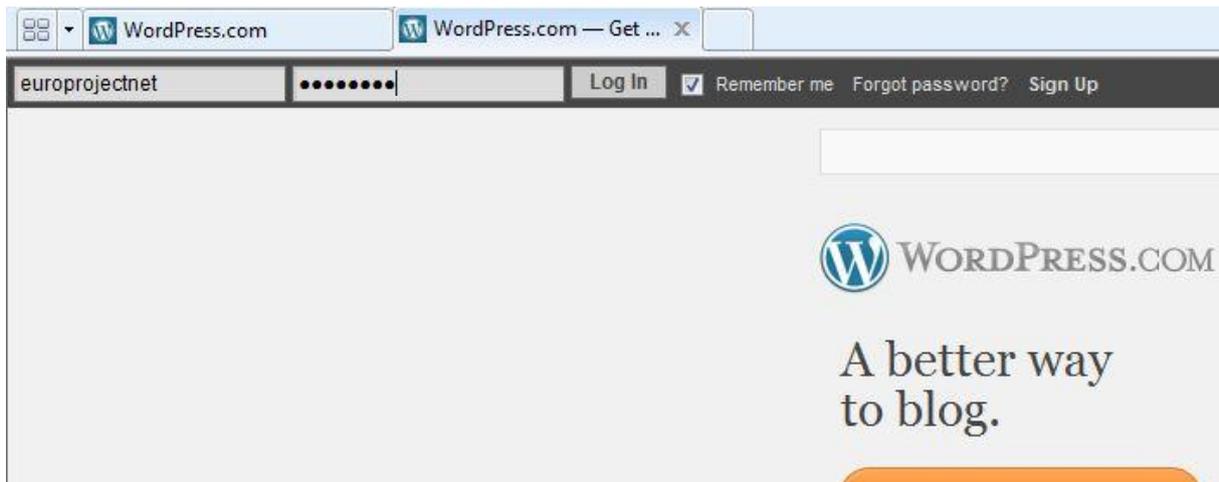
Step 5: You'll now see the Dashboard of your board. Now click on the instruction movie or follow the zero-to-zero guide. Enjoy your new weblog!



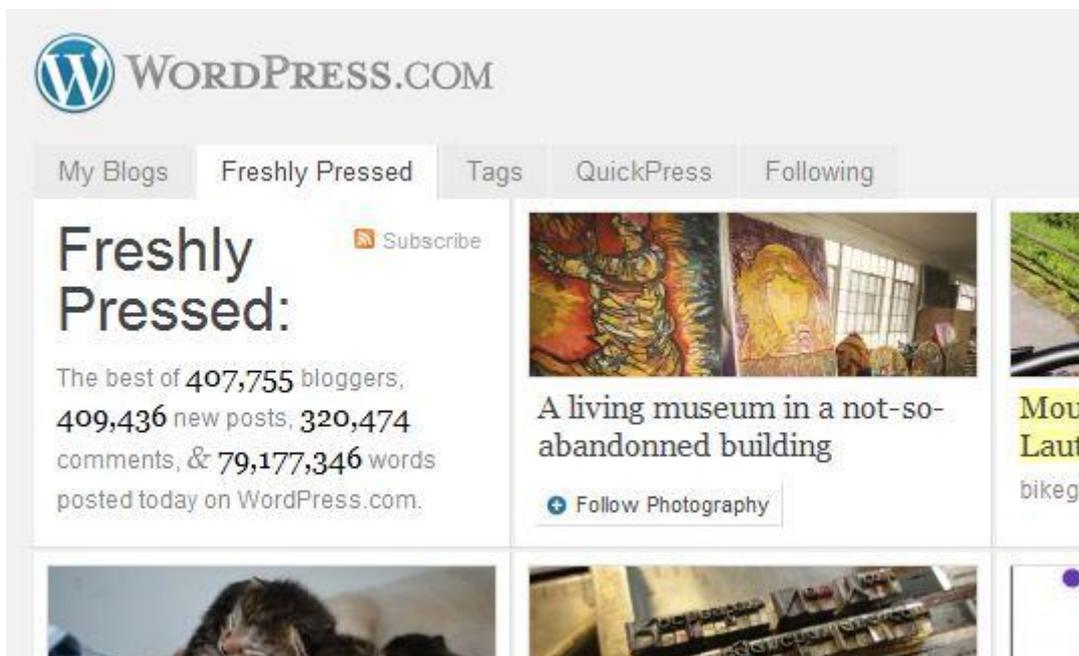
2 How to publish on WordPress?

