

# Instructions for Using iWeb

Once you have set up and activated your iWeb, you can go to <https://iweb.langara.ca> and login. You should be taken directly to your site dashboard.

## An Overview of the Backend Tabs

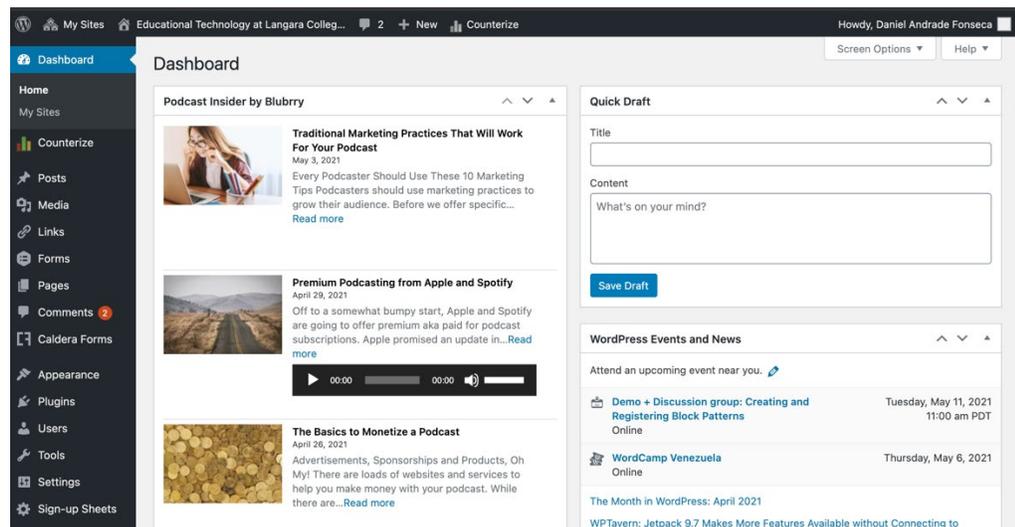
### The Dashboard

Once you log in, you will be brought to the site's **Admin Dashboard**.

(If you have more than one iWeb site, you will be taken to your iWeb home and see a list of your sites. Click on the site to access the site's dashboard.)

From here, you can click on several different menu options that will bring you to sections of your dashboard where you can:

- add and manage content such as posts, pages, and content, and assign keywords (tags) and categories
- change the appearance of your site and add specialized functionality
- manage your settings and add and manage users
- activate available plugins (Ex: Event Manager,H5P,etc)
- and return to the front page of your blog, etc.



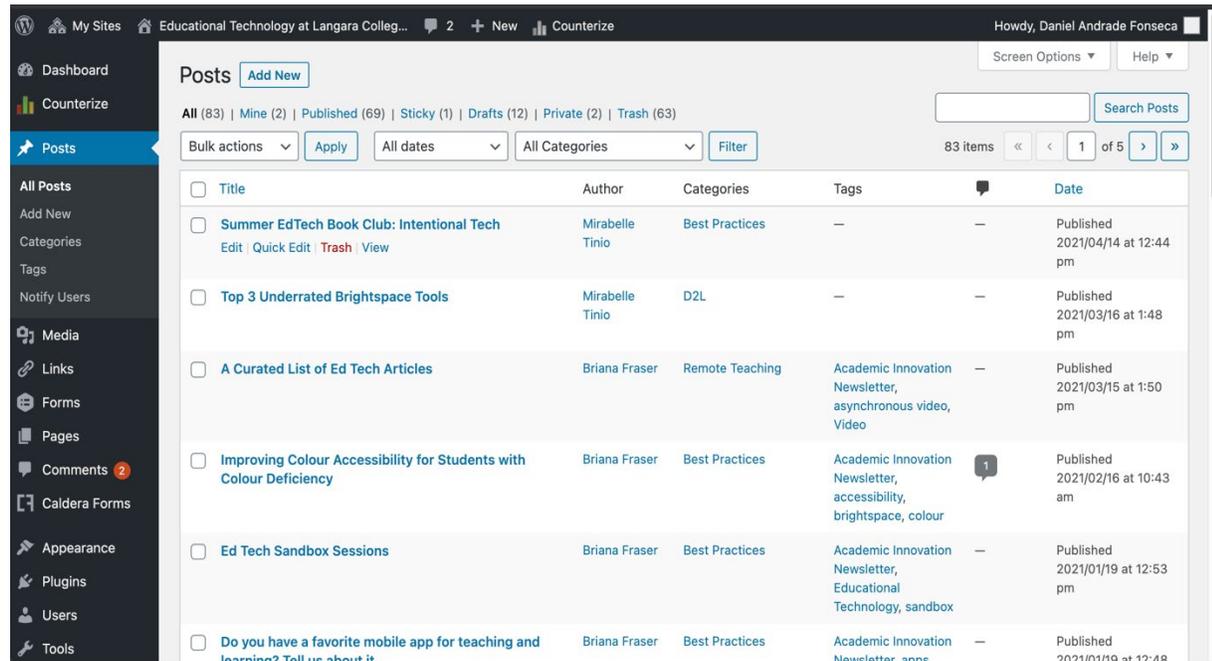
The Dashboard also gives you an **overview of your blog activity**, including :

- recent postings, comment activity, incoming links
- a section to write a quick post (titled "Quick Draft")
- several links to recent news from the WordPress community (often containing useful info about updates, features, and more general information about this open-source community)

# Adding Content

## Posts

This section is where you can write new blog posts and edit existing posts.



