



# WordPress (InsideEWU)

Instructional Technology & Web Services



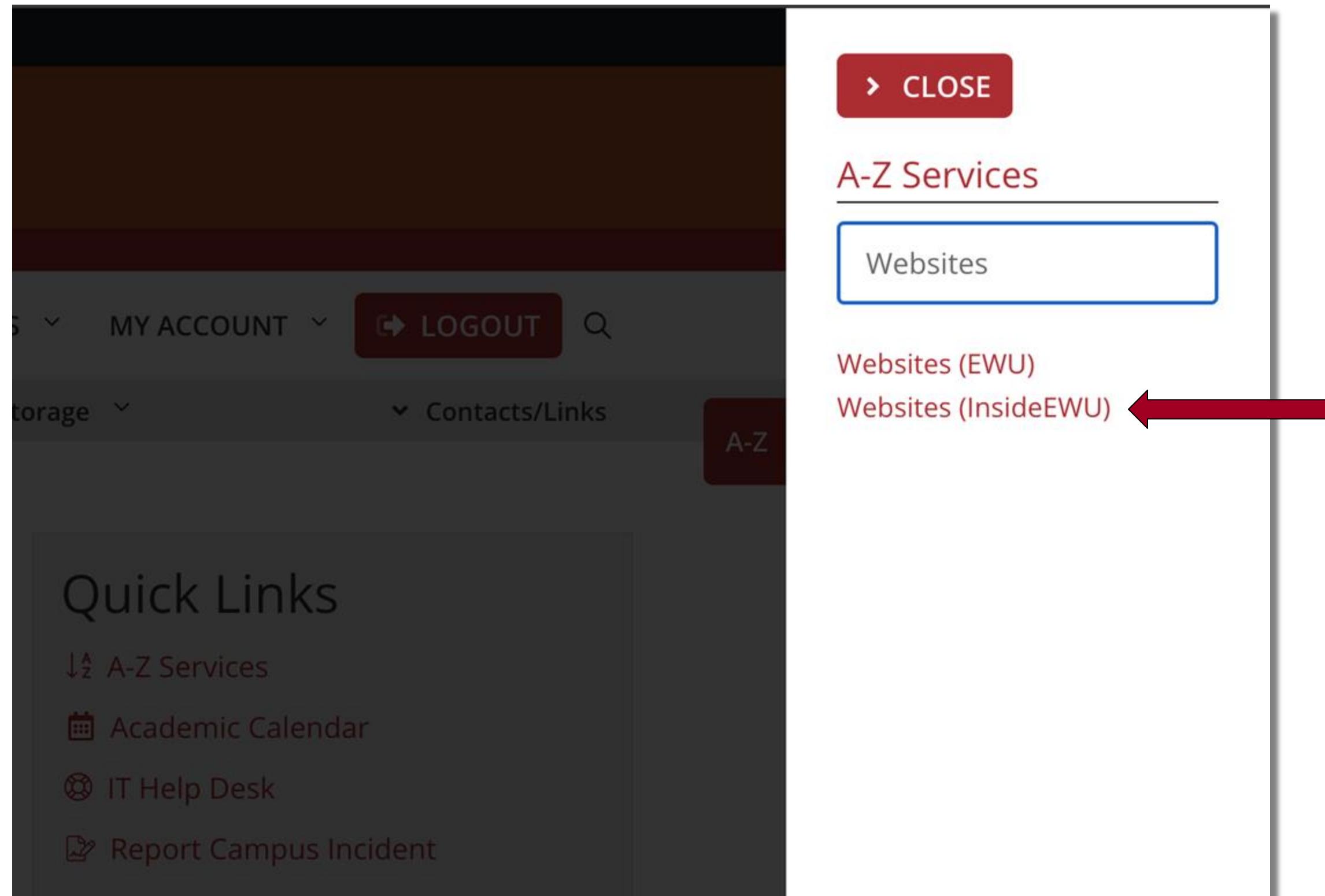
# WordPress (InsideEWU)

In this training we will demonstrate how to:

- ❑ Access the InsideEWU WordPress system Dashboard
- ❑ Understanding the Gutenberg block-editor
- ❑ Creating / Editing page content
- ❑ Utilizing the Pattern library
- ❑ Request a new website
- ❑ More training/resources!



