

Introduction to WordPress

Sample Course Materials

Thank you for evaluating this curriculum pack for your school.

Purchasers of the curriculum will download the entire course as a single ZIP file, which then unzips to the following logical directory structure:

- **Handouts** - Materials for students that do not involve grading.
- **Lesson Plans** - Weekly lesson plans, divided by day, for instructors to use as a guide.
- **Presentations** - Sets of slides (PowerPoint format) that represent the heart of the actual course instruction.
- **Projects and Rubrics** - Student instructions and grading rubrics for class projects.
- **Tests and Quizzes** - Five weekly quizzes and a final exam.

This sample packet contains one example file from each of the above folders, combined into this single PDF document. To help clarify the transitions, we have added introductory pages between the different materials.

Unlike this preview format, the actual course files are unlocked and fully editable. This is intentional, as we encourage teachers to customize the course to best fit their own classroom environments and teaching styles.

All images included in the materials are legal to use in this classroom environment. For each of these images, either we own the copyright, have permission to use them from the copyright holder, or the images are in the public domain.

We have worked very hard to create these course materials to a high level of quality, and we hope you will find this curriculum pack to be a highly effective way to teach WordPress in the classroom.

If you have any questions, please call us toll free (USA, Canada) at 1-888-552-1323 or send us an email at support@highschoolwebdesign.com.

To purchase the curriculum for your school, please visit our website at <http://highschoolwebdesign.com>.

Thank You,

The HighSchoolWebDesign.com Team

The following 4 pages are:

**Lesson Plan from Week 1
(Word Document)**

Introduction to WordPress

Lesson Plan – Week 1

Objectives:

In this week of lessons, students will learn:

- What WordPress is
- How to create a new WordPress blog
- How to change site settings that affect a blog's appearance and behavior
- How to create a new blog post and apply basic formatting to it

Required Materials:

- Presentations:
 - 1. WordPress Basics
 - 2. Creating a New Blog
 - 3. Creating a New Post
- Handouts:
 - 1. WordPress Glossary
- Projects and Rubrics:
 - 1. Create a New WordPress Site
 - 2. Create and Format a New Post
- Tests and Quizzes:
 - 1. Week 1 Quiz

Assessments:

- Grading Rubric for New WordPress Site Project
- Grading Rubric for New Post Project
- Week 1 Quiz

Teaching Procedure

DAY 1

1. Present the PowerPoint: 1. WordPress Basics. (Optionally, you can update the slides for WordPress version number, history, and usage statistics. Those provided are current as of August 2014.)
2. If the students have already completed our Intro to Web Design (XHTML/CSS) course - or an equivalent HTML/CSS course - explain that WordPress uses those same technologies, along with the scripting languages of JavaScript and PHP, to present web pages. Some web designers, despite being experts at writing HTML and CSS, still choose to use WordPress, due to its ease in creating and managing websites.
3. Be sure students understand the concept of open source. Though it will not be heavily tested in this course, it is an important concept to master. Provide additional open source examples, if necessary.
4. With any class time remaining, browse among the Freshly Pressed sites on Wordpress.com to show the students more examples of WordPress blogs. These sites tend to be eclectic and are already screened for appropriate content.

DAY 2

1. Distribute the Handout: 1. WordPress Glossary. This will serve as a reference for students throughout the course and a helpful study guide for the weekly quizzes and final exam.
2. Present the PowerPoint: 2. Creating a New Blog.
3. This is a dense set of slides, as it goes through the process of setting up a new WordPress account and starting the process of configuring a new blog. The Dashboard screen itself has the tendency to overwhelm those who first encounter it, so proceed slowly through this section and explain to students that it looks far more complicated than it really is.
4. Either during or after this set of slides, you may wish to follow along on the live Wordpress.com site and demonstrate to students some aspects of this process.
5. On Slide 5 (Next Setup Screen), WordPress prompts the new user to add a tagline and click the Next Step button. In the presentation (and in the upcoming class project), we close out of this screen and instead click on the verification email. Admittedly, this is a bit clumsy, but the reason we did this is that by clicking on the Next Step button in the original process, WordPress prompts the new user to select a theme and customize a color scheme, background, etc. These are concepts introduced much later in the course, as we wanted the initial batch of lessons to be more about blog content rather than presentation.
6. On Slide 7 (WordPress Public Profile), the new user has the option to associate a photo or avatar with their profile, using the Gravatar service. This is a popular feature among young WordPress blog owners. If you choose to cover this topic, visit <http://en.support.wordpress.com/avatars/gravatars/> for more information.

