

Help Resources for Sites@Duke

Congratulations! You now have a new club website hosted through Sites@Duke!

[Sites@Duke](#) is supported by Duke's Office of Information Technology (OIT) and allows any member of the Duke community to make free, WordPress-based websites. If you are new to using WordPress, you might find some of the materials below helpful. In general, the web management platform is fairly easy to learn and has lots of support resources attached to it.

GENERAL SUPPORT

- **Sites@Duke:** Access to help documents and FAQs. Visit: <https://sites.duke.edu/help/fags/>.
- **Duke OIT:** Live chat and help desk support. Visit: <https://oit.duke.edu/help/>.
- **WordPress:** Support page and help forums at <https://wordpress.org/support>.

GETTING STARTED

Duke OIT has created a guide for people new to Sites@Duke to help them get up and running in managing a WordPress website. It is a good resource to peruse as you get started and includes instructional links for the most common tasks managers need to execute.

Access the User Guide at <https://sites.duke.edu/help/user-guide/>. Topics included:

- Logging In
- Understanding the Dashboard
- Creating Content
- Adding Videos into your site
- Embedding a Qualtrics Form into your site
- Embedding a Google Doc into your site
- Customizing your Site
- Managing Users

EXTRA HELP WITH SPECIFIC TASKS

- **Creating Pages and Posts:** https://sites.duke.edu/creating_content/
 - In general, you will be making Pages, not Posts.
 - To better understand the differences between Pages and Posts, read here: <https://wordpress.org/support/article/pages/>
- **Customizing Appearance:**
 - To learn how to change things like the site title, tagline, appearance/theme, sidebars, and much more, Duke OIT recommends reviewing the many step by step guides available via [LinkedIn Learning](#) (Duke NetID required).
 - To change your menu or add submenus, read here: https://duke.servicenow.com/kb_view.do?sysparm_article=KB0025636
- **Add an Image:** <https://wordpress.org/support/article/inserting-images-into-posts-and-pages/>
- **Widgets:**
 - WordPress Widgets add content and features to your sidebars (if you opt to add them to your web template).
 - There are widgets that come with WordPress that you can enable, e.g., a search bar or tag cloud.
 - Learn more about adding widgets: <https://wordpress.org/support/article/wordpress-widgets/>
- **Web Accessibility:** Duke is committed to making web content available to all through conformance with web content accessibility guidelines. See guidelines and resources at <https://web.accessibility.duke.edu/duke-guidelines>.



Sites@Duke

Overview

Sites@Duke (powered by WordPress) is an innovative, easy-to-use platform for creating your own website or blog. You may choose to use Sites@Duke for any number of reasons including a professional portfolio, personal site, a course or project site or a student organization website. Go to **sites.duke.edu** to connect with your Duke NetID and password.

Logging In

- To log in, direct your browser to <http://sites.duke.edu>
 - Click “login” in the top-left corner, below the Duke logo
 - You will be greeted with this screen:

Click [here](#) to log in with your Duke NetID or as a Duke guest.

If you do not have a Duke NetID or Duke-granted guest account, please log in using the box below.