Step 1: Go to <http://wordpress.com/>.

Step 2: Use your Login and Password in the left top corner boxes and push the Login button.



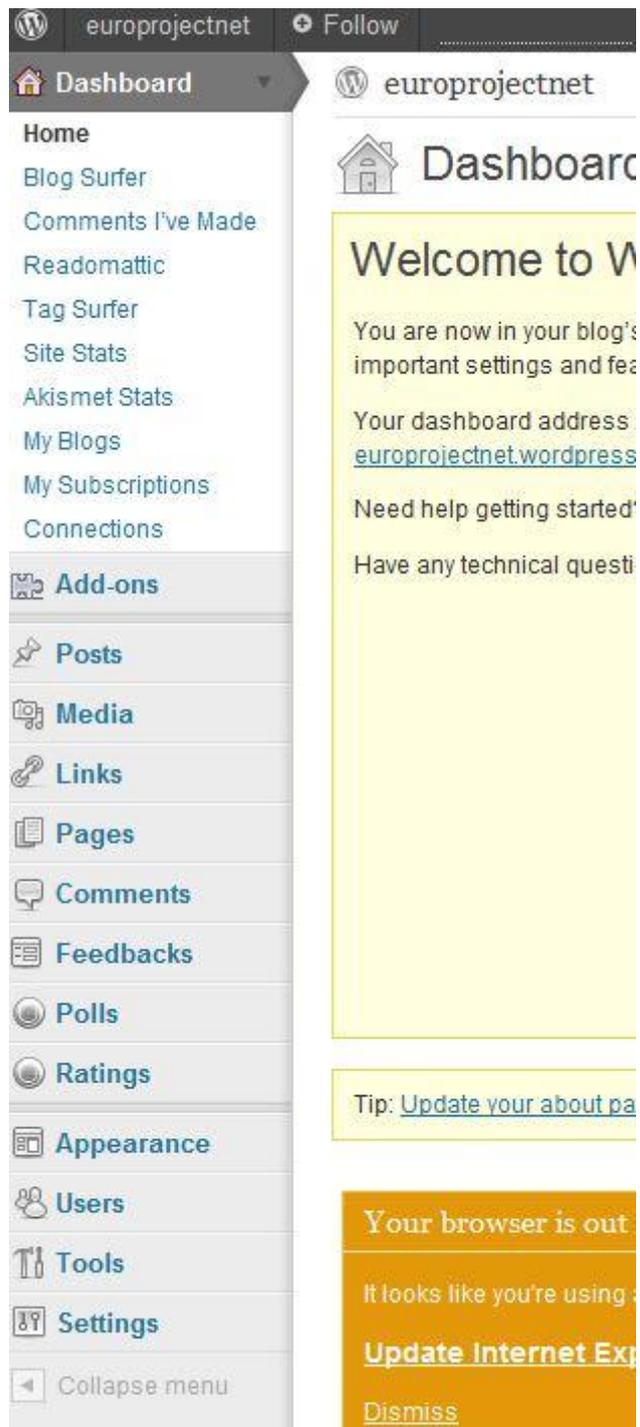
Step 3: You'll see the next screen. Click on *My Blogs*.