7. The Dashboard for new blogs will show a shaded area at top, which includes the option to watch an introductory video on WordPress. You may choose to show this video to students, though be warned that it moves very fast and skips around various topics, all of which will be covered later in the course. To reduce the chance of confusing or overwhelming students, we suggest bypassing it.
8. Something that could not be well represented via PowerPoint is the ability to rearrange the Dashboard components by clicking and dragging them. If you are making a live demonstration of the site to students, be sure to include this functionality.
9. Assuming you skipped the initial setup screens, as we discussed in Step 5 above, WordPress automatically assigns a theme to a new blog. At the time of writing, this theme was Ryu. Therefore, the screenshots in the PowerPoints will reflect this theme up to the lesson on Widgets and Sidebars, in which the theme is changed. In the future, WordPress may change the default theme from Ryu to something else, so your site (when following along) and the students' sites when working through the projects might appear very different than those shown in the lessons. If this happens, you can either explain the reasons to the class or switch to the Ryu theme for consistency.

DAY 3

1. Distribute and review Project: 1. Create a New WordPress Site.
2. Assist students with working through the project.
3. Each student will need to type in a blog name, username, and password. Be prepared for this beforehand. For the blog name, one solution might be “Student Name’s Blog”. For the username, students might use First Initial + Full Last Name + Today’s Date.
4. Establish some guidance for selecting and safeguarding passwords. You may wish to assign a unique password to each student. We discourage you from using a single password for the entire class, in order to remove the temptation for students to log into and alter other students’ sites. *Note: In this and many other of the project grading rubrics in the course, the teacher is expected to have access (and thus the password) to students’ Dashboards.*
5. Each student will also need to supply an email address, to which a confirmation email will be sent. They will need immediate access to that email inbox to continue with this project, so plan accordingly. Also, access to this email will be needed if the password is ever misplaced and needs resetting.
6. In Step 3 of the project, the project instructions include bypassing the WordPress setup screen in favor of clicking the verification email, as demonstrated in the presentation and explained in the Day 2 lesson plan. You will need to supervise this process, as it is very easy for students to move on to the theme selection and customization screens, against the project’s intentions.
7. If the initial WordPress setup screens are followed instead, a new post entitled “Hello World!” will be created automatically. If the screens are bypassed, as we suggest, there

should be no posts created, and a visit to the live site will show the “Nothing Found” message.

8. In Step 5 of the project, students are asked to complete their WordPress public profile. If you wish to include instruction on how to use the Gravatar service to create a personalized avatar, this screen is where students would accomplish that.
9. In Step 7 of the project, students will type in the title and tagline for their blogs. You may either assign these to students or allow them to use their own creativity.
10. At the completion of this project, students should supply you with the full URL of their new blogs. Verify that these are correct and bookmark them all in one browser folder for quick future reference.