Username

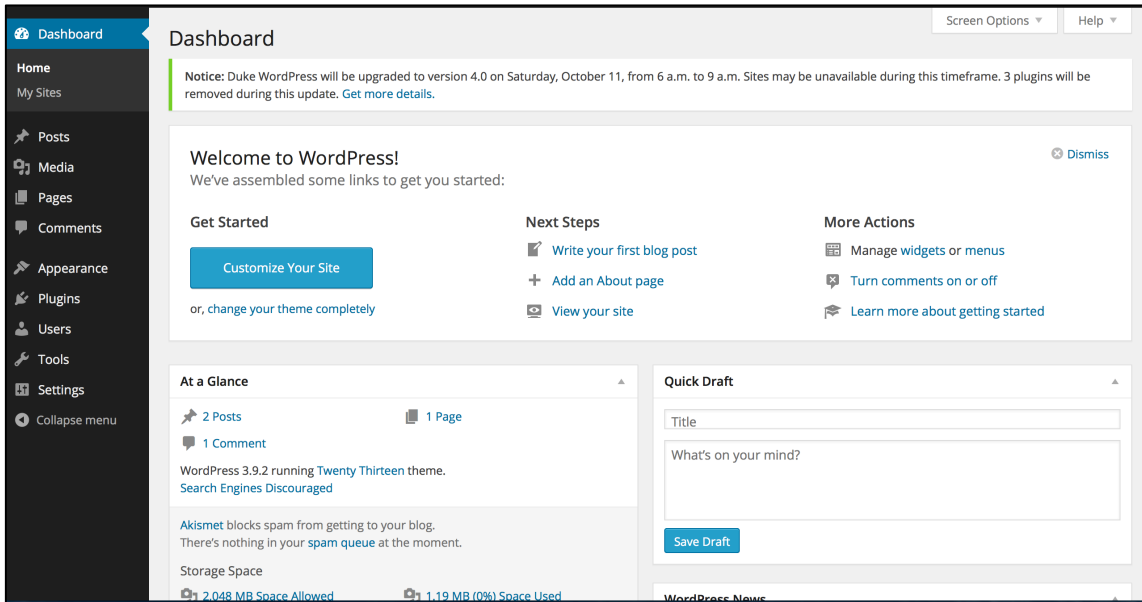
Password

Remember Me

Do not enter your Duke NetID into the Username/Password prompt. Instead, follow the link to login with your Duke NetID

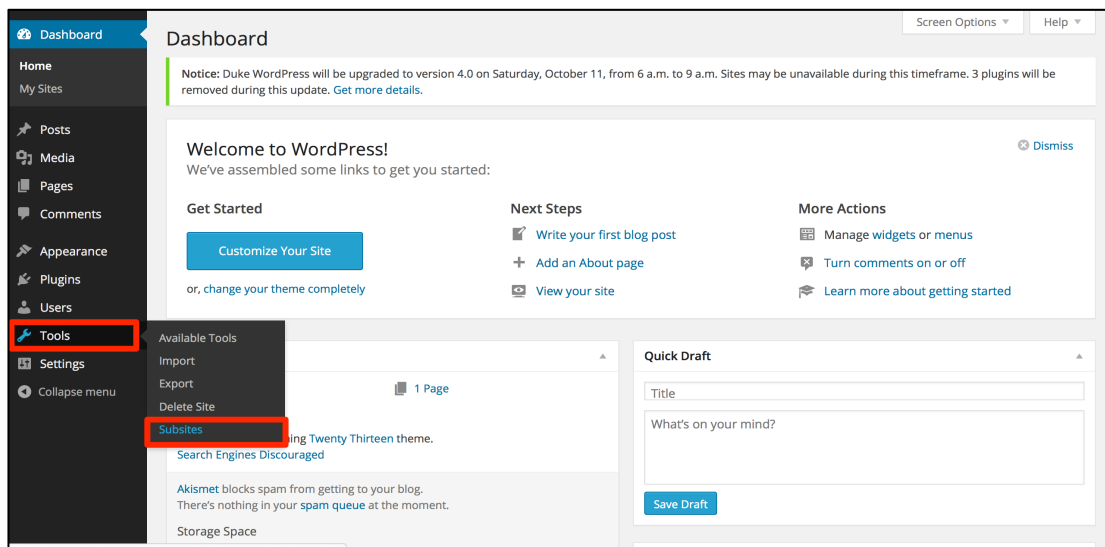
- This will take you to your Dashboard:
 - Here, you can create posts and manage your space