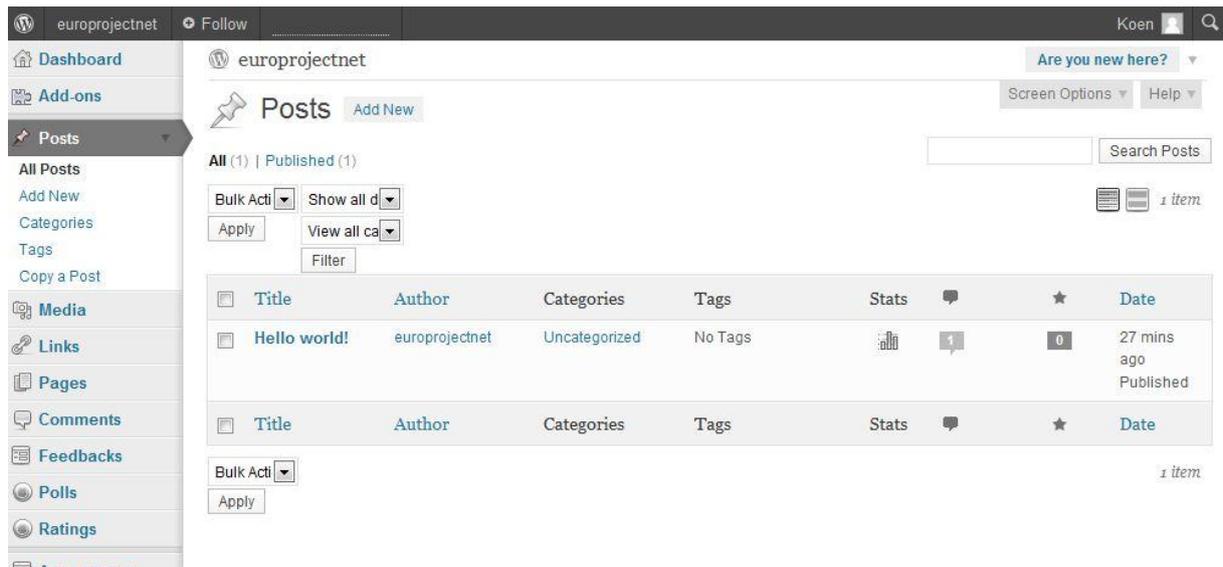
Step 4: You'll see the next screen. Now click on the hyperlink *Dashboard*, which is under the orange name of your weblog.



Step 5: You are now inside the heart of your weblog. You'll need the left panel of your Dashboard to publish and edit your posts. Click on the link *Posts* in the left panel.



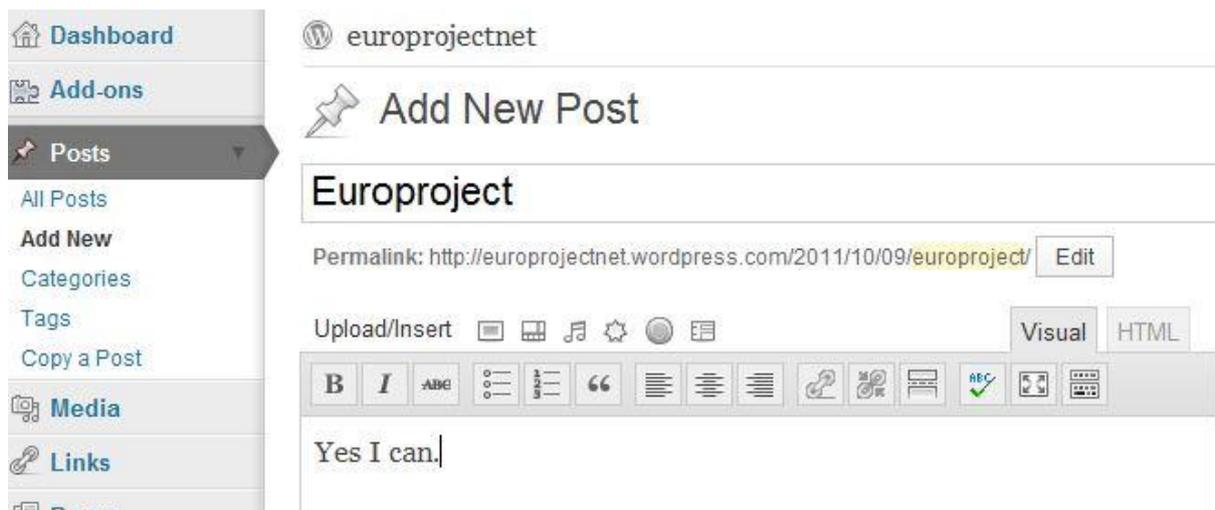
Step 6: The next screen will appear. As you can see, WordPress has already written a message, called *Hello World*. If you want to remove this message, hover with your mouse on the title *Hello World* and choose Trash to delete it.



To write a new post you must click on *Add New* in the left panel below *Posts*.



Step 7: The next text box will appear. Give your post a title first! I have typed “Europroject”. Type your text in the text box. In this case I have typed:”Yes I can.” All buttons are more or less the same like in your Microsoft Word.

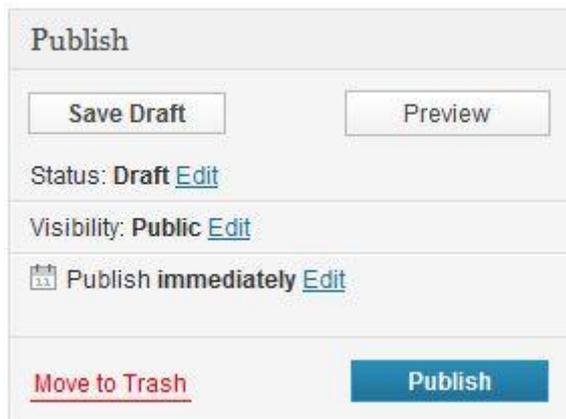


Step 8: Let us play now with some extra possibilities of the next row of buttons.