DAY 4

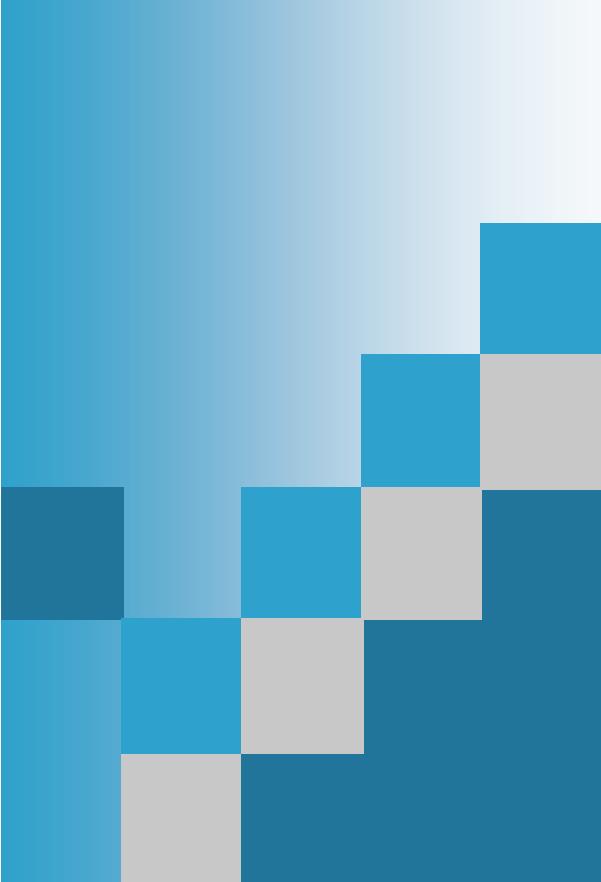
1. Support students in completing the project.
2. Present the PowerPoint: 3. Creating a New Post.
3. If following along separately on a live site, demonstrate the resizing of the text box with the corner control. You may also wish to hover over each of the formatting icons in the toolbars to go over the purpose of each one.
4. An important concept to stress during these slides is that the blog owner has a lot of power when it comes to editing and publishing information. Drafts can be saved for later, previews can be seen before committing to posting, and live posts can be modified - info added, modified, or deleted - and then republished.
5. Distribute and present Project 2: Create and Format a New Post.
6. You will need to provide some guidance to students in selecting an appropriate post title and main post content. You might wish to assign this as a homework project earlier in the week so that students begin this project with the content already created and saved on a USB drive or otherwise available digitally to be copied and pasted.
7. Provide assistance and guidance with the appropriate selection of link text and an external site to link to. Safe choices might include the school’s home page, Yahoo!, Google, etc.

DAY 5

1. Administer the Week 1 Quiz (10-15 minutes) from the ‘Tests and Quizzes’ folder. The glossary handout may not be used for any quizzes or the final exam.
2. Use remaining time to complete any unfinished projects and review any topics with which the students might still be struggling.

The following 11 pages are:

**Presentation from Week 1
(PowerPoint Document)**



Introduction to WordPress



Creating a New Post



Starting a New Post

The screenshot shows the WordPress Dashboard for the site 'I Love the Movies!'. The left sidebar has a dark theme with various menu items: Home, Comments I've Made, Site Stats, My Blogs, Blogs I Follow, Akismet Stats, Omnisearch, Store, Posts (which is highlighted with a yellow box), Media, Links, Pages, Portfolio, Comments, Feedback, Appearance, Users, Tools, Settings, and Collapse menu. The main content area has a 'Dashboard' title. It includes sections for 'At a Glance' (1 Page, WordPress.com running Ryu theme, Search Engines Discouraged), 'Activity' (No activity yet!), and 'Your Stuff' (information about posts and comments). On the right, there's a 'Quick Draft' section with fields for 'Title' and 'What's on your mind?' and a 'Save Draft' button. At the top right of the dashboard, there's a 'New Post' button, which is also highlighted with a yellow box.

Now it's time to build our first blog post, so let's get started.

At the top right of the Dashboard screen, there is a “New Post” tool. Beware! This is intended for quick, minimal posts, but it hides too many configuration options from us.

Instead, we will click the Posts option on the main navigation menu.