Using the Dashboard



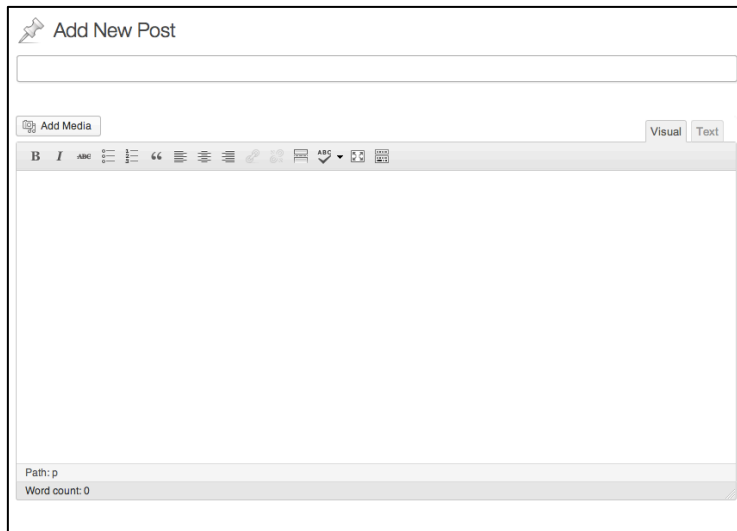
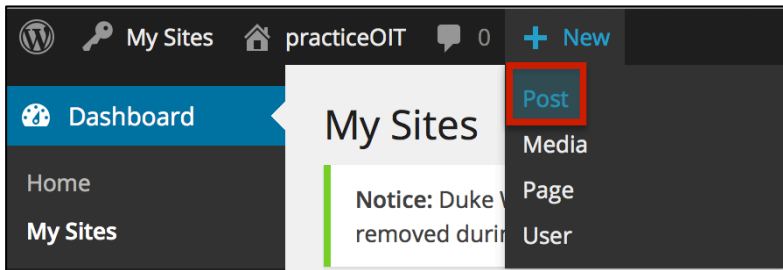
Creating a New Site

- If you are creating a site for personal use, navigate to the **My Sites** button on the sidebar and then click **Create a New Site**
 - You will be prompted to pick a site name and title
 - OIT sees the site names as they come in. Sites that use profanity or misrepresent the university will be deleted.
- If you are creating a subsite as a part of a class, when you navigate to **Subsites** under **Tools**. You will need to enter a site address and a title for your subsite then press the **Add Subsite** button



Create a Post

- To create a post, press the + **New** and **Post** button in the black toolbar at the top



- From here, you can type text, insert pictures, and add video that you want to post to the blog
 - Text is entered as you would in any other program. There are a variety of styling options (e.g. bold, italic, quoted text) available to you in the toolbar
 - In order to add images, you must click the **Add Media** button and use the uploader that pops up to add your pictures, videos, and music
 - TIP: You can even drag and drop media files from your computer to upload

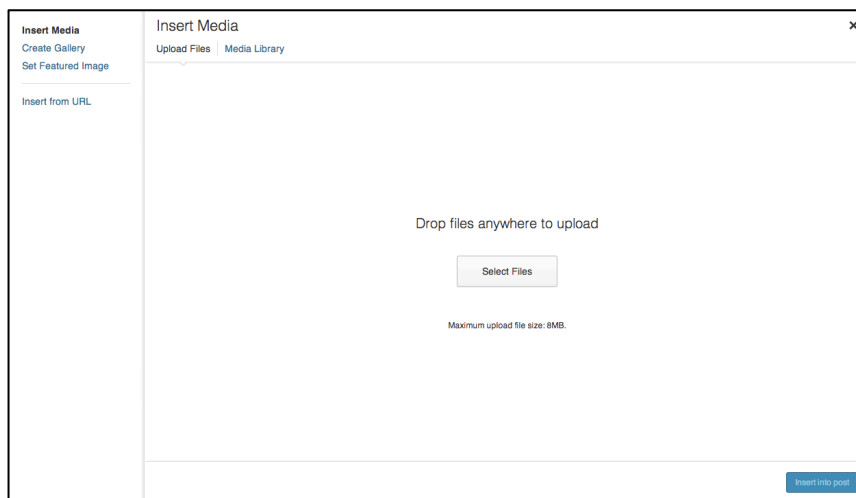


- TIP: don't use a huge picture, or else it might get cut off when you publish the post
- You can create a link by highlighting a word or phrase that you want to link, then pressing the **Hyperlink** button



Media Library

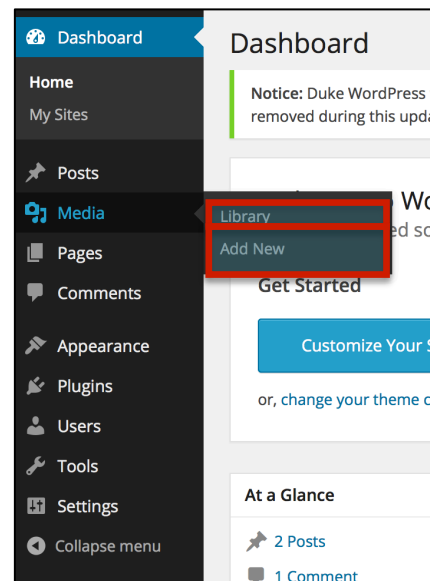
- Your **Media Library** acts as a repository for all of the files that you have uploaded. From here, you can insert and modify any image, video, or music file that you have uploaded in the previous step
- You can access the media library most conveniently by clicking to insert media into a post
 - That will open a dialogue box, allowing you to add pictures and other media to your library or choose from the items already there