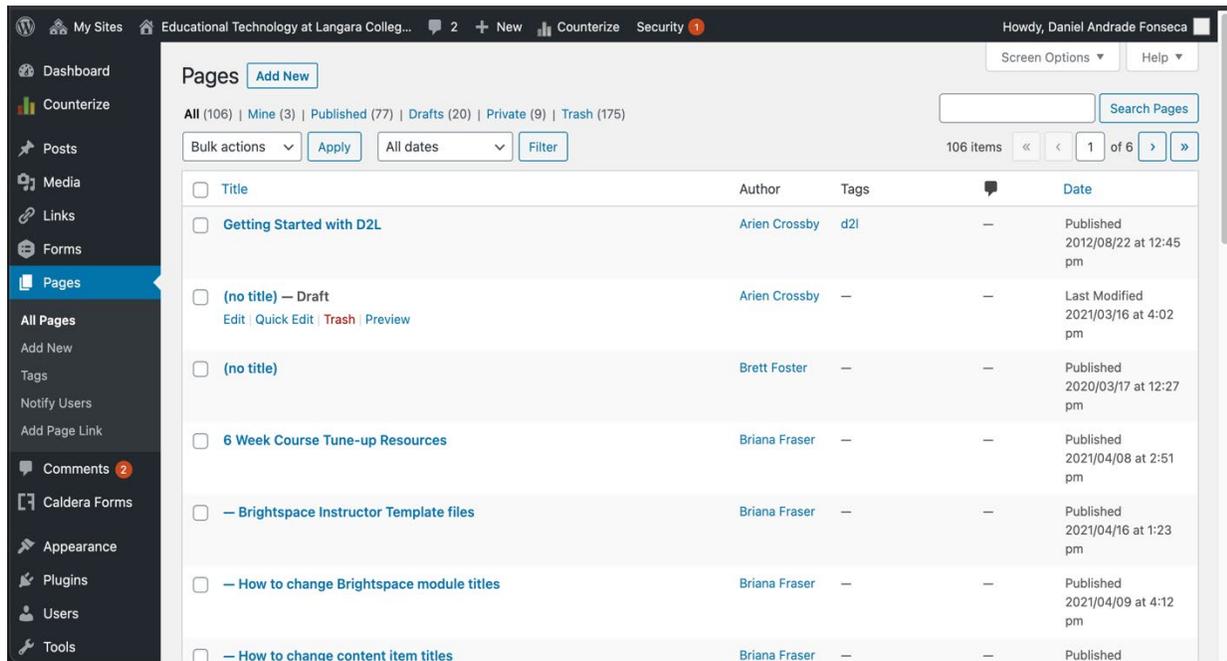
Posts are created using HTML code, but a WYSIWYG (What You See Is What You Get) editor is provided to allow you to create and edit pages without knowing code. When writing a new post you can:

- control the **status**, i.e., make the posts a *draft*, *published*, or *pending review*
- control the **visibility** to make the post public, *private* (only visible to registered users), or *password protected*
- add **categories** and **tags** to posts to create a personalized taxonomy of terms and sections in your site; if you use tags and categories, you and your readers can create web pages "on the fly" that contain pages and posts with your tags and categories

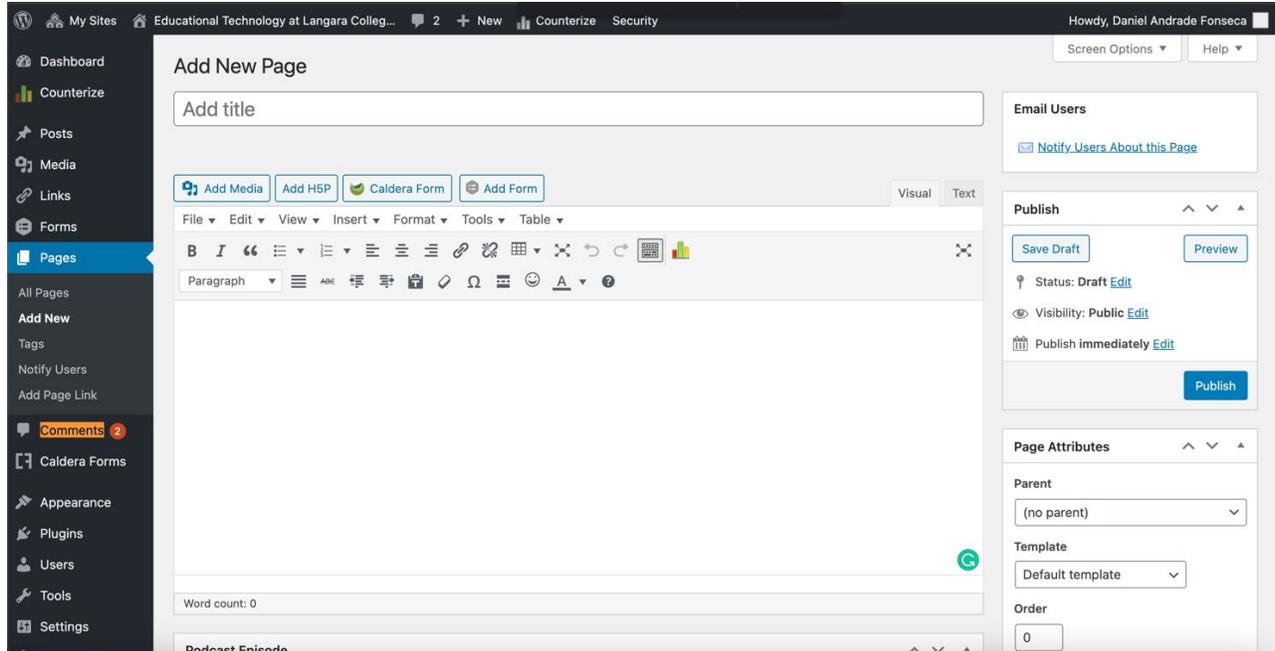
The **sub-sections** "Tags" and "Categories" allow you to manage tags and categories across all your posts.

# Pages

This section is where you can write new page and edit and delete existing pages. Writing a page is designed for static information that doesn't often change, like a Contact Me page.



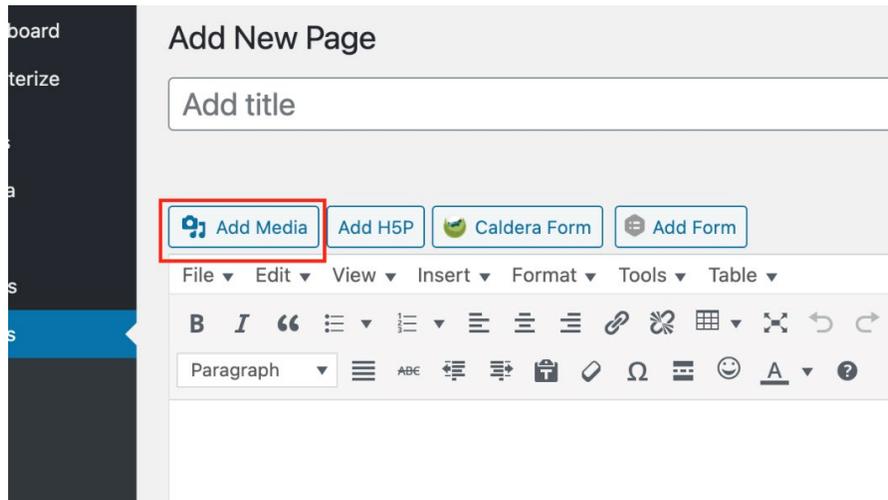
Pages are created using HTML code, but a visual editor is provided to allow you to create and edit pages without knowing code.