The New Post Screen

The screenshot shows the 'Add New Post' screen in the WordPress admin area. On the left, a sidebar menu is open, with a red arrow pointing to the 'Add New' option under the 'Posts' section. The main area has a title input field labeled 'Enter title here'. Below it is a rich text editor toolbar with a red dashed border around its icons. The toolbar includes standard text styling options like bold, italic, and underline, along with other icons for media, polls, contact forms, and locations. To the right of the toolbar is a 'Publish' sidebar with options for saving as a draft, previewing, and publishing immediately. It also includes settings for status (Draft), visibility (Public), and publicize (Not Connected). At the bottom, there are sections for 'Categories' (listing All Categories and Most Used) and 'Tags' (with a text input field and an 'Add' button). A 'Writing Helper' section at the very bottom shows a word count of 0.

We type the title of our new post here. Our objective is to write something that both describes the content and also makes visitors want to read the full post.

This is the standard formatting toolbar, with basic options to style the content text.

We'll type the body of the post here. Although there's no limit to the size, we should aim to keep the length to a manageable size. Extremely long posts can discourage readers.

We can use this corner control to expand the height of the text box.

Entering Content

The screenshot shows the WordPress admin interface for adding a new post. On the left, a sidebar menu is open with a red arrow pointing to the 'Add New' option under the 'Posts' section. The main area is titled 'Add New Post' with the title 'Is There Such a Thing as the Perfect Blog Post?'. The content area contains several paragraphs of text. In the top right corner of the editor, there are 'Save Draft' and 'Preview' buttons. To the right of the editor, a 'Publish' sidebar is visible with fields for 'Status' (set to 'Draft'), 'Visibility' (set to 'Public'), and 'Move to Trash' and 'Publish' buttons. Below these are sections for 'Categories' (with 'Uncategorized' selected) and 'Tags'.

Now we have typed in our new post, including a title and some main content.

WordPress automatically saves our work periodically. Still, it's a good habit to click the "Save Draft" button after typing in new content.

Let's see what the post would look like if we published it in its current form by clicking on the Preview button. This will open a new preview tab and won't affect the current screen.

We can always see whether a post is in draft form or published live by looking at its Status.



The Preview Screen

A screenshot of a web browser displaying a WordPress preview screen. The title bar shows 'Add New Post < I Love ... Is There Such a Thing ...'. The address bar shows 'bigmoviefan.wordpress.com/?p=5&preview=true'. The page content includes a logo for 'I LOVE THE MOVIES!' with the subtitle 'Thoughts About Movies from an Opinionated Teen'. The main post title is 'Is There Such a Thing as the Perfect Blog Post?'. Below it are author details: 'JUNE 25, 2014' and 'JOHN Q. STUDENT'. There are links for 'LEAVE A COMMENT' and 'EDIT'. The post content starts with 'Like beauty, the quality of a blog post is in the eye of the beholder. However, we can all agree that a post is more appealing when:'. It then lists three bullet points: 'It is well-organized and flows well.', 'It has something to say.', and 'It's easy on the eyes, with lots of paragraph breaks and white space.' At the bottom, it says 'If you browse around some of the blogs on the WordPress site, you will see that some people write engaging and captivating posts, while others write confusing or boring ones.' A footer at the bottom asks 'Guess which ones get the most visitors?' followed by a smiley face emoji.

In the preview, we can see the elements of our draft post: Date, Title, and Body.

Until we publish this post and make it live on the internet, no one else can see this preview screen.

Before making this post live, we'll add a little formatting to improve the overall appearance and readability. Let's close this tab and return to the Add New Post screen.

Notice that our text smiley characters have been converted to a smiley graphic.



Formatting Content

The screenshot shows the WordPress admin interface for adding a new post. On the left, a sidebar menu highlights the 'Posts' section. A red arrow points to the 'Add New' option under 'Posts'. The main area is titled 'Add New Post' with the title 'Is There Such a Thing as the Perfect Blog Post?'. Below the title is a text editor with a toolbar containing icons for bold, italic, underline, etc. To the right of the toolbar is a 'Publish' box with options like 'Save Draft', 'Preview', and 'Publish'. Below the Publish box are sections for 'Categories' (listing 'All Categories' and 'Uncategorized') and 'Tags'. At the bottom of the editor, it says 'Word count: 88' and 'Draft saved at 3:51:07 pm.'