- Once you have pictures in your library, you can insert them into posts or pages
- You may also access the media library by clicking on the Media dropdown menu on the left-hand side of your screen and choosing **Library** or **Add New**

Post Creation Tips

- While writing your post, remember to **Save Draft** often to avoid data loss
- Don't forget to spell check
- Remember that multiple posts will be displayed on a single page; anybody with a slower internet connection will appreciate if you avoid unnecessary images and other graphics



Categorizing Posts

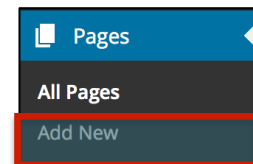
- After you finish, you can tag your post and categorize it. Tagging and categorizing are tools used to organize sites; they make your post easier to find
 - **Tags** are used to “tag” a post with keywords from the post to make it possible to search for the post using those keywords
 - **Categories** are broader terms, usually encompassing a group of related posts
 - For example, if your post is your grandmother’s secret brownie recipe, then the tags could be “brownie”, “walnut”, “cinnamon”, “KitchenAid”, while the category would be “baking” or “dessert”

Creating and Editing Pages

- A **Page** differs from a post in that it is separate from the homepage and is intended to be more permanent
 - Whereas all of your posts will show up on one page, in the order that they were created, each page will be viewed separately
 - If you have a lot of pictures or graphics, placing them in a separate page can help those with slower internet connections

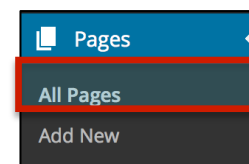
Create a Page

- To create a page, click on the **Pages** dropdown menu on the left-hand side of the screen and choose Add New
 - This will bring up a screen very similar to that of a new post
- You can then edit your page in exactly the same fashion as you would posts



Organizing Pages

- The easiest way to manage pages is to click on the **Pages** dropdown menu on the left-hand side of the screen and choose **Pages**
 - This will bring up a screen showing all of your pages for that Sites@Duke site
- Hover your mouse over the page you wish to categorize and click **Quick Edit**



- In the resulting view, you can change such things as the title, author, date, etc. You can also set the page’s **Parent**
- If the parent is set, the page will appear below that parent in the hierarchy
 - It is possible to have any number of categories and levels of categorization to your pages

<input type="checkbox"/> Title ▲	Author	Date
<input type="checkbox"/> it's a page	Mohamad Chamas	1 min ago Published

QUICK EDIT

Title

Slug

Date , 2014 @ :

Password -OR- Private

Parent	Main Page (no parent) ▼
Order	Main Page (no parent)
Template	it's a page Default Template ▼

Allow Comments

Status

Publishing

- Under **Visibility**, you can set password protection on the post or page
- **Private** mode means that only you can see the post/page, and only when you are logged in

Publish ▲

🔑 Status: **Published** [Edit](#)

👁️ **Visibility: Public**

Public

Stick this post to the front page

Password protected

Private

[Cancel](#)

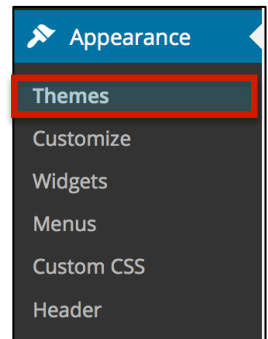
📅 Published on: Sep 21, 2014 @ 22:27
[Edit](#)

[Move to Trash](#)

