Creating your DMU Commons site

Activate your DMU Commons site template

a) [Click this link to login to the DMU Commons using your normal DMU username and password](#)

The url for this login page is: https://our.dmu.ac.uk/wp-admin/

b) [Click this link to create a new site on the DMU Commons](#)

The url for this create a new site page is: https://our.dmu.ac.uk/wp-signup.php

A note about logging in to your site

On subsequent visits to your DMU Commons site - to access the login screen you will need to place **/wp-admin** after your site domain name.
(e.g. http://example.our.dmu.ac.uk**/wp-admin**).
When the login panel appears enter your normal DMU username and password.
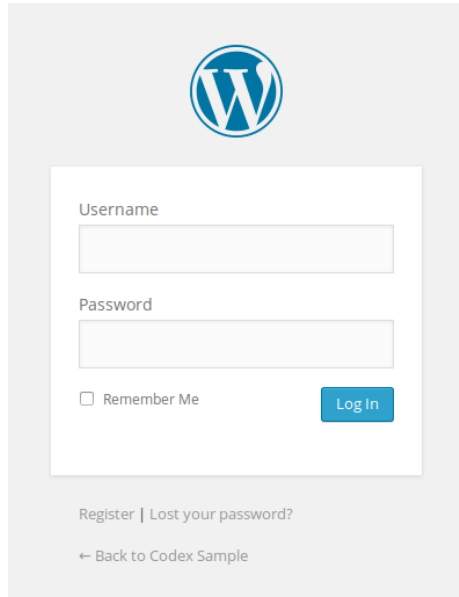
The Dashboard

After creating your new site you are on the main administration screen called the **Dashboard**. This is where the organization of your site begins.

On the left side of the Dashboard screen is the **main dashboard navigation menu** detailing each of the administrative functions you can perform. Move your mouse down the list and the sub-menus will pop out for you to move your mouse to and click.
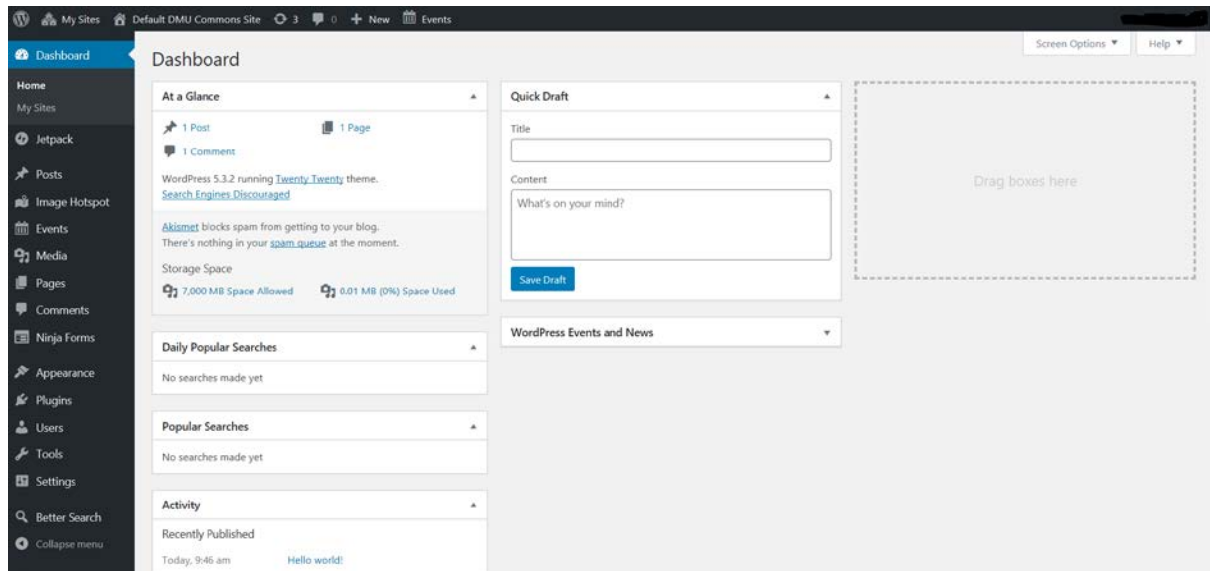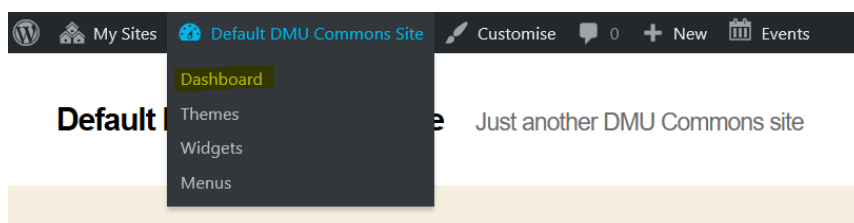

At the top of the screen is the area called the **toolbar**.
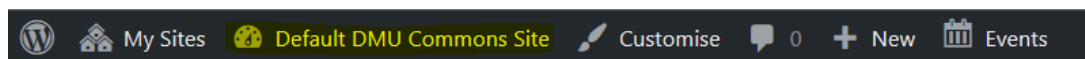
Click on your site name - it's a link and it will take you to a view of your new site.

Note: When viewing your live site, you can return to the Dashboard by clicking your site name in the toolbar and selecting Dashboard.

Take a quick test drive

Take a moment to look at your site before you get into changing it and figuring out how it all works; it's important to see how the default DMU Commons site theme

(which is called Twenty Twenty) is laid out and how it works. Consider this a test drive before you start adding new content and changing things.
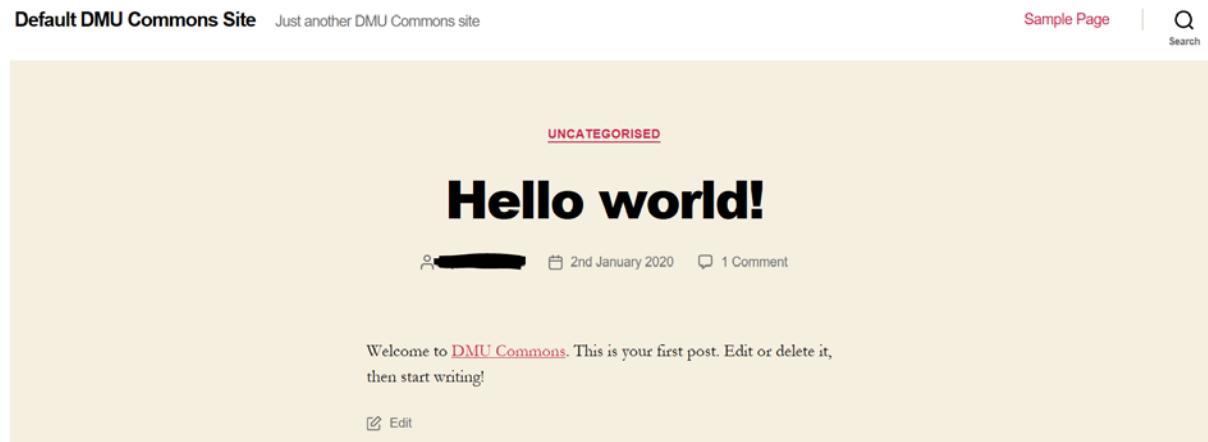

The layout you are looking at is defined by a **Theme**. It is the appearance of your website - styling the look of the site and the framing of the content.