By clicking on the “Toolbar Toggle” icon, a second row of formatting icons appears.

Most of these toolbar icons are familiar, as they resemble those from Microsoft Word and other applications. If we’re ever uncertain, we can hover the pointer over an icon to read what it does.

Here we have added some italics, bold, colored text, and an indented bullet list for our three items.

Let's avoid underlining text or making it blue in color, as this might confuse readers into thinking it's a link.



Creating a Text Link (Part 1)

The screenshot shows the WordPress 'Add New Post' interface. On the left, a sidebar menu is open with 'Posts' selected. A red arrow points to the 'Add New' button in the sidebar. The main area shows a post titled 'Is There Such a Thing as the Perfect Blog Post?'. The text 'Like beauty, the quality of a blog post is in the eye of the beholder. However, we can all agree that a post is more appealing when:' is followed by a bulleted list. Below the list, the text 'If you browse around some of the blogs on the [WordPress site](#), you will see that some people write engaging and captivating posts, while others write confusing or boring ones.' is highlighted with a mouse cursor. The 'Insert/edit link' button in the toolbar above the text area is also highlighted.

Converting text to a live hyperlink is simple.

First, we highlight the target text with the mouse and then click the “Insert/Edit Link” button.

When we click the Link button, a popup window will appear on top of this current screen.



Creating a Text Link (Part 2)

Add New Post < I Love the Movies! https://bigmoviefan.wordpress.com/wp-admin/post-new.php

Add New Post

Is There Such a Thing as the Perfect Blog Post?

Permalink: http://bigmoviefan.wordpress.com/2014/06/25/is-there-such-a-thing-as-the-perfect-blog-post/ Edit View Post

Add Media Add Poll Add Contact Form Add Location

Insert/edit link

Enter the destination URL

URL: http://wordpress.com

Title: WordPress!

Open link in a new window/tab

Or link to existing content ▾

Cancel Add Link

Like beauty, all agree that

- It is what it is.
- It has its own unique character.
- It's easy to love.

If you browse the Internet, people write ones.

Guess which ones get the most visitors? :-)

Draft saved at 3:51:07 pm.

The URL field indicates where our reader will be taken if the link is clicked.

The Title field is what our visitor will see if they hover the mouse over our text link without clicking.

We can check this box if we want a new window or tab to open when the link is clicked. This is usually a good strategy, as it prevents readers from leaving our site!

We can also link directly to another page of our own site.

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Publishing a Post

The screenshot shows the WordPress admin interface for adding a new post. The left sidebar is dark with various menu items like Dashboard, Store, Posts, and Add New highlighted with a red arrow. The main area has a title 'Is There Such a Thing as the Perfect Blog Post?' and some sample text. A 'Publish' metabox is open on the right, containing options for status (Draft, Public, Private), visibility (Stick to front page, Password protected), publishing date (06-Jun 25, 2014 at 15:16), and a 'Publish' button.

Now we're ready to publish our post. But before we do, let's look at some available options.

By clicking on the Edit link next to Visibility, we can choose to make our post open to the public (default), completely private, or available only to those who know the password we set.

By clicking on the Edit link next to Publish, we can choose to publish this post immediately (default) or schedule a future date and time for the post to go live.

Let's take the plunge and publish this post to the world.



The Edit Post Screen

The screenshot shows the WordPress 'Edit Post' screen for a post titled "Is There Such a Thing as the Perfect Blog Post?". The post content discusses the nature of blog posts. Publishing options on the right indicate the status is "Published" and show the publish date as "Jun 25, 2014 @ 17:13". The "Update" button is visible.

Once we publish the post, the Add New Post screen becomes Edit Post.

