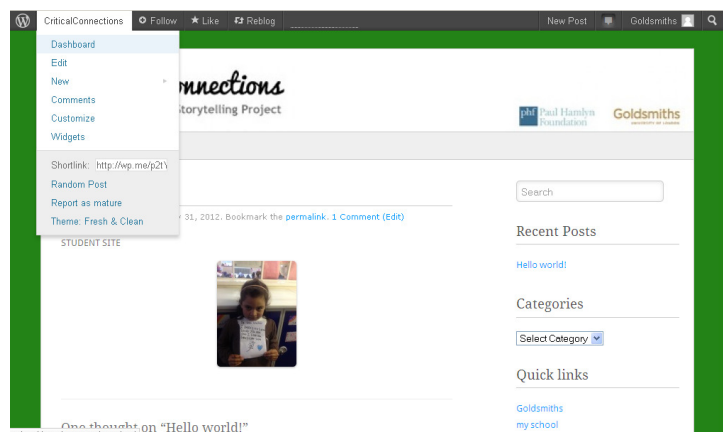# Critical Connections: Multilingual Digital Storytelling Project
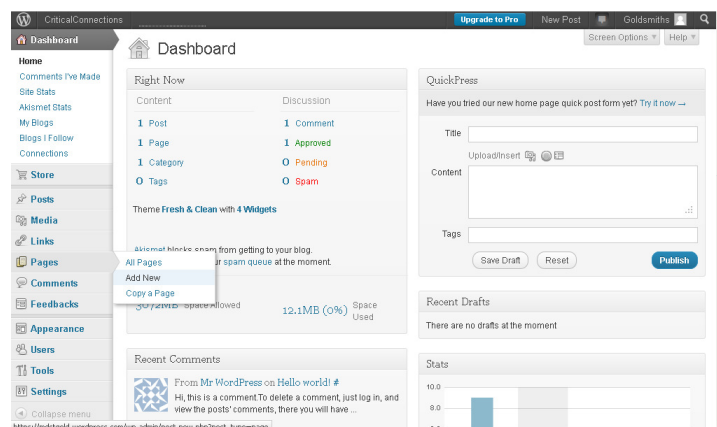
Team Meeting (Mon 1st October 2012)

Wordpress Workshop: Creating your schools student page.

a. Login to wordpress.com and then go to the student site (http://mdstgold.wordpress.com) then select the **Dashboard**.
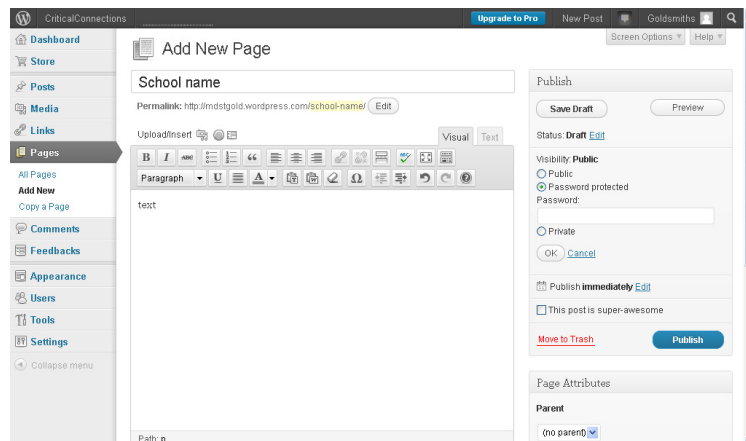

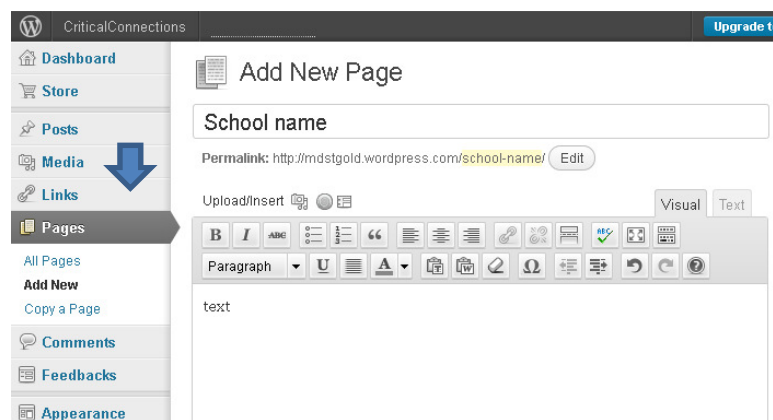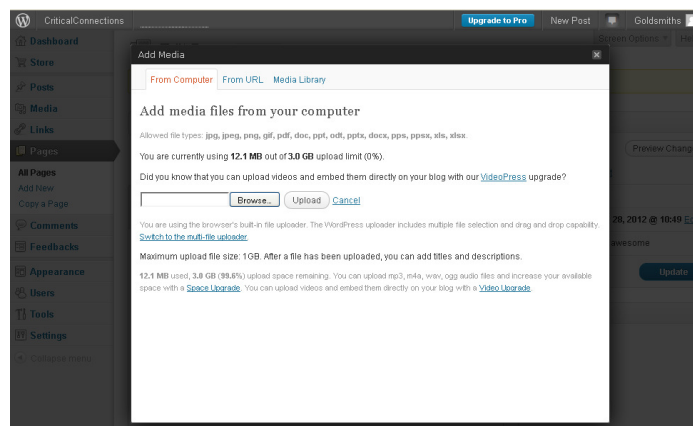b. From the dashboard select **Pages** and **Add New**

c.

    a. Put in your school name as page title

    b. Go to *Visibility* and *Edit*

    c. Select *Password Protected*

    d. Entre a password press ok

    e. Then click *Publish*

    f. Add some text change styles to create headings

    g. Then click *Publish*
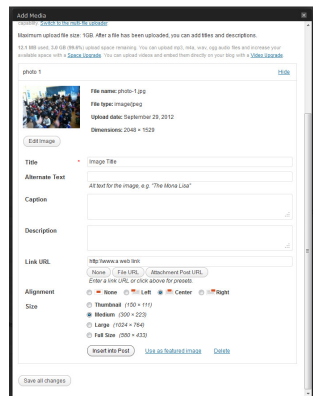

d. Adding photos Click on the add icon

e. Select *Browse* and point to the location of your photo or school logo
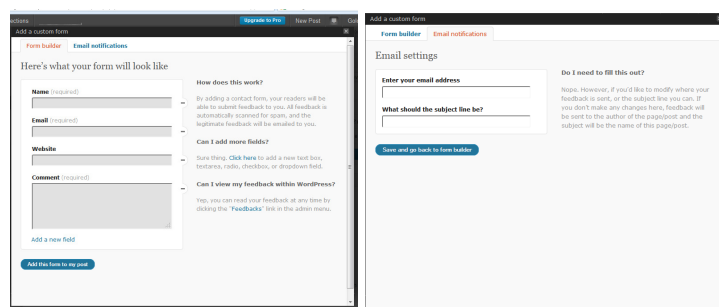
a. Add in a *Title.*

b. if you want put in your own *Link ULR* (e.g. to schools website)

c. *Alignment*

d. *Select size*

e. Finally click *Insert into post* then *Update*

f. Creating a contact form

a. Go to

b. Now change the fields to what you need

c. Add an email address and subject

d. The click *Add this Form to my Post* then *Update*

Now press preview changes to see the site as it will look.

You may now see something need changing you can just go back and change it until you are happy with the pages look.