The default DMU Commons theme applied to all new sites is called Twenty Twenty. It features a **header** at the top with the **title and tagline** for your site. On the right of the header is your **main navigation menu**, and the **Search** site tool.

The main middle section of the page is the content area. The default site will display your most recent blog post in the content area.

Scroll down the site page and you will see another search tool and a series of sections containing different information.
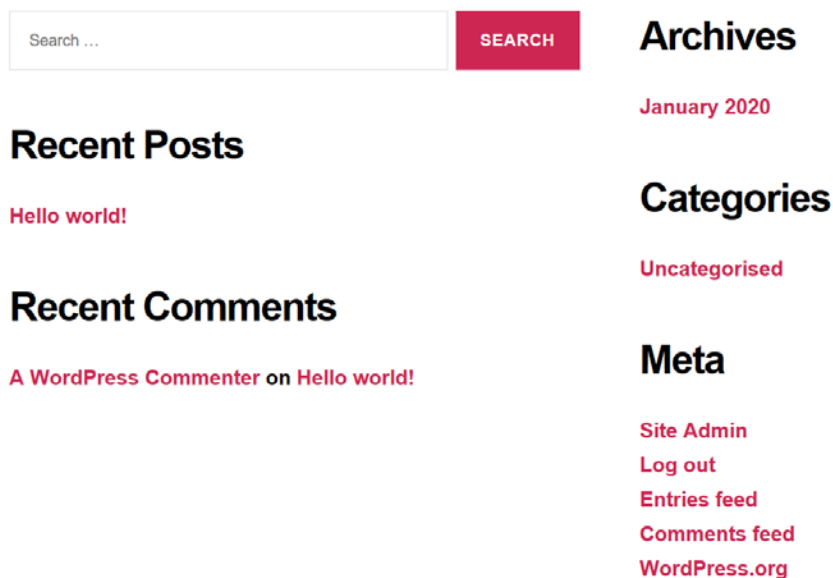
These sections can be reconfigured using **Widgets**, we will explore this later.

At the very bottom of the page is the **footer** section.

For now you only have one post (a default example post titled 'Hello World'). It is residing within a page that is laid out as your **home page**, i.e. the front page of your website. If you click on the title of the post, it will take you to the specific page for that post. If you scroll down the page you will also see that this page has 1 comment associated with it.

1 reply on "Hello world!"

A WordPress Commenter
2nd January 2020 at 9:46 am • Edit

Hi, this is a comment.
To get started with moderating, editing, and deleting comments, please visit the Comments screen in the dashboard.
Commenter avatars come from Gravatar.

REPLY

The first page or home page of your site features the most recent posts on your site. Each post title will link to the actual page of the post.

Changing the look of your site

Your DMU Commons site will have a standard theme applied to it (called Twenty Twenty). However, you can change the look and feel of your site by activating a different theme. There are many different themes available via the **Dashboard**, under **Appearance** > **Themes**.
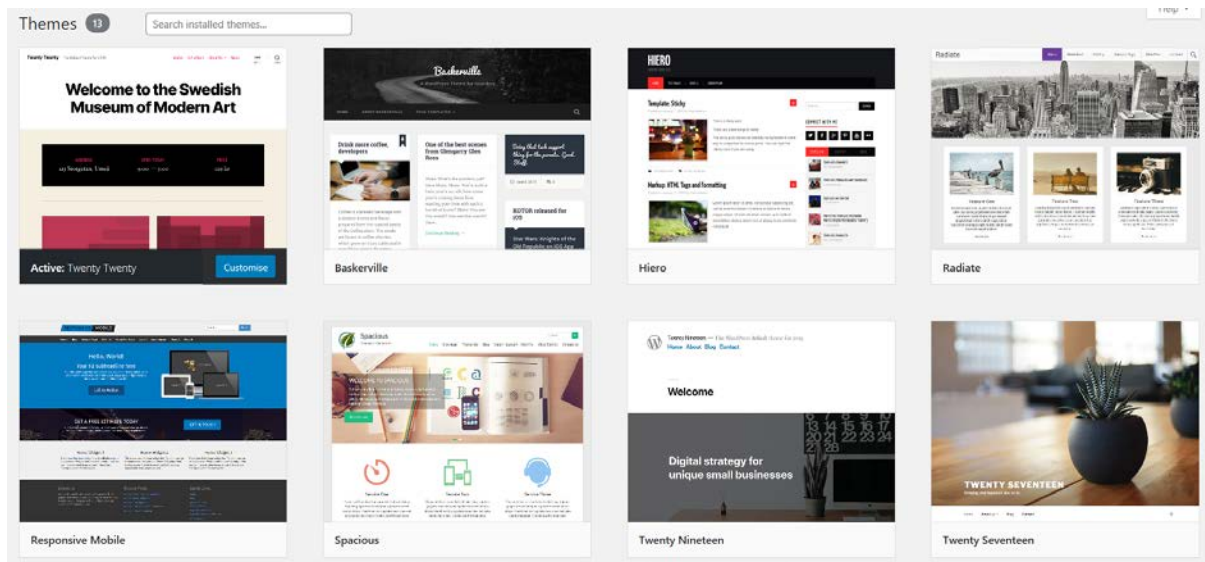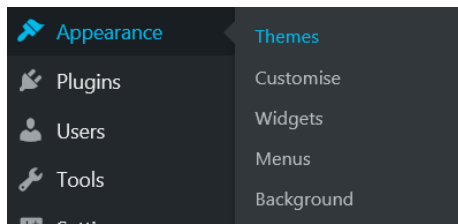
You can browse and preview these, and then activate the one you want. You can change your theme at any time. But **be aware** that changing themes may change the structure and configuration of the content on your site.