The Status is "Published" and the "Published On" date is shown. This date will not change, even if we make later changes to the post.

Also, the "Publish" button becomes an "Update" button.

Now that we have our first post published, let's take a look at the live site.



Viewing the Live Site

The screenshot shows a WordPress blog post titled "Is There Such a Thing as the Perfect Blog Post?". The post was published on June 25, 2014, by John Q. Student. It includes a "Leave a Comment" section and an "Edit" link. The post content discusses the quality of a blog post and lists three bullet points about what makes a post appealing. A sidebar on the right contains a "New Post" button, a user profile for John, and a search bar. The WordPress panel bar at the top shows the site title "I Love the Movies!", a "Following" status, and a "New Post" button.

Is There Such a Thing as the Perfect Blog Post?

JUNE 25, 2014

JOHN Q. STUDENT

LEAVE A COMMENT

EDIT

Like beauty, *the quality of a blog post is in the eye of the beholder*. However, we can all agree that a post is more appealing when:

- It is well-organized and flows well.
- It has something to say.
- It's easy on the eyes, with lots of paragraph breaks and white space.

If you browse around some of the blogs on the WordPress site, you will see that some people write engaging and captivating posts, while others write confusing or boring ones.

Guess which ones get the most visitors? 😊

Here is our live site, with the new post reflecting our new formatting and added link.

The WordPress panel bar at the top of the screen and the “Edit” link are visible only to us, since we are currently logged into WordPress. The public will not see these.

The following 4 pages are:

**Class Handout from Week 1
(Word Document)**

Introduction to WordPress

Glossary of Terms

Akismet: Software built into WordPress.com that automatically filters incoming comments to detect and remove spam.

Archives: The past history of blog posts. Also, a widget that displays links to older blog posts, sorted by month and year.

Avatar: Small image or graphic displayed next to usernames in the comments section of a WordPress.com blog. Users can customize their avatar by using Gravatar.com, which connects automatically with WordPress.com.

Blogroll: Collection of links that point to external websites recommended by a blog owner. The links reside in the sidebar and can lead to any type of website, not just blogs.

Category: A method for logically organizing WordPress posts. Categories represent high-level, general classifications. Each WordPress post requires that a minimum of one category be assigned to it. Categories are more general than tags. Subcategories can be created via a parent/child relationship between categories.

CMS: Content Management System. Any software platform that makes it simpler for users to publish, organize, and manage information on the internet. WordPress is a CMS.

Comments: Section of a page or post in which site visitors can share their thoughts and ideas about the content and can reply to what other commenters have said. Configured in the Discussion Settings screen.

Custom Menu: Customized set of links that serve as a navigational menu for a blog or static website. Submenu items can be created via the parent/child relationship.



Dashboard: Set of management screens used to configure and maintain a WordPress site. Also known as the “back-end” of a WordPress site.

Geotag: Optional feature in which a geographic location can be associated with a particular post. If used, the location appears at the bottom of the post.

Media Library: Repository of images, videos, audio files, and documents uploaded to a WordPress site. The media library helps organize and manage large numbers of media files. The free version of WordPress does not allow uploading of audio or video files.

More Tag: A WordPress-specific tag that can be inserted into a post to break the content into two sections. Only the first section will appear on the blog home page, requiring the visitor to click the link to read the full article.

Open Source: A platform of software development in which anyone can contribute to the modification and improvement of the product. The source code is published publicly and anyone is free to use, change, or distribute it. WordPress is an open-source product.

Page: A method of content creation in WordPress. Pages generally have static content and do not have dates or times associated with them. Unlike posts, pages cannot have categories and tags assigned to them.

Permalink: The full URL of a WordPress post or page. It is automatically assigned when the post or page is created, but it can be manually edited via the Edit Post / Edit Page screen.

Plugin: A set of code that “plugs in” to a WordPress site that adds some functionality or capability. Available only in the self-hosted version of WordPress, not on WordPress.com sites.