When writing a new page you can control:

- page **status**, i.e., make the page a *draft*, *published*, or *pending review*
- page **visibility** to make the page public, *private* (only visible to registered users), or *password protected*
- the **order** of pages so that they are aligned in the sidebar or in the header in a specific order on the **Page Attributes**
- control whether **comments** are allowed on the page
- create **tags** for each page, which help during searching on the page and also to organize the website
- **Page Revisions** let you compare different versions of your page and restore to previous versions. This is particularly helpful when you have multiple editors of a page

## Adding Media to Pages & Posts

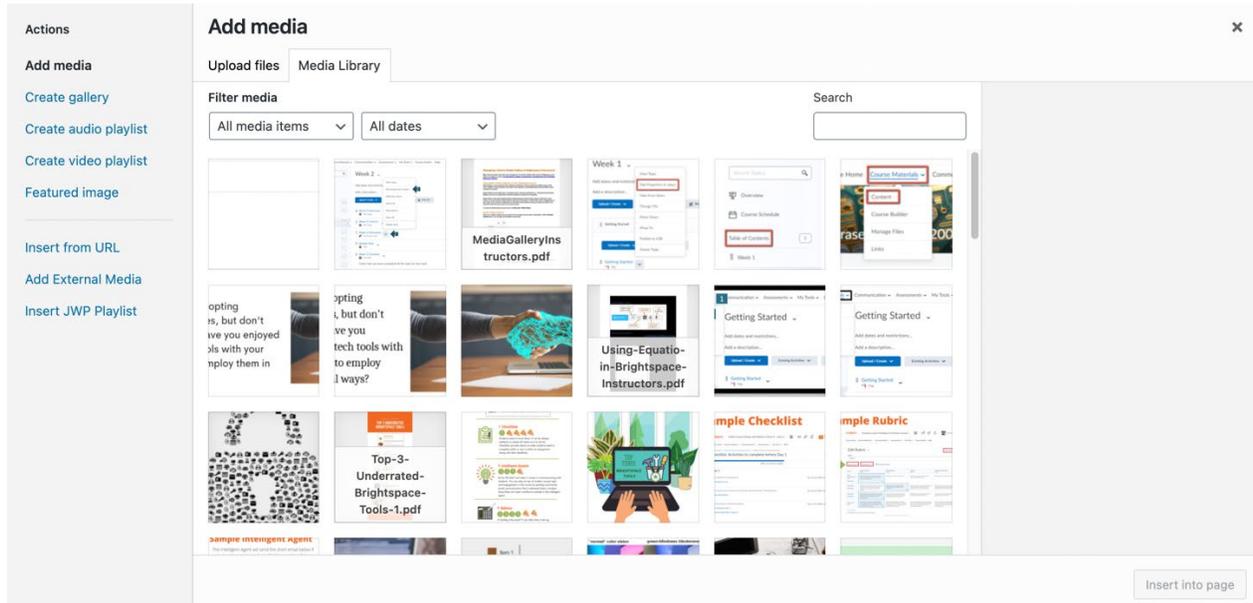


While you are editing pages and posts, you can easily add links (which send users to a new page external to your site) to or embeds (which appear in the body of your post or page) of media such as images, audio or video files, through use of the **Add Media** button located in the top left corner of the page or post editor. It will prompt you to upload media from your computer or your Media library if you have preloaded media to your site (see next section).

You can also determine settings for the media on your page such as the alignment and size of images, etc. Note that you are limited to an individual file size of **128 mb**.

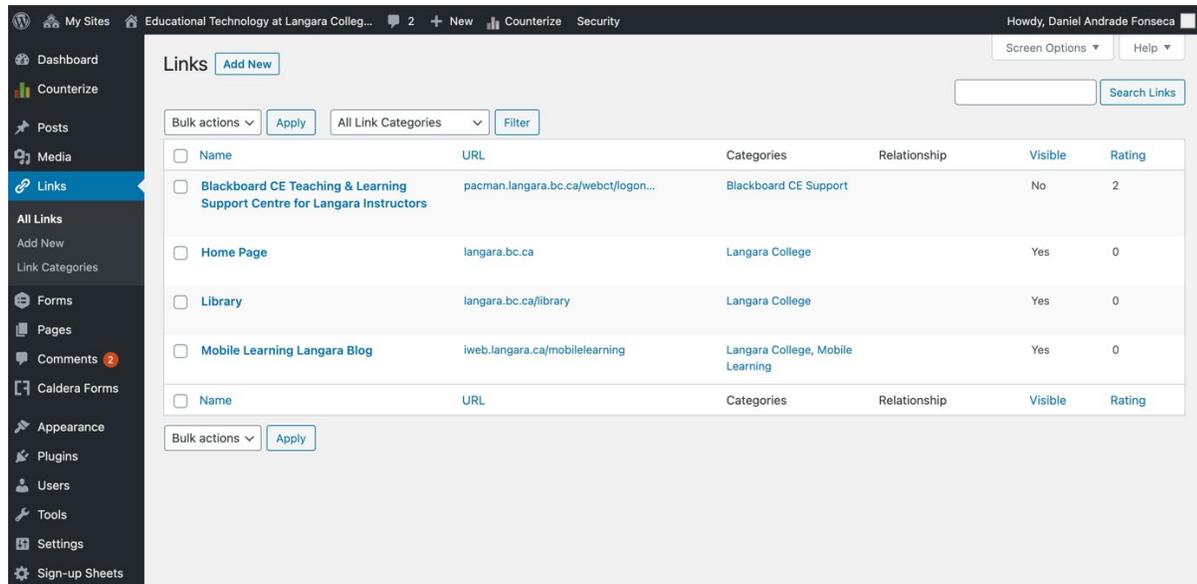
# Media

The Media section allows you to search and manage or delete media you have uploaded when creating pages or posts (your images, music, videos, etc.) You can also use this section to upload media in preparation for creating pages or posts.



## Links

The **Links** section is where you can add new links and manage existing links. To add a new link click on the Add Link and enter the appropriate information in the following three fields: Name, URL and Category and Target (when you click on the link, you can choose to open it at the same page or a new window).