Each theme can also be configured in different ways. For instance, for certain themes you may need to define the header, add new navigation menus, change the colour of hyperlinks, etc. Themes can be further configured using the **Customize** tool, in the **Appearance** menu.
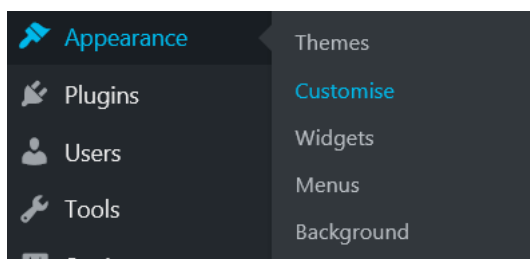

Note: You are not able to download new themes from the internet and install them on your commons site.

Adding a blog 'post'

Back in the Dashboard, take a look at the **Posts** menu. You can use the tabs under the Posts Menu to write and manage your posts. Let's start by making your first test post using the **Add New** option.
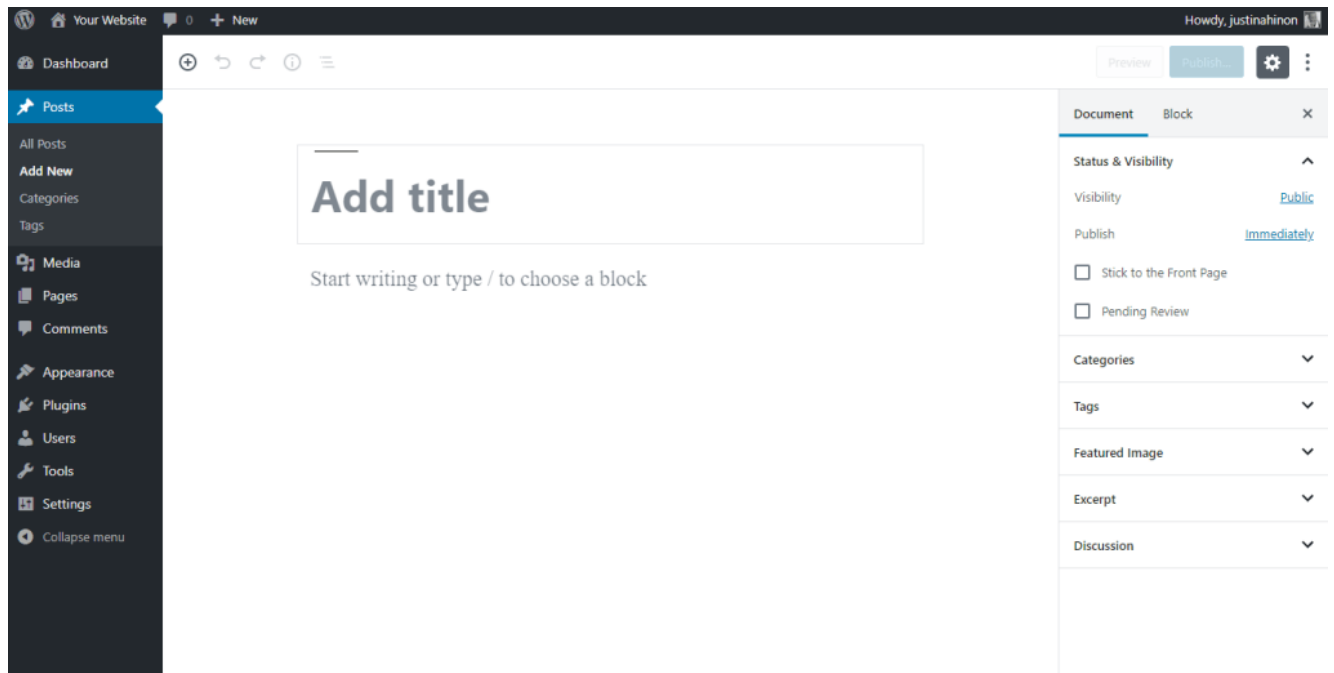

Add the title of the article in the space allocated. Then write a text in the "*Start writing or type / to choose a block*" section. This is just for a test, so you can write anything you want. When you are done, click on the **Publish** button at the top right of the page, then click a second time to confirm the publication. **Note: When a post is published, anyone accessing your site will be able to see it.** If you don't want to publish a post immediately – you can save it as a draft by clicking the Save Draft option.
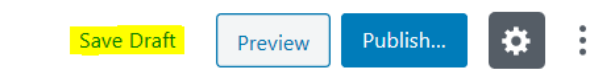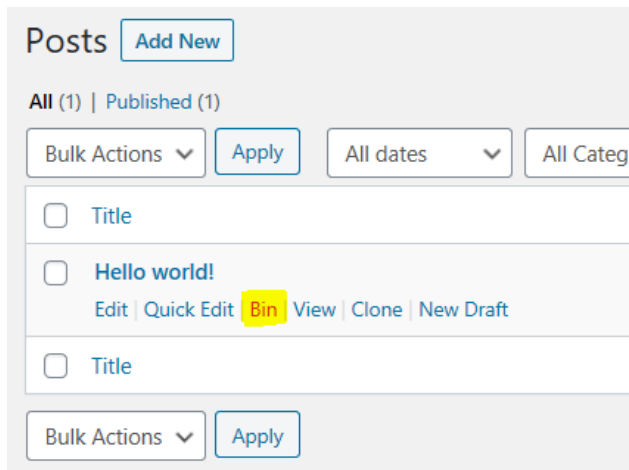

To delete a post:

From the Dashboard select **Posts** > **All posts**
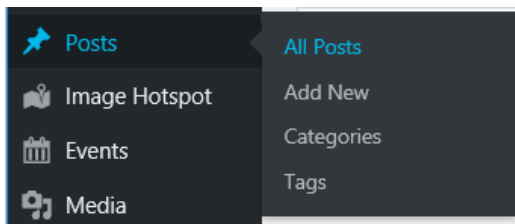
Locate the post you want to delete and click the **Bin** option.

Adding an image in to your blog post

NOTE: You MUST NOT use images on your site for which you do not have copyright clearance.

Click this link to access information about copyright.

You can either upload an image from your computer to your site, or re-use an image that's already been uploaded to your site.