Poll: Feature in which a site owner can solicit feedback from readers in the form of voting on several pre-defined options. Polls are configured in the



Feedback section of the Dashboard. To enable polls, a WordPress.com user must first set up an account with Polldaddy.

Post: The main unit of content creation in WordPress. Each post is a blog-style entry with its own title. Each post has a date and time associated with it and posts are generally displayed in reverse chronological order (most recent on top) on the home page. Categories and tags can be assigned to posts.

Publicize: Feature in which a site owner can post links to posts on other social media sites, such as Facebook and Twitter. Available for posts but not for pages. Configured in the Sharing Settings screen.

Screen Options: Drop-down tab on most Dashboard screens which lets the site owner select which modules appear on the screen. The available modules differ for each Dashboard screen.

Sharing Buttons: Set of graphical links, usually at the bottom of a page or post, that allows visitors to post a link to the site on social networking sites or other WordPress sites.

Shortlink: A short and convenient URL that automatically redirects to the full URL of a WordPress post or page. Accessed from the Edit Post / Edit Page screen.

Sidebar: An optional vertical column of content, composed of individual widgets, that displays on a WordPress site. Can be located to the right or the left of the main content column, or even on both sides.

Site Title: The name of a blog. In WordPress, this title generally displays prominently at the top of the site. The site title is set in the General Settings screen.

Static Site: Website that, unlike a blog, has a fixed home page and prominent navigation menu. Which page appears as the home page is configured on the Reading Settings screen.



Tag: An important keyword or term that helps describe the content of a post. Though not required for each post, site owners are encouraged to apply tags, as they assist both visitors and search engines to determine the subject matter of a post. Tags are more specific in nature than categories.

Tag Cloud: Visual representation of the tags applied in a site's history of posts. The most used tags appear nearer the center of the "cloud" and in larger font size. Lesser-used tags remain on the periphery and in smaller fonts. The Tag Cloud widget gives visitors an instant idea of what a blog is about.

Tagline: Optional sentence or short phrase that further explains what a blog or site is about, and generally displays prominently near the Site Title. The tagline is set in the General Settings screen.

Theme: A set of graphics, colors, layouts, and fonts that can be applied to a WordPress site to change the visual presentation of the same underlying content. Each theme has its own features and limitations. Some themes in WordPress are free and some require paying a fee.

Widget: A tool or application that can be placed into the sidebar to display customized content on a site. Widgets can be added, rearranged, or removed from the sidebar via a drag-and-drop interface in the WordPress dashboard.

WordPress.com: Version of WordPress that includes free hosting, backup, and maintenance. Bloggers can set up a new site quickly and easily on this platform, though it lacks some of the powerful features of the self-hosted version.

WordPress.org: Self-hosted version of WordPress in which the site owner is responsible for installing, configuring, maintaining, and backing up the site. Though the software platform is still free, the site owner is responsible for paying for web hosting and domain registration fees. This version of WordPress is more versatile and contains more features than WordPress.com.



The following 2 pages are:

**Class Project / Grading Rubric from Week 1
(Word Document)**

Project 2: Create and Format a New Post

Objectives:

At the end of this project, you will be able to:

- Create a new post through the WordPress Dashboard
- Save a post as a draft
- Preview a pending post before publishing
- Add formatting styles to text
- Create and configure text links
- Publish a post and then edit it again

Instructions:

1. In the WordPress Dashboard, click Add New from the Posts menu.
2. Give your new post a title and then type in a first draft of the post's content in the main editing window. Your instructor can assist you with choosing an appropriate title and content.
3. Save the post as a draft.
4. Preview the draft and note its appearance in the preview window.
5. Close the preview window and return to the Edit Post screen.
6. Add one instance each of bolding, italics, and color text to your content. You will need to click on the Toolbar Toggle icon to open up the secondary toolbar.
7. Choose a word or words in your content and convert that text to a hyperlink to an external website. Configure the link to open in a new window or tab when clicked.
8. Publish the post and view the live site.
9. Return to the Edit Post screen and add the line "This was added after I published the post." at the bottom of your existing content. Update the post to make the change live.
10. Return to the live site and verify that the line you added is visible.