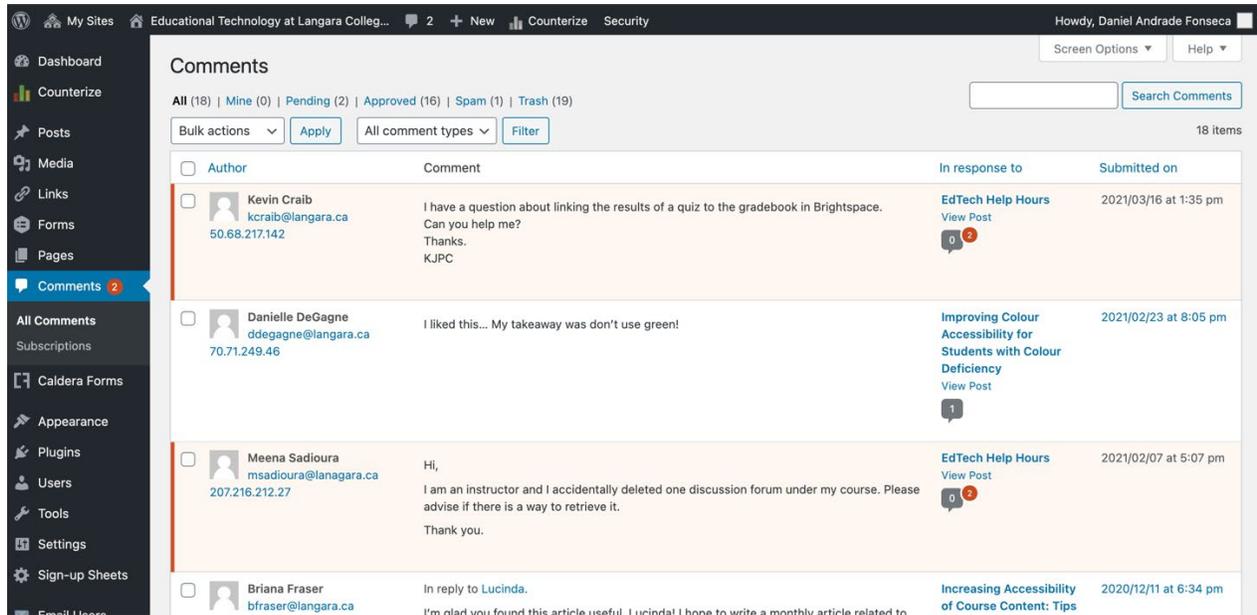
The screenshot shows the Moodle 'Links' management page. The left sidebar contains navigation options: Dashboard, Counterize, Posts, Media, Links (selected), All Links, Add New, Link Categories, Forms, Pages, Comments (2), Caldera Forms, Appearance, Plugins, Users, Tools, Settings, and Sign-up Sheets. The main content area is titled 'Links' and includes an 'Add New' button. Below this are controls for bulk actions and filters. A table lists existing links with columns for Name, URL, Categories, Relationship, Visible, and Rating. The table contains five entries: 'Blackboard CE Teaching & Learning Support Centre for Langara Instructors', 'Home Page', 'Library', 'Mobile Learning Langara Blog', and a header row. The 'Home Page' and 'Library' links are visible, while the others are not. A search bar and 'Search Links' button are located at the top right of the table area.

<input type="checkbox"/>	Name	URL	Categories	Relationship	Visible	Rating
<input type="checkbox"/>	Blackboard CE Teaching & Learning Support Centre for Langara Instructors	pacman.langara.bc.ca/webct/fgon...	Blackboard CE Support		No	2
<input type="checkbox"/>	Home Page	langara.bc.ca	Langara College		Yes	0
<input type="checkbox"/>	Library	langara.bc.ca/library	Langara College		Yes	0
<input type="checkbox"/>	Mobile Learning Langara Blog	iweb.langara.ca/mobilelearning	Langara College, Mobile Learning		Yes	0
<input type="checkbox"/>	Name	URL	Categories	Relationship	Visible	Rating

You can **categorize** your links into link categories by simply adding a new category in the categories section, or choosing an existing category. You can also manage these categories in the "Link Categories" sub-section. Once you have added links and categorized them, they can then be added to your sidebar using the **Links Widget** in the **Appearance > Widgets** section.

## Comments Tab

The Comments tab is where you can manage, moderate, or delete any comments you receive on your blog. To establish the default settings for comments on your site, or to turn off comments, you need to go to the **Settings > Discussion subtab** (this is where all of the settings for commenting are controlled). You can also set comments status for individual pages and posts.



The screenshot shows the Moodle Comments tab interface. The top navigation bar includes 'My Sites', 'Educational Technology at Langara Colleg...', 'New', 'Counterize', and 'Security'. The user 'Howdy, Daniel Andrade Fonseca' is logged in. The left sidebar contains navigation options: Dashboard, Counterize, Posts, Media, Links, Forms, Pages, Comments (2), All Comments, Subscriptions, Caldera Forms, Appearance, Plugins, Users, Tools, Settings, and Sign-up Sheets. The main content area is titled 'Comments' and shows a list of 18 items. The list is filtered to show 'All (18) | Mine (0) | Pending (2) | Approved (16) | Spam (1) | Trash (19)'. The list includes columns for 'Author', 'Comment', 'In response to', and 'Submitted on'. The first comment is from Kevin Craib (krcraib@langara.ca) asking for help with linking quiz results to a gradebook. The second is from Danielle DeGagne (ddegagne@langara.ca) saying 'I liked this... My takeaway was don't use green!'. The third is from Meena Sadioura (msadioura@lanagara.ca) reporting an accidentally deleted discussion forum. The fourth is from Briana Fraser (bfraser@langara.ca) replying to Lucinda.

Author	Comment	In response to	Submitted on
<a href="#">Kevin Craib</a> krcraib@langara.ca 50.68.217.142	I have a question about linking the results of a quiz to the gradebook in Brightspace. Can you help me? Thanks. KJPC	<a href="#">EdTech Help Hours</a> View Post	2021/03/16 at 1:35 pm
<a href="#">Danielle DeGagne</a> ddegagne@langara.ca 70.71.249.46	I liked this... My takeaway was don't use green!	<a href="#">Improving Colour Accessibility for Students with Colour Deficiency</a> View Post	2021/02/23 at 8:05 pm
<a href="#">Meena Sadioura</a> msadioura@lanagara.ca 207.216.212.27	Hi, I am an instructor and I accidentally deleted one discussion forum under my course. Please advise if there is a way to retrieve it. Thank you.	<a href="#">EdTech Help Hours</a> View Post	2021/02/07 at 5:07 pm
<a href="#">Briana Fraser</a> bfraser@langara.ca	In reply to <a href="#">Lucinda</a> . I'm glad you found this article useful. I lucinda! I hope to write a monthly article related to	<a href="#">Increasing Accessibility of Course Content: Tips</a>	2020/12/11 at 6:34 pm