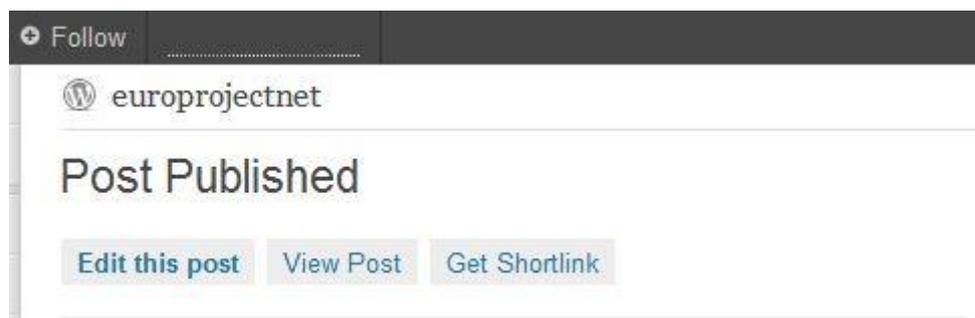


| | |
|---|--|
|  | Click this button to insert an image. |
|  | Click this button to insert a video. |
|  | Click this button to insert music or a sound clip. |
|  | Click this button to insert an external document like an Excel or Powerpoint document. |
|  | Click this button to insert a simple poll (but then you need to register extra). |
|  | Click this button to insert a contact form. |

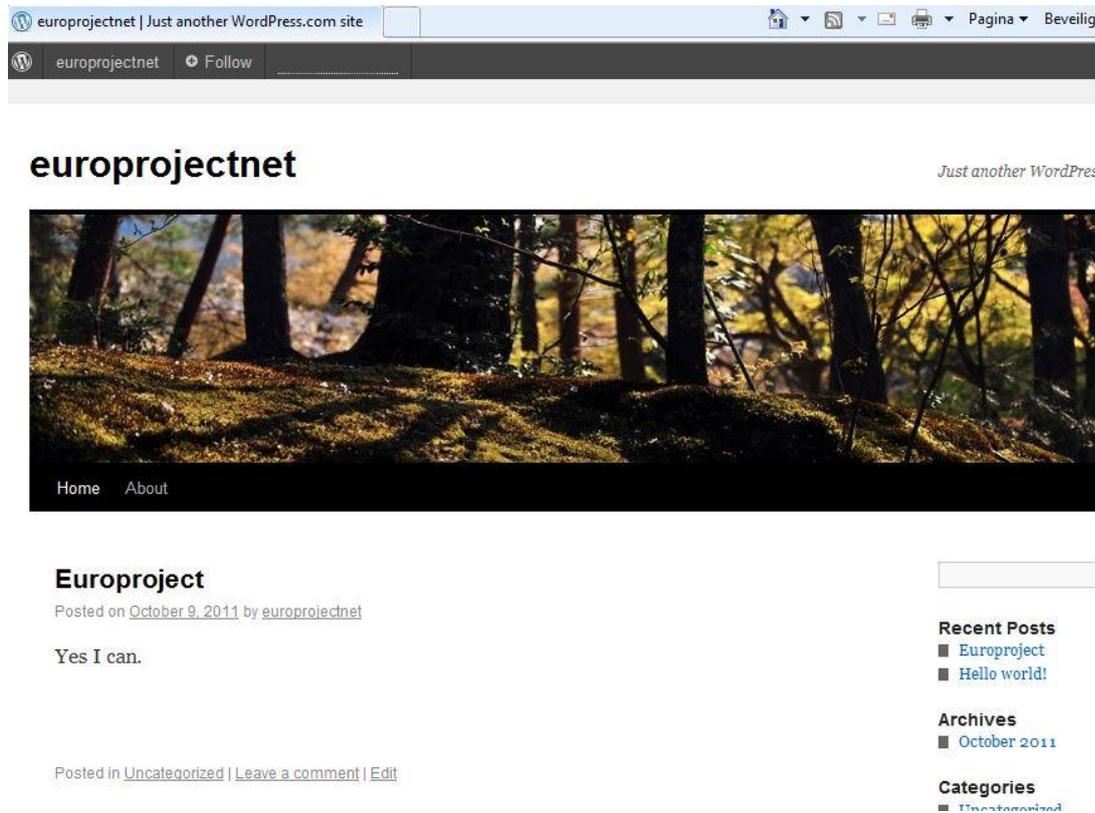
Step 9: When you are satisfied with your post, you can click on **Preview** to see how it looks in the right panel. You can also click on **Save Draft** to keep your post without having to post it. Yet, if your post is ok, click on the blue **Publish** button. It's now published on your site.