To add an image directly into a blog post that you are working on, hover your cursor over the **Add block** button and click the **Add Image** button
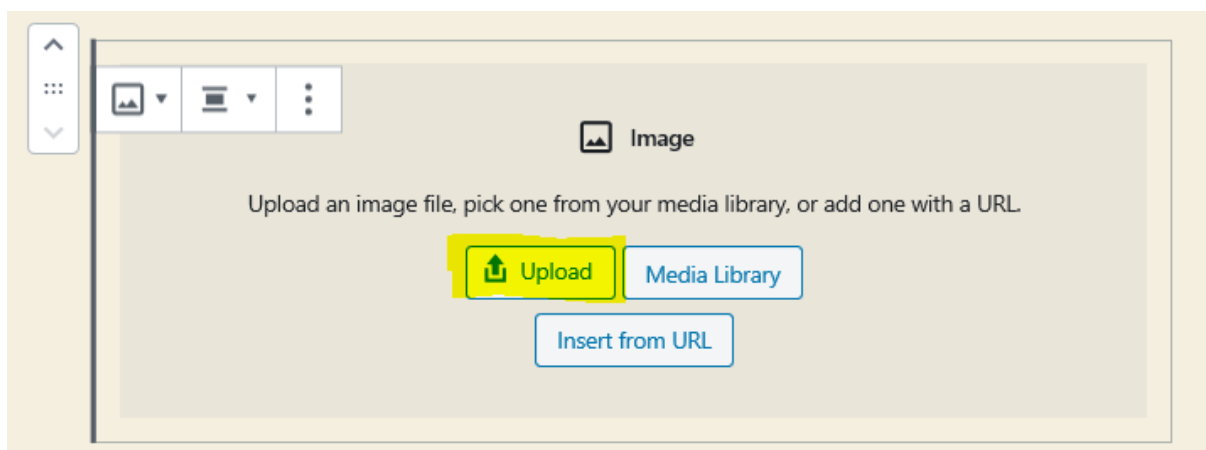
**a.** To upload an image from your computer:

1. Click the **Upload** button

2. Locate the image on your desktop computer and open it.

3. Your file will now be uploaded to the media library of your site, and embedded in your site page. You MUST add a description of the image in the **Alt text** box in the **Image Settings** area on the right of the screen – this is for accessibility reasons, and is essential. To save the updated page click the **Update** button, in the top right.
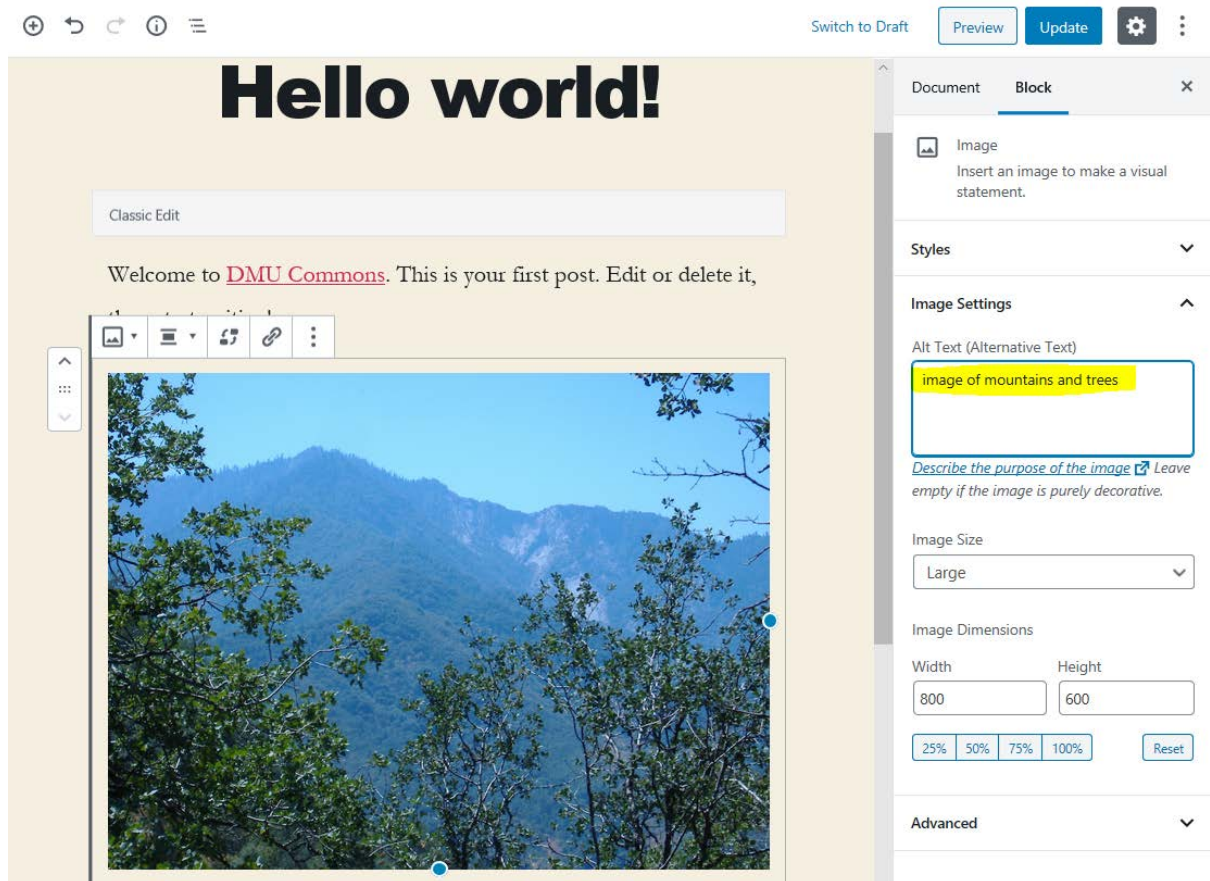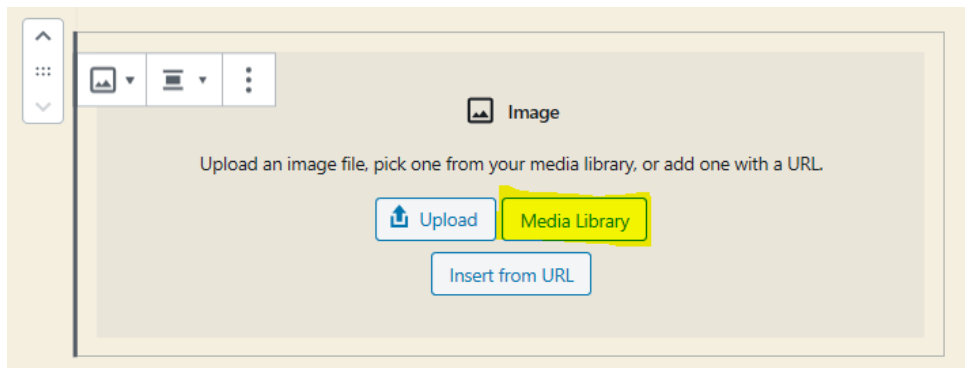
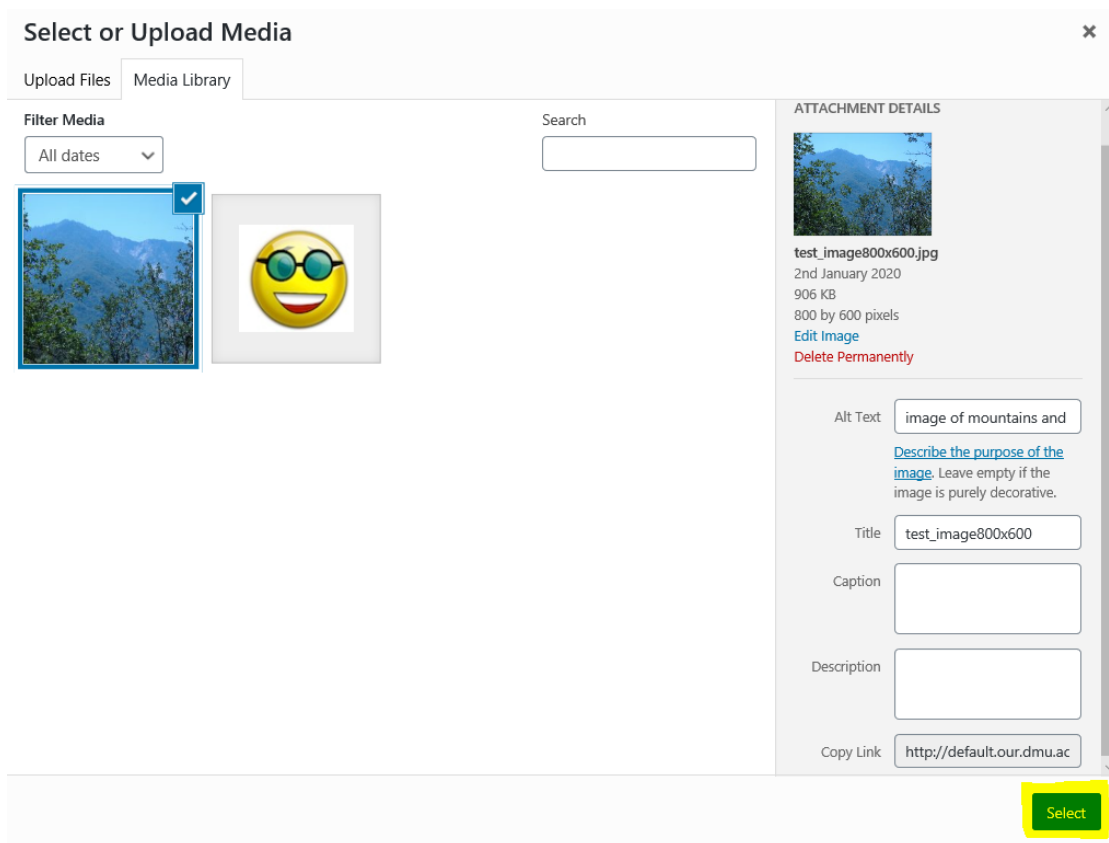**b.** To use an image already uploaded to your site:

1. Hover your cursor over the **Add block** button and click the **Add Image** button
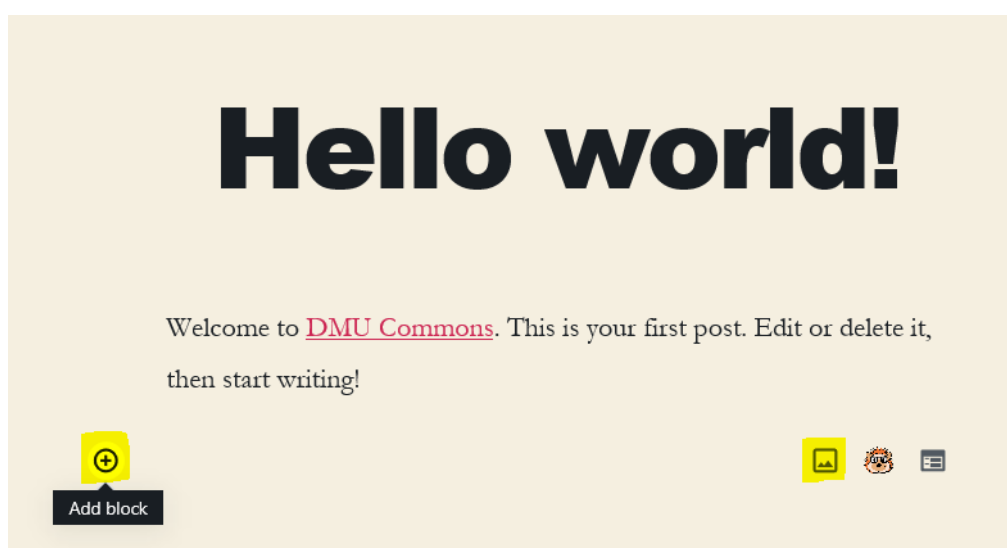
2. Click the **Media Library** button

2. Locate the image in the Media Library that you want to use and click it to select it. A selected image will be indicated by a checkmark.
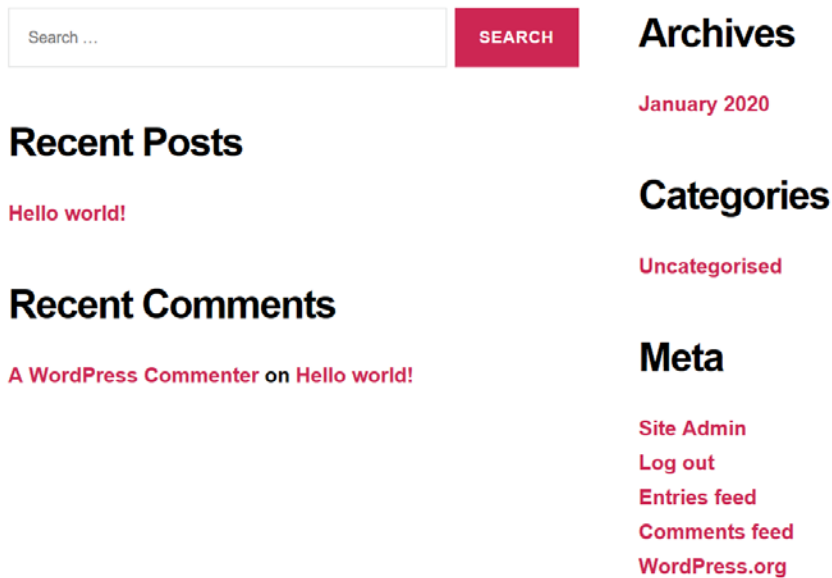

3. Click the **Select** button to embed the image in your page. To save the updated page click the **Update button**, in the top right.

Adding Widgets

Widget refers to tools or content that you can add, arrange, and remove from the extra functions area of your blog. This area appears at the bottom of your default site

– if you have installed a different theme this area may appear at the right or left side of the screen. Or not at all if you have chosen a theme that does not show the widget area.