# Customizing Your Site's Appearance & Functionality

## Appearance

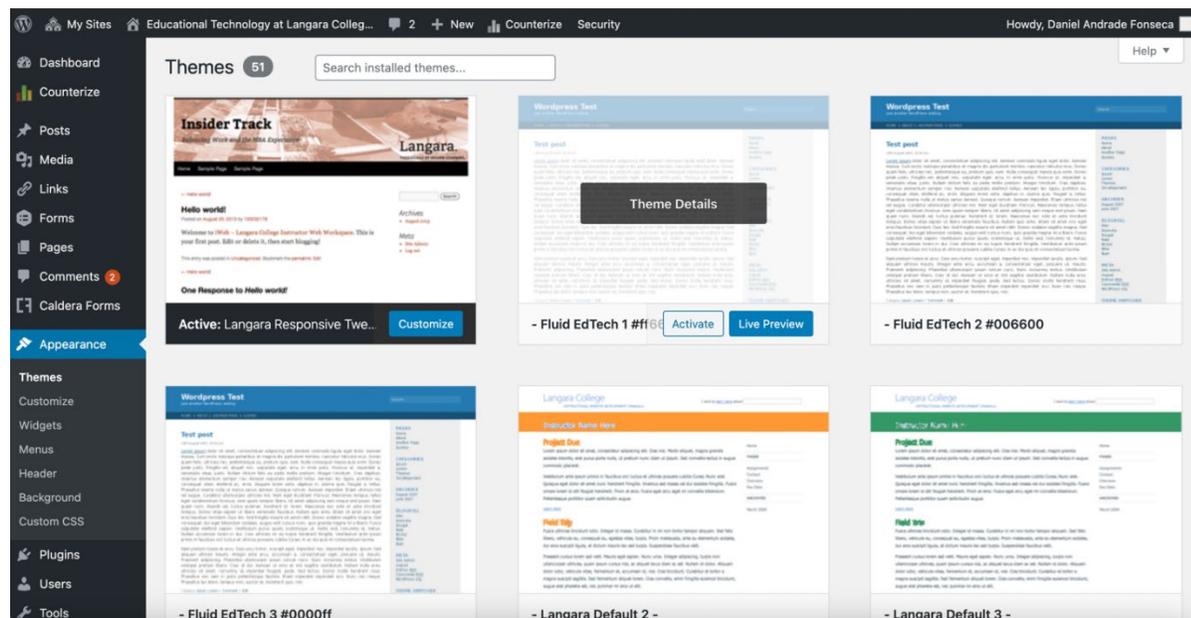
The Appearance section is where you control the overall look and feel of your blog/website.

### Themes

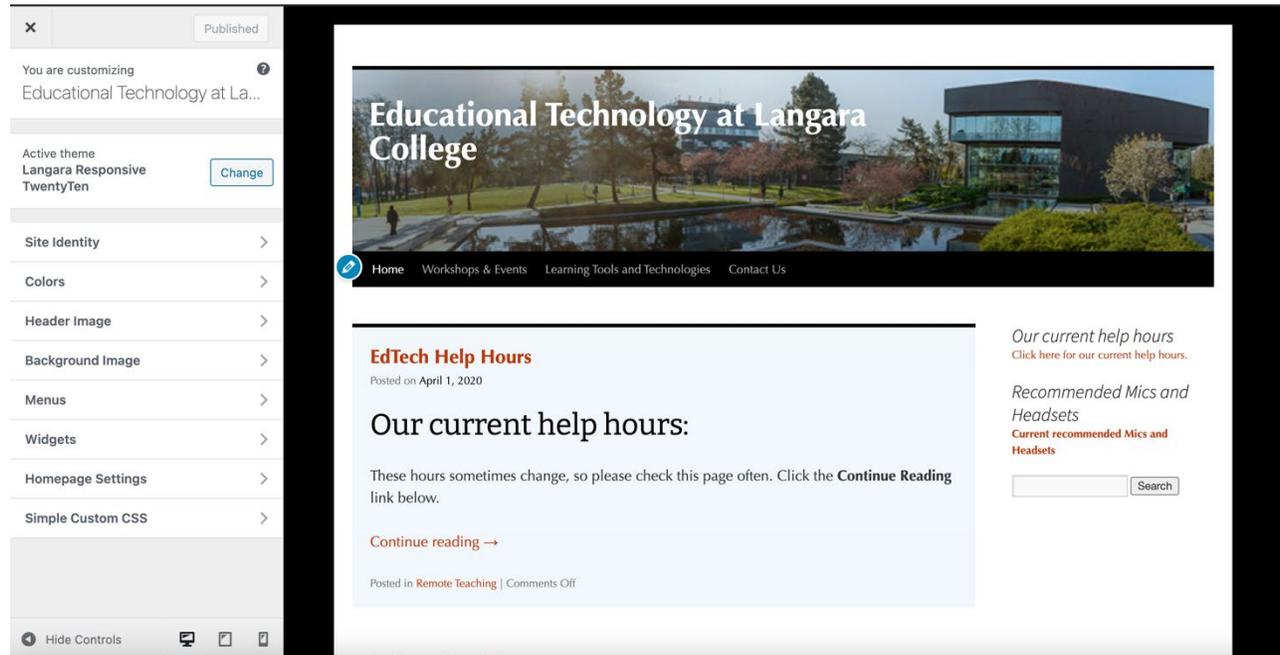
In the **Manage Themes** section you will see number of different themes you can use for your blog.

- Click on “Live Preview” on any of the themes for a preview of what your site would look like with this theme
- If you like it, click "Activate" in the upper right-hand corner, or close the preview by clicking the "X" in the left-hand corner and preview another

Once you have selected a new theme, click on "**Visit site**" next to your blog title at the top of the screen to see how you like the new look. Depending on the theme, you can also further customize the look and feel of your blog/website. Some themes enable you to add a custom image header and other features.