Rubric 2: Create and Format a New Post

Name: _____

Component	Possible Points	Score
New post created.	3	
New post has appropriate title and content.	2	
New post contains italicized text.	2	
New post contains bold text.	2	
New post contains color text.	3	
New post contains a text hyperlink.	3	
Hyperlink opens a new window or tab when clicked.	2	
Post contains the “This was added” text at the end of prior content.	3	
Total Score	20	

The following 3 pages are:

**Quiz and Answer Key from Week 1
(Word Document)**

Name: _____

Date: _____

Introduction to WordPress

Week 1 Quiz

1. Which of the following is NOT a good reason to select WordPress.com as a blogging platform?
 - a. It is owned by Google.
 - b. It is the most popular blogging platform in the world.
 - c. It is free to use.
 - d. It is easy to set up and maintain.

2. How much does WordPress.com cost to use?
 - a. \$19 a month for the basic version.
 - b. \$29 a year per blog.
 - c. It is free for the basic version.
 - d. The cost varies depending on how many posts and pages.

3. Which of the following is the correct URL of a WordPress.com blog?
 - a. http://wordpress.com/blogname
 - b. http://blogname-wordpress.com
 - c. http://wordpress.blogname.com
 - d. http://blogname.wordpress.com

4. In addition to the site title, you can add a brief sentence or phrase that further describes your blog. WordPress refers to this as a:
 - a. Motto.
 - b. Tagline.
 - c. Subtitle.
 - d. Heading.

5. How can you tell if a post you are currently editing has already been published live to your site or not?
 - a. The entire screen changes to a lighter color for posts that are already live.
 - b. The only way to tell is to visit the live site to see if the post is displaying.
 - c. There is a Status for the post listed as either Published or Draft.
 - d. Trick question! Posts can no longer be edited once they are published live.

Name: _____

Date: _____

6. How a blog or website appears to a visitor on the internet is often known as the “front end.” What would best represent the “back end” for a WordPress.com site?
 - a. The backup of the file system and database.
 - b. The site title and privacy settings.
 - c. The full URL of the site.
 - d. The Dashboard.
7. If you want to add a text link to a post, which of the following is not a component in the process?
 - a. Select and highlight which text will become a link on the page.
 - b. Specify the URL where the user will go when the text is clicked.
 - c. Determine which visitors will see the link and which will not.
 - d. Determine whether a new window/tab will open up when the link is clicked.
8. Where can you make changes to your existing blog, such as modifying the site title, selecting the time zone, and determining whether the search engines index your blog or not?
 - a. Within the Settings menu in the Dashboard.
 - b. Within the Posts menu in the Dashboard.
 - c. From the WordPress.com signup page.
 - d. By clicking on the Appearance menu and then going to the My Blog tab.
9. If you wanted a new post to get published at exactly 9:30pm this Friday night, what would be the best way to accomplish this?
 - a. By canceling your plans for Friday night so you could wait by the computer.
 - b. By giving a friend your WordPress password and instructions on how and when to publish the post.
 - c. By using the Future Posts tool in the Settings menu.
 - d. By setting a publish date and time within the Add New Post screen, prior to clicking on the Publish button.
10. On the Edit Post screen, which of the following best describes the options for formatting text content?
 - a. Formatting is limited to bold, underline, and italics.
 - b. There are two rows of formatting icons, with options similar to Microsoft Word.
 - c. Formatting is limited to changing text color.
 - d. There are unlimited formatting options, but they each require the HTML codes to be typed in.

Name: _____

Date: _____

Introduction to WordPress

Week 1 Quiz Answer Key

(ANSWERS BLOCKED FOR THIS SAMPLE)

1. X
2. X
3. X
4. X
5. X
6. X
7. X
8. X
9. X
10. X