Step 10: Now check how your post looks on your site. Click on the name of your site next to the WordPress symbol below the dark grey bar and above Post Published. In the example the site is called europrojectnet.

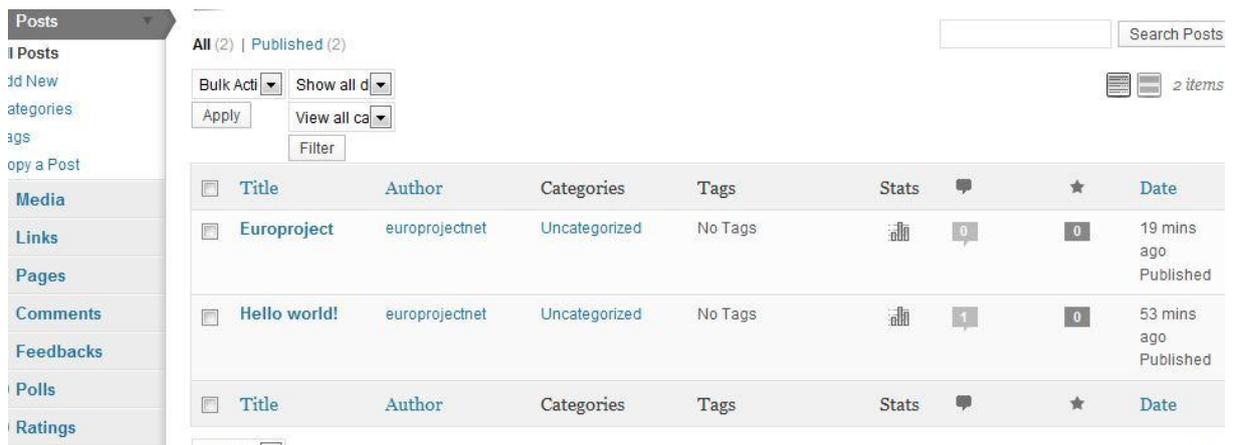


Step 11: You'll see something like this then. Maybe write down the url of your WordPress site so that you can share it with other people.



In order to return to the dashboard to change your post or for a new post, hover with your mouse on the name of your site in the dark grey bar. A menu will drop down and you should choose *Dashboard* to return to the *Posts*.

Step 12: You will down return to the *Dashboard*. Click on *Posts* in the left panel to return to the survey of your posts.



When you hover with your mouse on the blue title of your post (in my case 'Europroject'), a menu will appear. Click on *Edit* if you want to change this post.

3 How to work with multiple accounts?

It might be handy that your students won't have the same divine powers as you have for your account. Therefore you can make a contributor account for them. In that case they can't change or delete the weblog, but they can only contribute posts. You can always edit their posts as you remain the administrator of the weblog.

Step 1: Go to <http://wordpress.com/>.

Step 2: Use your Login and Password in the left top corner boxes and push the Login button.

Step 3: Click on *My Blogs*.

Step 4: Now click on the hyperlink *Dashboard*, which is under the orange name of your weblog.

Step 5: You are now inside the heart of your weblog. Click on *Users* in the left panel and the next screen will appear:

The screenshot displays the WordPress 'Users' management page for the 'europrojectnet' weblog. The interface includes a sidebar with navigation options and a main content area. The main content area shows a list of users, with one user listed: 'europrojectnet' (Koen Van Cauwenberge, Administrator, 2 posts). Below the list is a section titled 'Add User From Community' with a form to add a new user. The form includes a 'User E-Mail' field, a 'Role' dropdown menu set to 'Contributor', and an 'Add User' button.

Write the mail address of your students next to "User E-mail" and make sure that Role is put on Contributor with the dropdown menu. Then push the Add User button. Your students will then receive a mail with login information for your weblog.

Note that it might be necessary that students first make their own WordPress account before you can add them as contributor.