Appearance

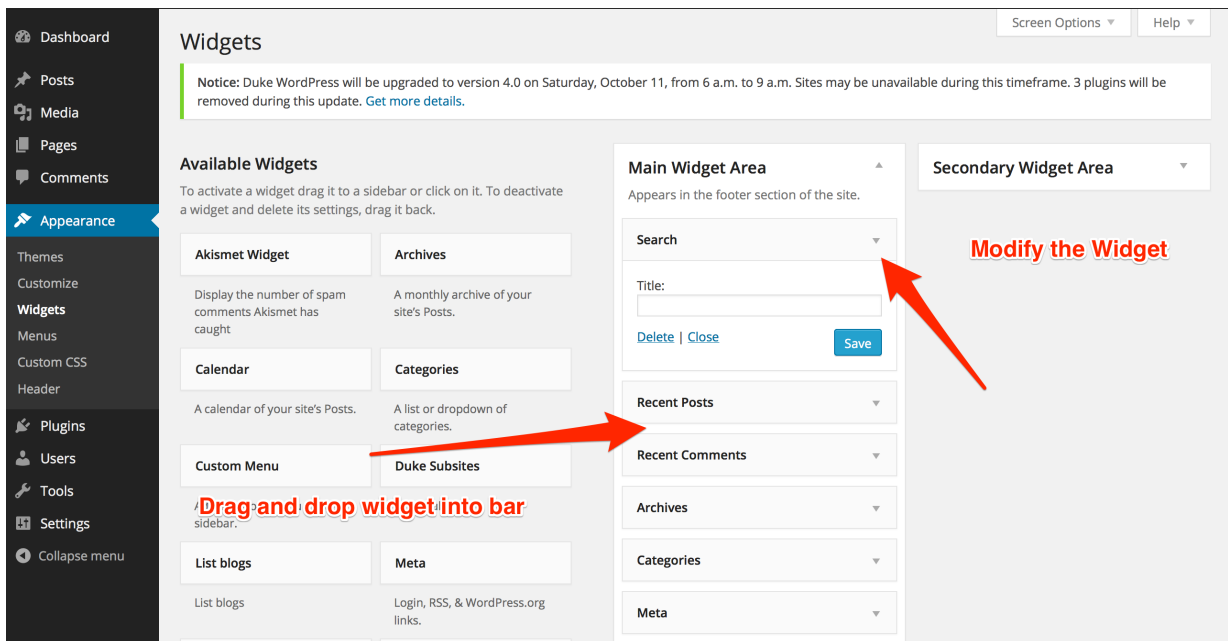
Themes

- Sites@Duke has a number of different themes available for your blogs
- To choose a theme, click on the **Appearance** dropdown menu on the left-hand side of your screen and choose **Themes**
- You can then choose from 60 ready-to-use Sites@Duke themes for your site
 - TIP: Themes don't just differ in aesthetics; some also have different features, such as sidebar menus, customizable headers, and different content layouts. Keep the requirements of your site in mind as you choose a theme



Widgets & Sidebars

You may want to include items in your sidebar which, depending on your theme, generally appears to the right or left of your main content. By adding different “widgets,” you can add links, search boxes, navigational elements and more to your site.



Plugins

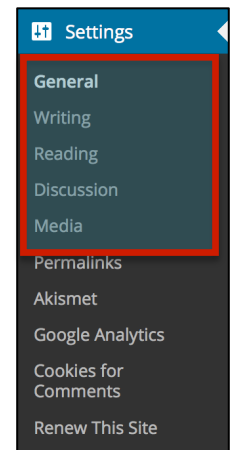
- Sites@Duke also has a large number of plugins available for use
- To activate or deactivate plugins, click on **Plugins** on the left-hand side of your screen
 - This will bring up a list of plugins that can be activated
 - TIP: Not all plugins work with all themes, so be sure to test them out before making your site live

<input type="checkbox"/> Plugin	Description
<input type="checkbox"/> Admin Commenters Comments Count Activate	Displays a count of each on any admin page. Version 1.3 By Scott F
<input type="checkbox"/> Artiss Plugins List Activate	Displays a list of the ac Version 2.2.2 By Davi
<input type="checkbox"/> Authors Widget Activate	Authors Widget shows name, avatar. It is usef Version 2.4.3 By Gavr

Changing Site Settings

General

- The **General Settings** tab allows you to change some of the most basic parts of the website, such as the title
 - To change the title of your site, simply delete the current title and type in a new one
 - The **Tagline** of the site is a motto or sound bite description that, depending on your theme, may appear just below the title
 - The **Date Format, Time Format, and Week Starts On** sections allow you to change the way your site displays dates and times
- When you are done, be sure to click on **Save Changes** to update the live site



Writing

- The **Writing Settings** tab allows you to determine how written content is submitted. This tab is largely for your benefit rather than your viewers

- Changing the size of the post box determines how large the editing pane is for newly-submitted posts
- The **Default Post Category** allows you to save time by automatically placing newly-created posts into certain categories
- The **Default Post Format** allows you to save time by automatically formatting newly-created posts to a preset format.