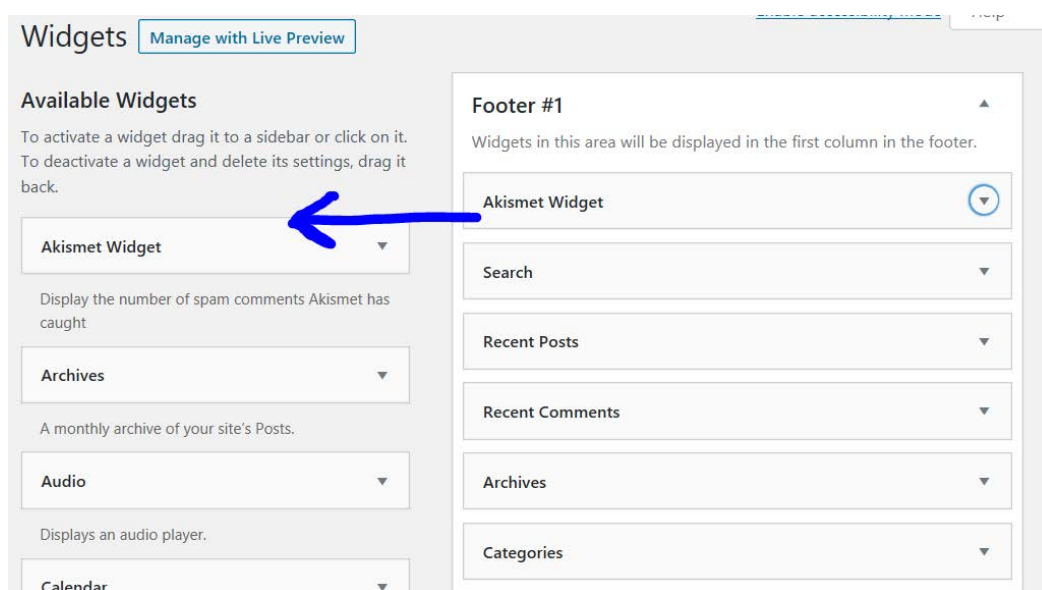1. In your site dashboard select **Appearance** > **Widgets**
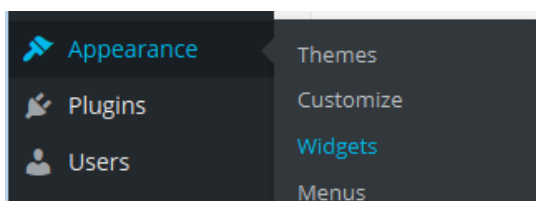
2. All available widgets are listed in the available widgets panel. To add a widget to your site – click, drag and drop the widget into the area of your choice.
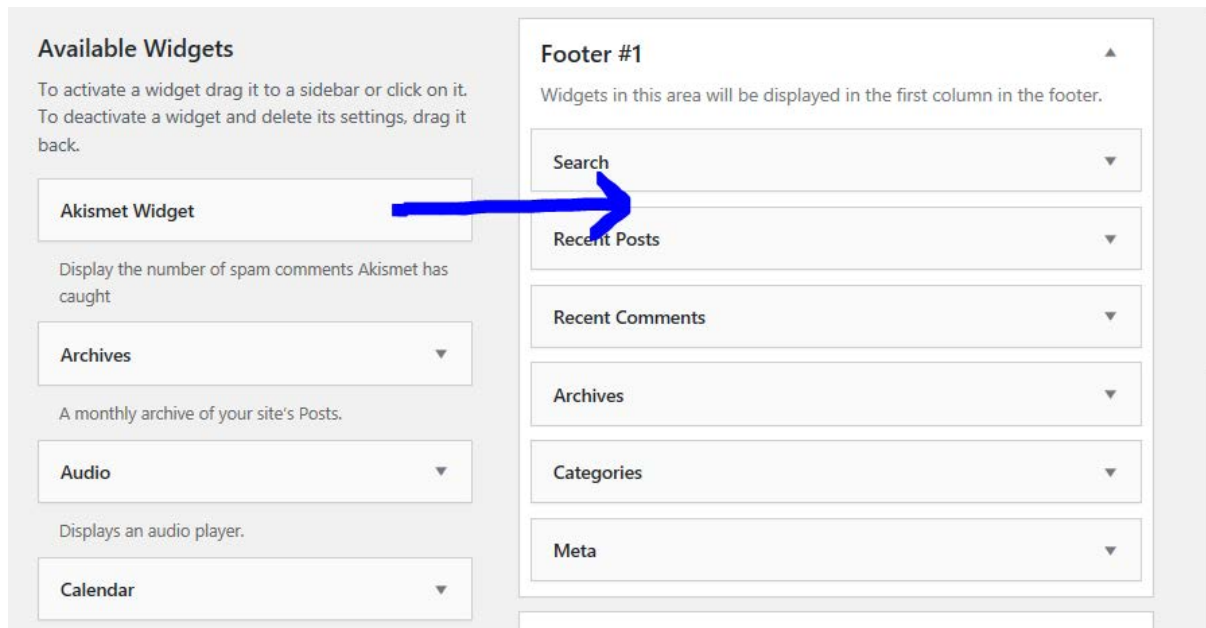
The widget will now appear in your widgets area.

3. To remove a widget - click, drag and drop the widget out of the widget area.

Adding 'pages' rather than blog 'posts' to your site

In the DMU Commons, you can put content on your site as either a blog "post" or a web "page". When you are writing a regular blog entry, you write a post. Posts, in a default setup, appear in reverse chronological order on your site's home page.

In contrast, pages are for non-chronological content: pages like "About" or "Contact" would be common examples. Pages live outside of the normal blog chronology, and are often used to present timeless information about yourself or your site. You can use Pages to organize and manage the structure of your website content.

In general, pages are very similar to posts in that they both have titles and content. Pages though, have several key distinctions that make them different from posts.

What Pages Are

- Pages are for content that isn't specifically time-dependent, or which isn't "blog content".
- More sophisticated themes may provide a wider range of adjustments or display options for individual pages.
- It's quite possible to make a website which only contains pages.

What Pages Are Not

- Pages are not posts, so they don't appear in the time-structured views within a blog section of a website.
- Pages are not files. They are stored in your website database, just like posts.
- A specific page can be set as a **static front page** i.e. the **Home Page** of site. Websites which are set up in this way usually have a secondary page defined on which the latest blog posts are displayed; that is if you want to use the site for blogging.