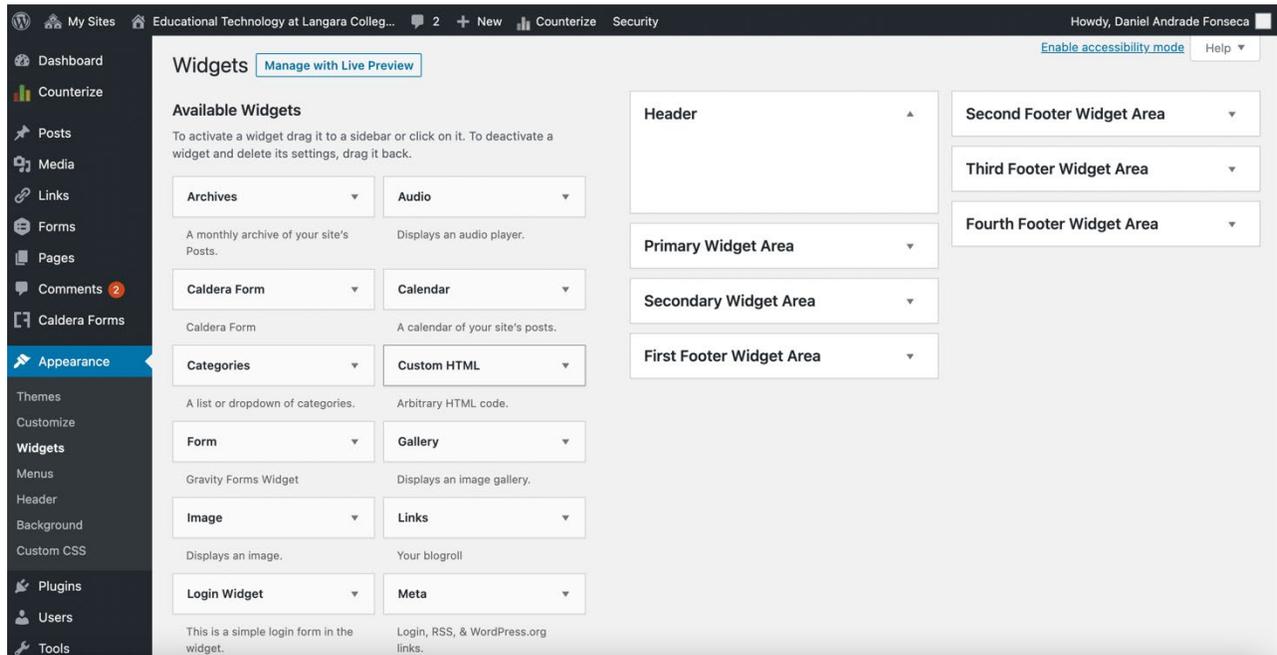


## Customize Themes



Some themes show some options to change some of layout aspect of the website such as the Site title, Color font and other elements, Menus, etc. Different themes will have different options, and some options may not appear on all themes.

# Widgets



The Appearance tab is also where you can enable **widgets** for your blog. WordPress widgets are content elements that can be added to the sidebar of your blog or website. The widgets available to you and the options for their placement will depend on the template and theme that you have chosen. Some plugins will also make new widgets available. (**NOTE:** Some themes have selected widgets built into them, so be careful not to duplicate functionality in your site.)

To **activate** a widget, click and drag it to its proposed location on the sidebar. You will see a "dotted line box" appear where you can "drop" your widget. Depending on which theme you have selected, you may have one or several areas that widgets can be grouped.

**Widget Options** and settings will also vary depending on which widget you have selected. To discover widget options, click on the "down arrow" to the right of the widget name in your sidebar. That should open a dialog or selection box where you can customize your widget. When you have finished making your customization choices, click on the **Save** button in the widget box to save your changes.

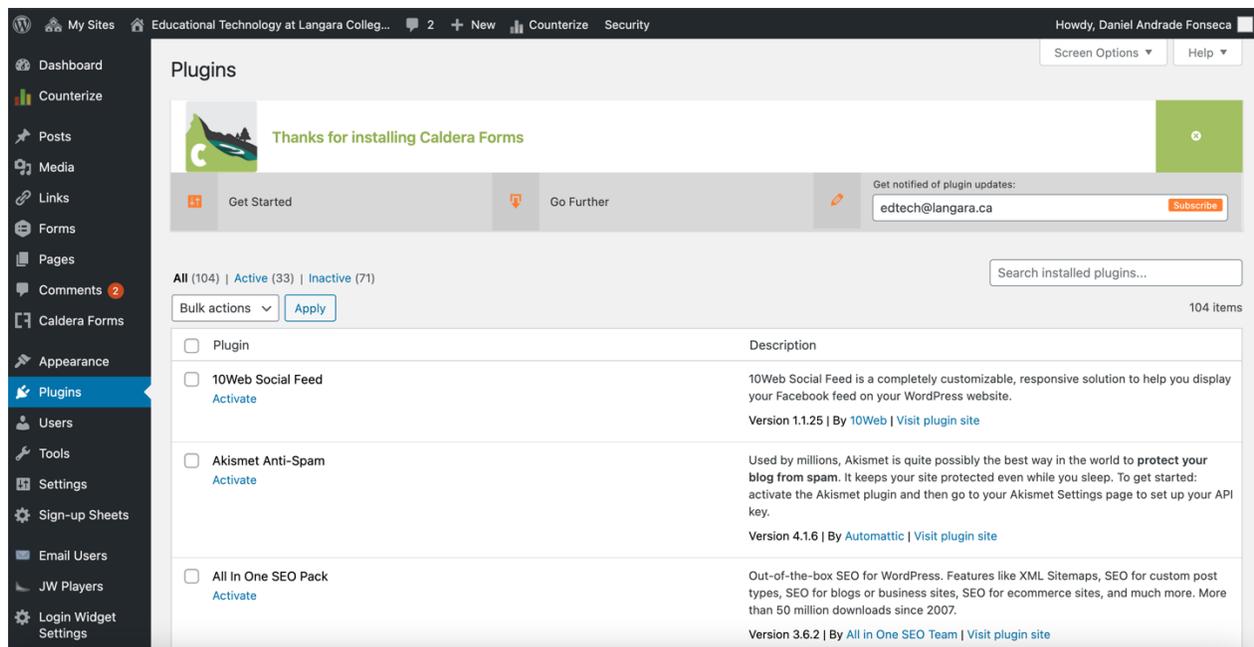
Some useful widgets that may be available to you include:

- **Archives** - a monthly archive of the postings on your blog
- **Categories** - a list or dropdown menu of the categories you have used on your site
- **Recent comments** – show the last comments on your widget
- **Search** – allow to search for a content on the website.
- **Image** – display an image from the media gallery.
- **Video** – display a video from the media gallery.
- **Links** - links to any other web sites or Blogs (for example you can create lists of links to all the sites for members of your class). See the **Links Section** below for details on adding links.
- **Pages** -You can add lists or outlines of the pages on your site to your sidebar by going to Appearance--->Widgets and adding the pages widget if it isn't there already. The widget allows you to control the display through three different means: name (alphabetically), order (which you control when creating a page), or page ID (which is usually aligned with when you created the page).
- **RSS** - a place to display entries from any *other* RSS feed (such as another blog related to your site, an instructor blog, RSS feeds from Delicious or Twitter, etc.)
- **Tag Cloud** - tags that are used the most in your site
- **Text** - used to post any persistent text that you like - such as a description of you, your site, etc.