Reading

- The **Reading Settings** tab allows you to determine how written content is displayed on your site

Reading Settings

Front page displays

Your latest posts

A [static page](#) (select below)

Front page:

Posts page:

Blog pages show at most: posts

Syndication feeds show the most recent: items

For each article in a feed, show

Full text

Summary

Site Visibility

Allow search engines to index this site

Discourage search engines from indexing this site

Note: Neither of these options blocks access to your site — it is up to search engines to honor your request.

I would like my blog to be visible only to registered users of Duke WordPress Sites

I would like my blog to be visible only to [registered users I add](#) to "Jenny's Site@Duke"

I would like "Jenny's Site@Duke" to be visible only to Admins.

Save Changes

- You can either display a **Static Front Page** or your latest posts on your main page, the first page people will see when they access your site
- Setting your **Posts Page** also determines in which page your blog posts appear. Generally, you will want this to be a blank page created specifically for the purpose of displaying posts
- You can also change the number of blog posts or syndication feeds shown on a single page. Keeping this number low can help people with slower internet connections
- You can also choose to show either the full text of articles or a short summary on your feeds
- **Privacy and Access**
 - To determine who can see, interact with, and modify your site, navigate to the **Settings** tab and click on **Reading**
 - There are several options for the level of privacy that you want on your site
 - For a class, you most likely want the third level of privacy, the default setting is “visible only to registered members that I add”

- If you want to give anyone with a Duke NetID access then you may choose the option to make your site “visible only to registered members of Duke Wordpress sites”
- This will ensure that everyone in your group can access the site but avoid visitors from the “general public”, including spambots
- The default privacy setting of your site is determined by how your site was created.

Discussion

- The **Discussion Settings** tab primarily deals with administration of comments and blog discussions. Most of the settings here are irrelevant unless you intend to make your blogs public, but a few may prove useful
 - If you expect there to be a large number of comments on your site, it is recommended that you uncheck “E-mail me whenever anyone posts a comment”
 - If you wish to allow avatars, the **Avatar** section allows you to determine what they will look like, what avatars are available, etc

Media

- The **Media Settings** tab allows you to determine how non-written content, such as images, videos, and audio files, is displayed on your site
 - Setting the **Thumbnail Size** allows you to determine the size of the smallest types of images, and whether they will retain their proportions (width/height ratio) or be cropped to a set size
 - Setting **Medium** and **Large Size** allows you to determine the size of the default preset for each category of images.

Using the Site View

Visiting the Site

- To see what your site will look like to others, click on the **Site Name** in the upper left-hand corner of the screen
- Depending on your theme, you may see a different site layout
 - In general, you should be able to navigate between pages either at the top of the page in tabs, or on a sidebar menu
 - Themes may also display archives, categories of posts, header images, and more

Adding Comments

- You can comment on posts at the bottom of the page under **Leave a Reply**
 - Depending on your **Discussion** settings, you may have to log in to leave comments. Comments may not even be enabled

Leave a Reply

Logged in as **Mohamad Chamas**. [Log out?](#)

Comment

You may use these HTML tags and attributes: `` `<abbr title="">` `<acronym title="">` `` `<blockquote cite="">` `<cite>` `<code>` `<del datetime="">` `` `<i>` `<q cite="">` `<strike>` ``

Post Comment

- When your comment is finished, click **Post Comment**
- Once a comment is placed, you can click **(edit)** to edit your comment

Additional Resources



lynda.com

lyndaCampus

lynda.com is an online software training library. All Duke students, faculty, and staff can access this resource with their Duke NetID.

<http://training.oit.duke.edu/lynda>



OIT Multimedia Project Studio (MPS)

Need a specialized computer lab with hardware and software to edit graphics, develop a website, edit a video or integrate audio/video into a project? The MPS has all that, plus knowledgeable staff to get you started and keep you going on your project. For location & staffing information for the MPS, visit oit.duke.edu/mps or email mpslab@duke.edu

Sites@Duke Website

The Sites@Duke website itself also has great information, including help with troubleshooting errors in your sites:

<http://sites.duke.edu/>