Creating Page

To create a new Page, log in to your DMU Commons site. From the **Dashboard** select the **Pages** > **Add New** option to begin writing a new Page.
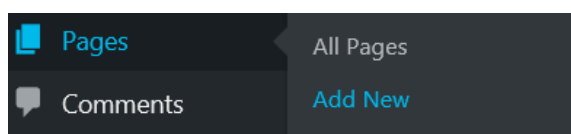
Alternatively you can use the **+ New** tab at the top of the site, and select **Page**.
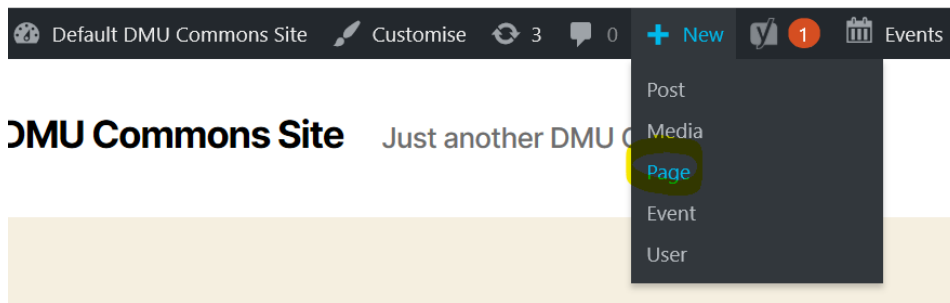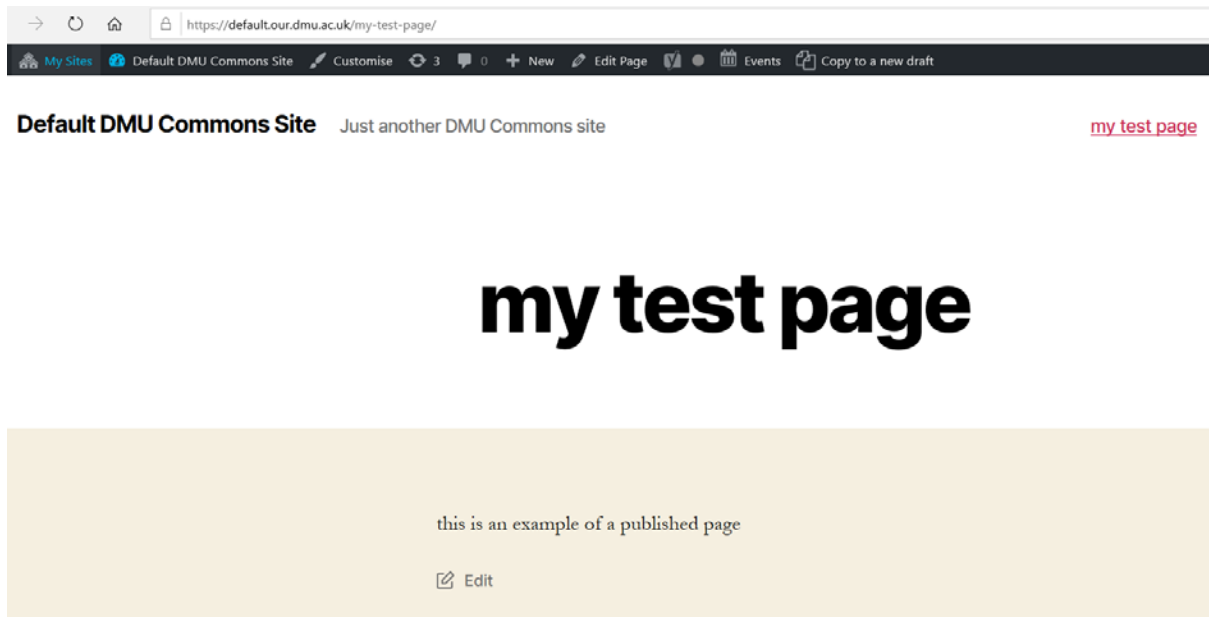
You use exactly the same content creation and editing tools when creating a page as you do when creating a blog post. When you publish your page the web address for the page will be:

https://yoursitename.our.dmu.ac.uk/your-page-name-here

For example: if you publish a page titled 'my test page' - the web address will be:

https://yoursitename.our.dmu.ac.uk/my-test-page

Whenever you create a new page, a link to it will appear in the main navigation menu of your site; at the top right in the image above.
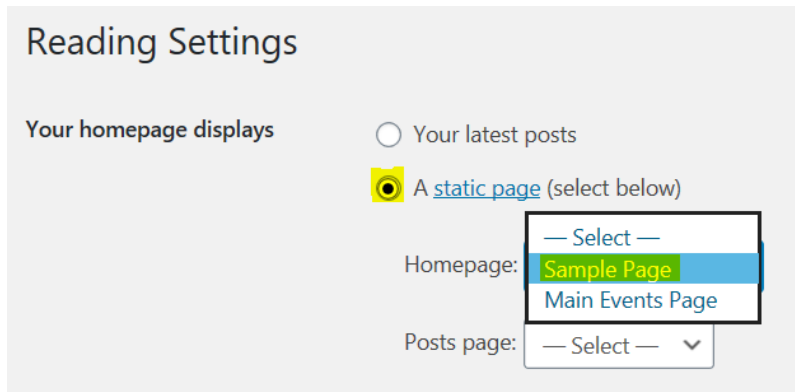

To set a page as the Home Page of your site.

Note: A page must be **Published** in order to be set as the site home page; draft pages cannot be set as the home page.
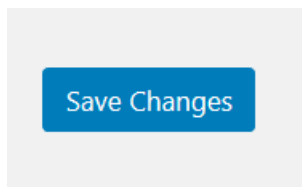
From the **Dashboard** select **Settings** > **Reading**.
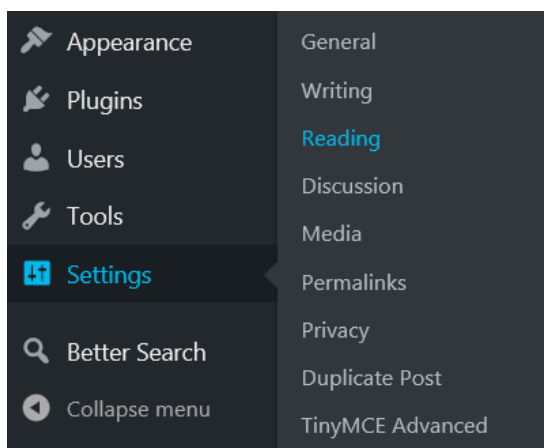
Select the **A static page** option, and choose a page from the Home Page menu list.

Then click the **Save Changes** button at the bottom of the page.

Now when you navigate to your website the Home page will be the page that you selected.

Editing the main navigation menu

Note: A page must be **Published** in order to be added to the site navigation menu; draft pages cannot be added to navigation menus.