# Plugins

Plugins extend the functionality of WordPress. A number of plugins are available for all Langara iWeb sites. When you add a plugin, one of the following will probably happen:

1. it will have additional options to configure in the **Settings** tab
2. it will show up in your dashboard menu
3. or it will show up as a **widget** in the **Appearance > Widgets** subtab



If a plugin you want to use is not available, you should contact IT to request the installation.

# Users & Default Settings

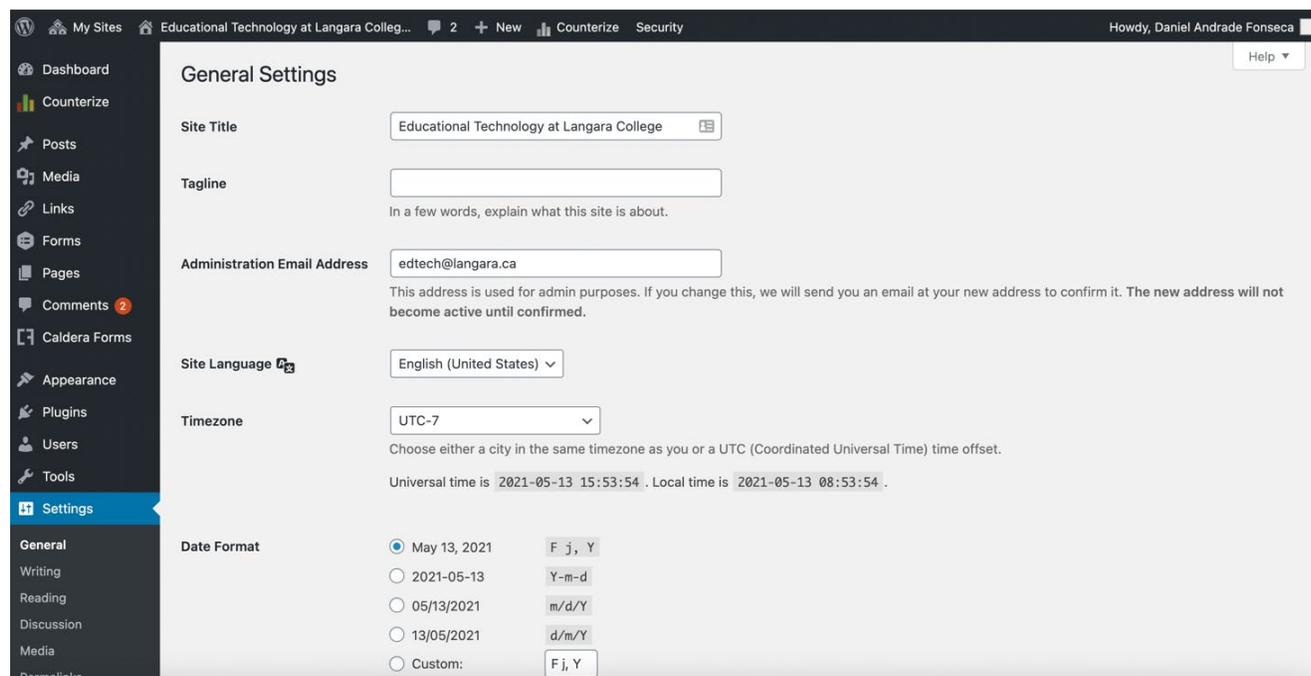
## Settings

The Settings section allows you to change many of the overall options for your blog. For example, you can use the **General Settings** section to change the blog title, change the time zone, or add a brief description.

The various sub-sections allow you to control the comments, reading, and writing options for your blog. This is also where you control the privacy settings (e.g. whether search engines can find your site), or even delete your blog entirely.

Additionally, if you are adding **plugin** functionality, the settings you control the settings for plugins within this tab (the plugin will frequently have an associated sub-section in the Settings section). There are many, many options housed within this tab. Some of the most important settings are included below, but take some time to browse through all the settings to see what your options are.

Whenever you make a change to settings, be sure to find the **Save Changes** button at the bottom of the settings page to ensure your settings are updated.



The screenshot shows the WordPress dashboard for 'Educational Technology at Langara College'. The 'Settings' menu is selected, and the 'General Settings' section is active. The following settings are visible:

- Site Title:** Educational Technology at Langara College
- Tagline:** (Empty field)
- Administration Email Address:** edtech@langara.ca
- Site Language:** English (United States)
- Timezone:** UTC-7
- Date Format:** May 13, 2021 (Selected)

Additional information shown includes the universal time (2021-05-13 15:53:54) and local time (2021-05-13 08:53:54).

## Discussion Settings

Not all settings are included here, but selected discussion settings of importance are described below.

### Default Article Settings

**"Allow link notifications from other blogs"** - If you want to allow comments to be automatically added to your post when other bloggers post articles with links to your site (aka Trackbacks or Pingbacks), you should select this option. This is how blog networks develop, and it allows for collaboration, sharing and idea development to take place on distributed sites. You can override this default setting on individual pages and posts. Regardless of the setting you choose here, you will be required to approve the comment before it gets posted.

**"Allow people to submit comments on new posts"** - If you wish to usually allow comments on pages and posts, you should select this option. You can override this setting for any individual pages and posts.

**Select and setup an Avatar** – The icon you choose or upload here will appear next to your posts and pages, as well as next to comments, in themes that support user icons. This is optional.

