

Setting up your Bradford College Digital space WordPress site

Introduction

Your tutor should have set up a space for you to host content in relation to your work. Effectively, you've been given the task of setting up a website or blog. Here, we'll discuss some of the basic things you'll need to do to get your site/blog set up correctly so you can demonstrate your work.

You don't need to be an expert in coding to configure your site. In actual fact, you'll learn some skills which you can use outside of college life by creating a WordPress-powered site/blog yourself.

For the purposes of this guide, we'll assume you're using a desktop or laptop device to edit your site.

How does my site work?

As a Learning Resources initiative, the College has installed an open-source package known as WordPress on a web server in order for you to be able to create a site. After your tutor sets up your area within WordPress, it's over to you to start setting it up and adding content.

What's WordPress?

Every website needs a way to organise and hold content. Most websites do this by way of a Content Management System (abbreviated as CMS). WordPress has evolved from being a blogging platform to one of the Web's most popular CMS.

First steps

What you need to get going

Your tutor will provide you with the following details:

- Your site's web address (the URL)
- Your username and password credentials to access the site

Important note: your WordPress site's password should never be your college I.T password. This is for added security.

You'll need these details in order to visit the site and log in.

How to log in

You'll need to log in to your site to be able to edit its content.

There are two ways you can get to the log-in page, either directly or by following a link.

By default, when you visit your site you should notice a link to 'Log in' under the 'Meta' section found towards the right-hand side on desktops and laptops or towards the bottom of the page if viewing on a small screen (such as a phone).

Once you follow the link, you'll see a page asking you for a username and password. You can bookmark this log-in page if you prefer.

Create a navigation menu

Once you've logged in, you can begin customising your site.

In order for your pages to show in your site's navigation, you'll need to create a menu and set it as your 'Primary Menu'. Here's how:

1. On the left-hand side-bar, hover or follow the link 'Appearance' and then go to Menus
2. You'll see a text box asking for a menu name. Let's call your menu 'Main nav' and press 'Create menu'
3. Once your menu is created, under Menu settings (on the same page) you'll see three options. Make sure the following options are checked/ticked and click 'Save menu':
 - a. Automatically add new top-level pages to this menu
 - b. Primary Menu

We now need to make sure this menu is set as your 'Primary menu' in the theme of the site. Once you've followed the instructions to create the menu, proceed with the following steps:

1. Follow the link to 'Customise' in 'Appearance'.
2. Choose 'Menus' from the links on the left.
3. Follow the link to 'Menu Locations'
4. Ensure that the menu you created in the steps above is set as your 'Primary Menu' and click save.

Any new pages which are 'top-level will appear in this menu.