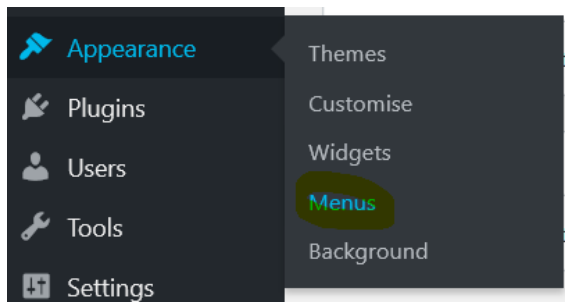You can control which page links are displayed in the main navigation menu.

For example, you may not want all of your pages to have a link in the main menu, as some pages may be linked to from within other pages.

To organise which page links are displayed in the main menu.

1. From the Dashboard select **Appearance** > **Menus**

2. In the Menu structure panel – give your menu a name (this can be anything you like) and click **Create Menu**.

3. In the Add menu items panel, select the pages that you want to include in the menu (in this example the Sample Page is not being included in the menu) and click **Add to menu**.

4. The pages will appear in the Menu structure panel. You can change the order of the pages by dragging and dropping them.

Menu structure

Menu Name	main menu	**Save Menu**

Drag the items into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

my test page 2	Page ▼
my test page 1	Page ▼

5. In the Menu Settings panel, select where the menu should appear.

Menu Settings

Auto add pages ☐ Automatically add new top-level pages to this menu

Display location ☑ Desktop Horizontal Menu
☐ Desktop Expanded Menu
☐ Mobile Menu
☐ Footer Menu
☐ Social Menu

6. When finished click the **Save Menu** button.

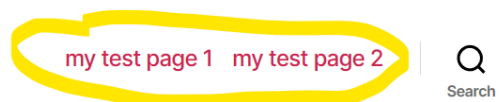## Menu structure

Menu Name	main menu	**Save Menu**

The website navigation menu will now be updated.

Default DMU Commons Site

Just another DMU Commons site

my test page 1   my test page 2   Search

Editing pages

1. Navigate to the page that you want to edit. And click either the **Edit Page** tab in the toolbar, or the **Edit button** at the bottom of the page.
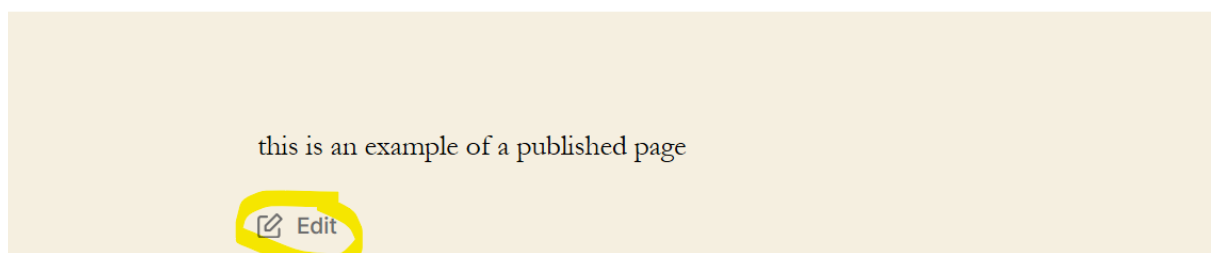

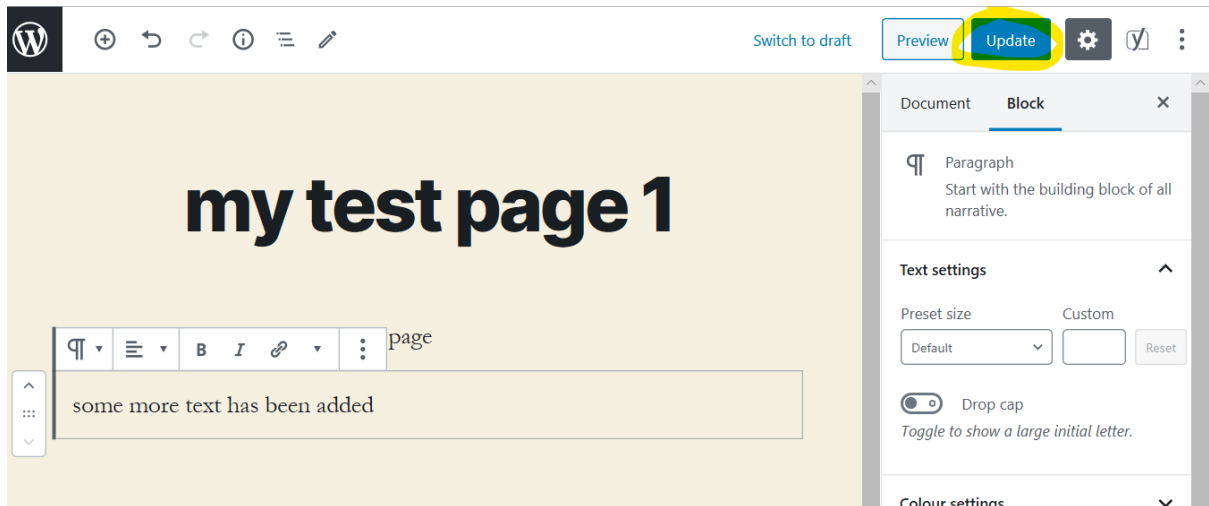2. Edit the page using the normal page editor tools, and click the **Update** button to save and publish the changes.
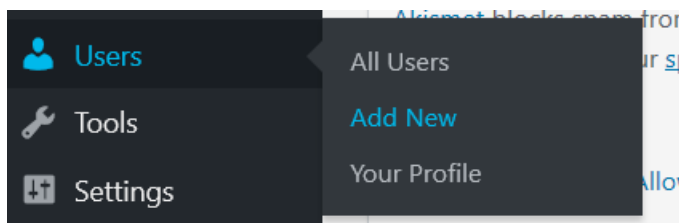

Adding other users to your site

Note: you can only add DMU Staff and Students

If you want to give other people the ability to add and edit content on your site:

1. In the site dashboard select Users > Add New

2. Start to type the DMU email or DMU username of the person you want to add, and select them from the list that appears.

Add Existing User

Enter the email address or username of an existing user on this network to invite them to this site. That person will be sent an email asking them to confirm the invite.

Email or Username   ts107   ✕

                     ts107 (CELTstudent1@dmu.ac.uk)

Role   Subscriber ⌄

Skip Confirmation Email   ☐ Add the user without sending an email that requires their confirmation.

Add Existing User

3. Change the Role setting to Administrator. Check the box to skip sending an email. Click the Add Existing User button.

Add Existing User

Enter the email address or username of an existing user on this network to invite them to this site. That person will be sent an email asking them to confirm the invite.

Email or Username   ts107

Role   Administrator ⌄

Skip Confirmation Email   ☑ Add the user without sending an email that requires their confirmation.

Add Existing User

You now know the basic functions of the DMU Commons site creation tools.