


# cts Schroeder / tutorials

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 [github.com/cts Schroeder/tutorials/blob/master/join-blog.MD](https://github.com/cts Schroeder/tutorials/blob/master/join-blog.MD)

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## Joining the Class Private WordPress Blog

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### About this Tutorial, License

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This is a tutorial created by Prof. Caroline T. Schroeder of the University of Oklahoma.

It was last updated 22 August 2020; previous versions are in the commit history here on GitHub.

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### About the Private Blog

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For almost all my courses, I use Wordpress as the software for creating a blog. Why Wordpress? Well, it's pretty easy, and it's ubiquitous on the web. Knowing how to create a good website in Wordpress will get you a long way toward having a strong presence on the web for yourself.

The course blog is *private*, using a plugin called My Private Site. This plugin ensures that only authorized users can read the blog (much less contribute to it). So your class discussion conversations are private within our class community only.

I will delete the blog entirely after the semester ends.

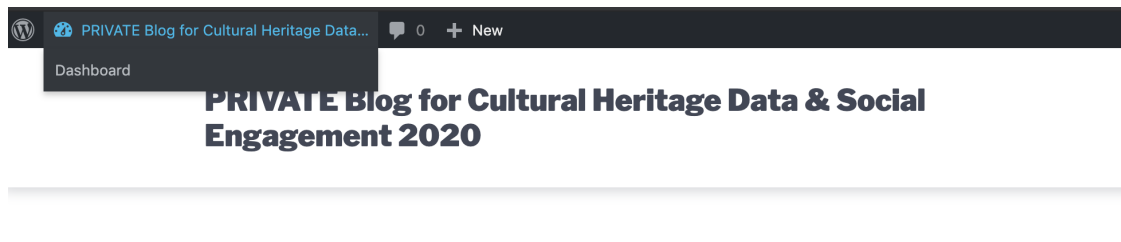
### Joining the Blog

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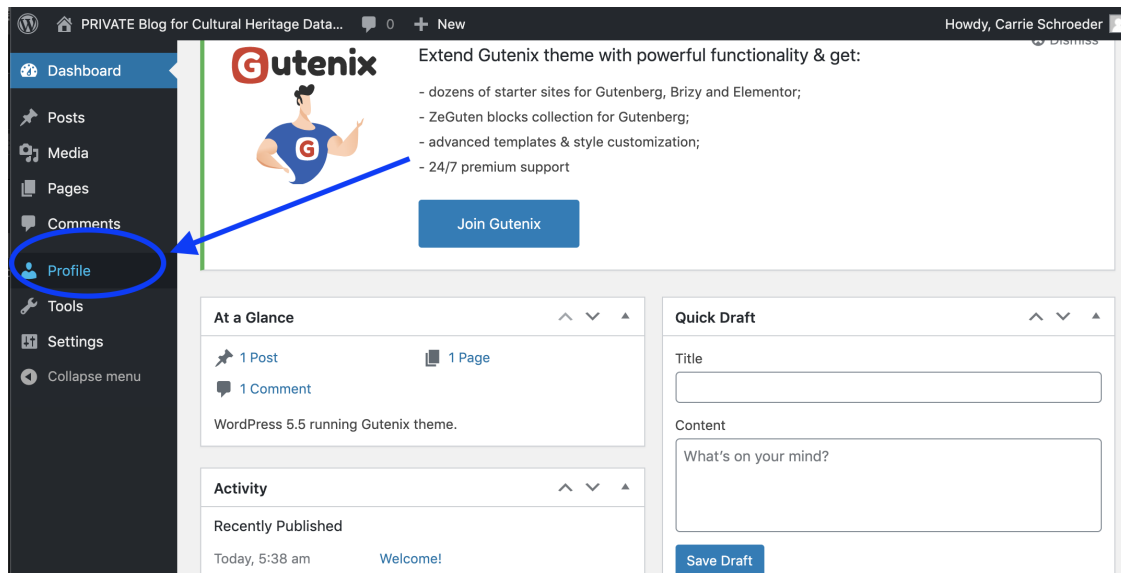
1. Check your OU email inbox for an invitation from WORDPRESS to the private course blog. If you don't see it, look in your junk/spam folder.
2. Click on the FIRST link to register and change your password. **NOTE: IF YOU DON'T SEE THE EMAIL go to <https://chdata20-blog.carrieschroeder.net/> and click "forgot your password?". Then enter your OU email address. Check your email (including spam/junk).** IF YOU STILL can't log in come to my Zoom office hours. (If the scheduled times don't work, please email me with times that work for you, and we will meet another time!)

## Update your username and avatar

3. Once you are LOGGED IN look in the upper left. Hover over "PRIVATE Blog for Cultural Heritage Data..." "Dashboard" should appear in a dropdown menu. Click on Dashboard.