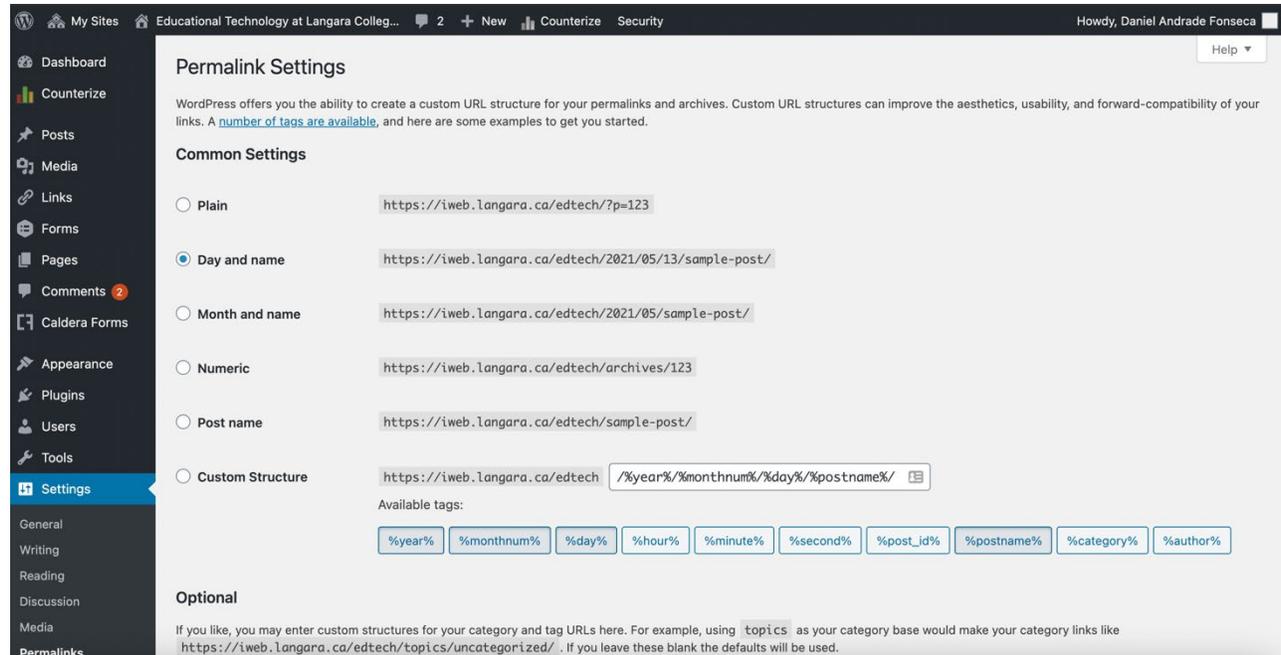
### Other Comment Settings

Regardless of what comment settings you choose, a site administrator will always have to approve comments before they are posted to your site. This is a setting that has been locked at Langara to discourage spamming. Additional options are below.

- **Comment author must fill out name and email** is a good setting to include. The commentor's email address will not be displayed in the comment, but it gives you as the blog administrator a way to contact the commentor when necessary.
- **Users must be registered and logged in to comment** would be set if your blog is a "closed" blog and you intend to add users to your blog as subscribers in order for them to comment.

## Permalinks

Gives some options to create a custom URL structures to the links you have on your website and documents.



The screenshot shows the WordPress 'Permalink Settings' page. The left sidebar contains navigation links: Dashboard, Counterize, Posts, Media, Links, Forms, Pages, Comments (2), Caldera Forms, Appearance, Plugins, Users, Tools, Settings (selected), General, Writing, Reading, Discussion, Media, and Permalinks. The main content area is titled 'Permalink Settings' and includes a 'Help' button. Below the title is an introductory paragraph: 'WordPress offers you the ability to create a custom URL structure for your permalinks and archives. Custom URL structures can improve the aesthetics, usability, and forward-compatibility of your links. A [number of tags are available](#), and here are some examples to get you started.' The 'Common Settings' section lists five options: Plain (https://iweb.langara.ca/edtech/?p=123), Day and name (selected, https://iweb.langara.ca/edtech/2021/05/13/sample-post/), Month and name (https://iweb.langara.ca/edtech/2021/05/sample-post/), Numeric (https://iweb.langara.ca/edtech/archives/123), and Post name (https://iweb.langara.ca/edtech/sample-post/). The 'Custom Structure' option is selected, showing a text input field with the value 'https://iweb.langara.ca/edtech /%year%/%monthnum%/%day%/%postname%/' and a 'Help' icon. Below this is an 'Available tags:' section with buttons for %year%, %monthnum%, %day%, %hour%, %minute%, %second%, %post\_id%, %postname%, %category%, and %author%. The 'Optional' section contains a paragraph: 'If you like, you may enter custom structures for your category and tag URLs here. For example, using `topics` as your category base would make your category links like `https://iweb.langara.ca/edtech/topics/uncategorized/`. If you leave these blank the defaults will be used.'

## E-mail Me Whenever

Since all comments must be approved by the site administrator, you may wish to choose to be emailed whenever a comment is posted. The email address that is used is the one entered in the "General" section of **Settings**.

## Privacy Settings

**Site Visibility:** you can choose whether you want search engines to be able to view and index your site or not. You can also choose to make your entire blog available only to registered members of the blog. See the *Users* section below for more details.

# Users

All **iWeb** users must have a current valid Langara **Employee ID**. You can use this section to add other users to your blog and control the level of permissions you wish to grant them. Once you add a user by putting their employee ID in the appropriate field, an email will be automatically sent to them asking if they want to accept the invitation to be added.

<input type="checkbox"/>	Username	Name	Email	Role	Posts	NADI User	Disabled	Author Slug
<input type="checkbox"/>	acrossby@langara.ca	Arien Crossby	acrossby@langara.ca	Administrator	5			ari-crossby
<input type="checkbox"/>	agoldman@langara.ca	Alexander Goldman	agoldman@langara.ca	None	0			alexander-goldman
<input type="checkbox"/>	aperrino@langara.ca	Alexander Perrino	aperrino@langara.ca	None	0			alexander-perrino
<input type="checkbox"/>	assilva@langara.ca	Alexandre Santiago Da Silva	assilva@langara.ca	None	0			alexandre
<input type="checkbox"/>	avanegasdiaz@langara.ca	Allen Vanegas Diaz	avanegasdiaz@langara.ca	None	0			vanegas-diaz
<input type="checkbox"/>	bfoster@langara.ca	Brett Foster	bfoster@langara.ca	Administrator	0			100329597
<input type="checkbox"/>	bfraser@langara.ca	Briana Fraser	bfraser@langara.ca	Administrator	11			briana-fraser

Once an invited user accepts the invitation, they will show up as a user within your blog with the permissions you specified. If the user hasn't yet been added to the employee information system, you won't be able to add them yet.

## User Roles

The following user **roles** are available:

- **Administrator** has all the privilege of the blog owner - can add other users as well as change settings, and add and edit all content
- **Editor** can publish posts, manage posts and pages as well as manage other people's posts & pages, etc.
- **Author** can publish and manage their own posts, but cannot add pages
- **Contributor** can write and manage their own posts, but not publish them and cannot write pages
- **Subscriber** can read comments, comment, receive newsletters, etc, where these activities have been restricted to subscribers by the blog administrator
- **Sign up Sheet Manager:** Allow to manage the events and access the participants information
- **Event Contributor:** Can read, edit and delete posts

## Your Profile

The **Users > Your Profile** sub-section is where you edit your personal profile, such as changing your nickname, and various other personalized options.