4. On the left menu click "Profile"



5. Scroll down a bit and edit the following fields to represent yourself the way YOU want to appear:

- First name
- Last name

- Nickname
- Display name publicly as ( this is the name that will appear on your posts to the class)
- Biographical info (may be short and sweet)

The screenshot shows the WordPress user profile settings page. The left sidebar contains navigation links: Dashboard, Posts, Media, Pages, Comments, Profile (selected), Tools, Settings, and Collapse menu. The main content area is titled 'Profile' and includes a 'Toolbar' section with a checked option 'Show Toolbar when viewing site'. Below this are sections for 'Name', 'Contact Info', and 'About Yourself'. The 'Name' section includes fields for Username (test user, with a note 'Usernames cannot be changed.'), First Name (Carrie), Last Name (Schroeder), Nickname (required) (test user), and Display name publicly as (Carrie Schroeder). The 'Contact Info' section includes an Email (required) field (carrieschroeder@mac.com) with a note: 'If you change this, we will send you an email at your new address to confirm it. The new address will not become active until confirmed.' and a Website field. The 'About Yourself' section includes a Biographical Info text area. At the bottom, a note says: 'Share a little biographical information to fill out your profile. This may be shown publicly.'

PRIVATE Blog for Cultural Heritage Data... 0 + New Howdy, Carrie Schroeder

**Toolbar** ☒ Show Toolbar when viewing site

**Name**

Username  Usernames cannot be changed.

First Name

Last Name

Nickname (required)

Display name publicly as

**Contact Info**

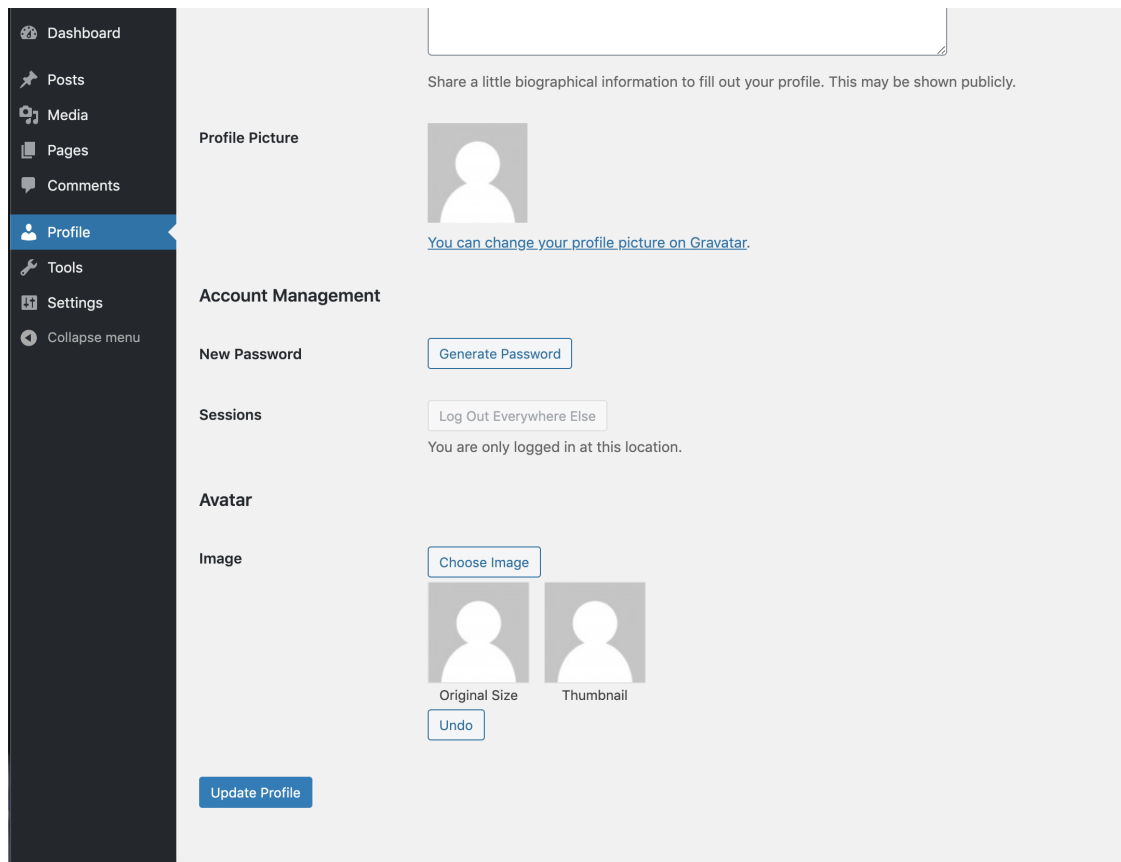
Email (required)   
If you change this, we will send you an email at your new address to confirm it. The new address will not become active until confirmed.

Website

**About Yourself**

Biographical Info

Share a little biographical information to fill out your profile. This may be shown publicly.



## 6. Under Avatar choose your Image

Go to Avatar, not Profile Picture!

Click "Choose image" and upload a profile picture. This picture will appear alongside your name on the blog. Please pick one that you will be happy with for the semester (or at least for the first several weeks, so we can get to know you.)

You do not need to show us your face if you don't want to (but you're welcome to!). Just be sure to pick something that you feel represents you well and doesn't violate our course principles.

## 7. Click the blue "Update Profile" button.

You're done!

### ► Details