# Access InsideEWU Dashboard



The image shows a screenshot of the InsideEWU dashboard. At the top, there is a dark header bar with a red 'CLOSE' button. Below it, a white modal window titled 'A-Z Services' is open. Inside the modal, there is a blue-bordered box containing the text 'Websites'. To the right of this box, there is a list of links: 'Websites (EWU)' and 'Websites (InsideEWU)'. A red arrow points to the 'Websites (InsideEWU)' link. The background of the dashboard shows a 'Quick Links' section with icons and text for 'A-Z Services', 'Academic Calendar', 'IT Help Desk', and 'Report Campus Incident'. At the bottom left, the Eastern Washington University logo is visible.

Quick Links

- A-Z Services
- Academic Calendar
- IT Help Desk
- Report Campus Incident

A-Z Services

Websites

Websites (EWU)

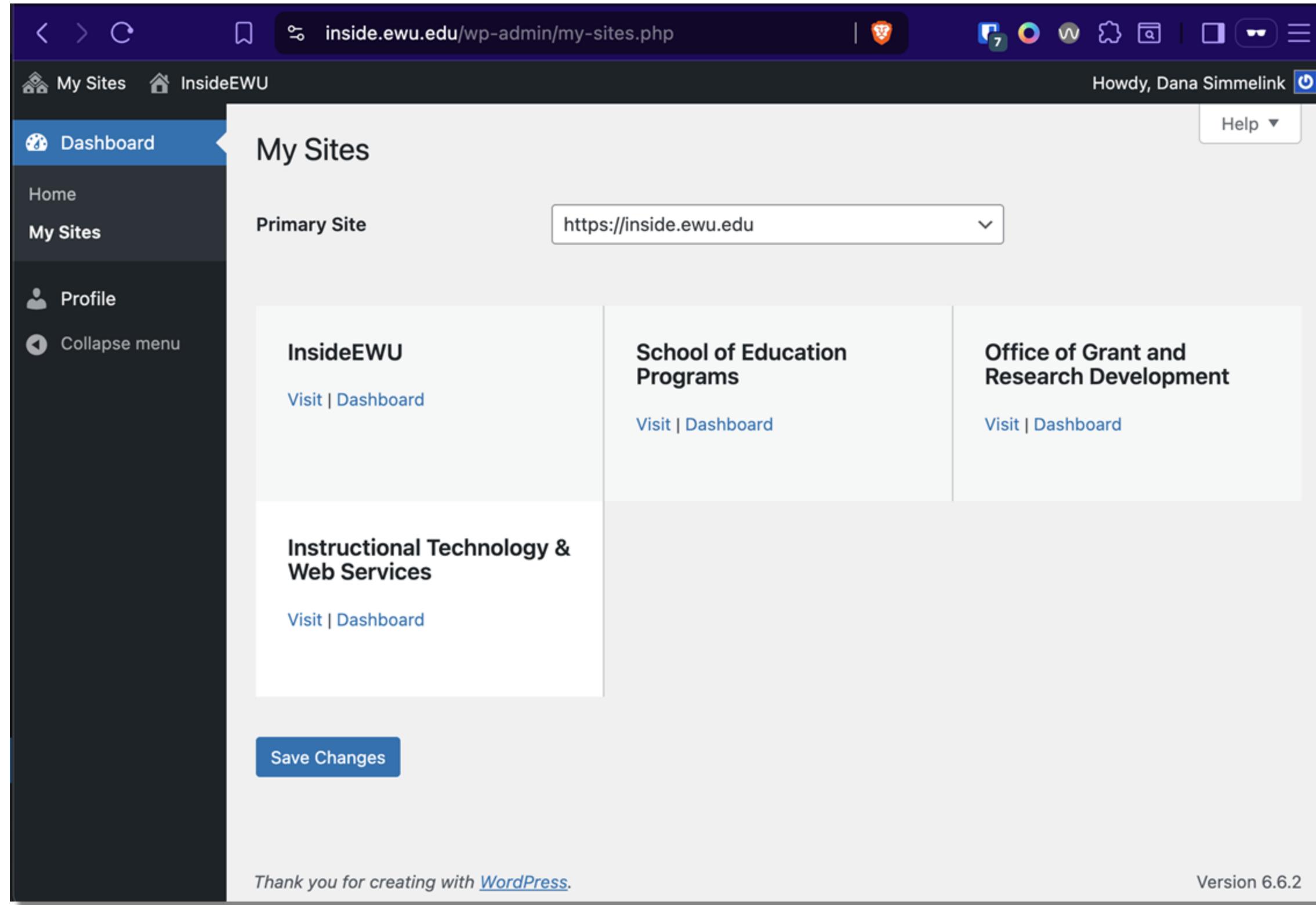
Websites (InsideEWU)

MY ACCOUNT LOGOUT

Storage Contacts/Links A-Z

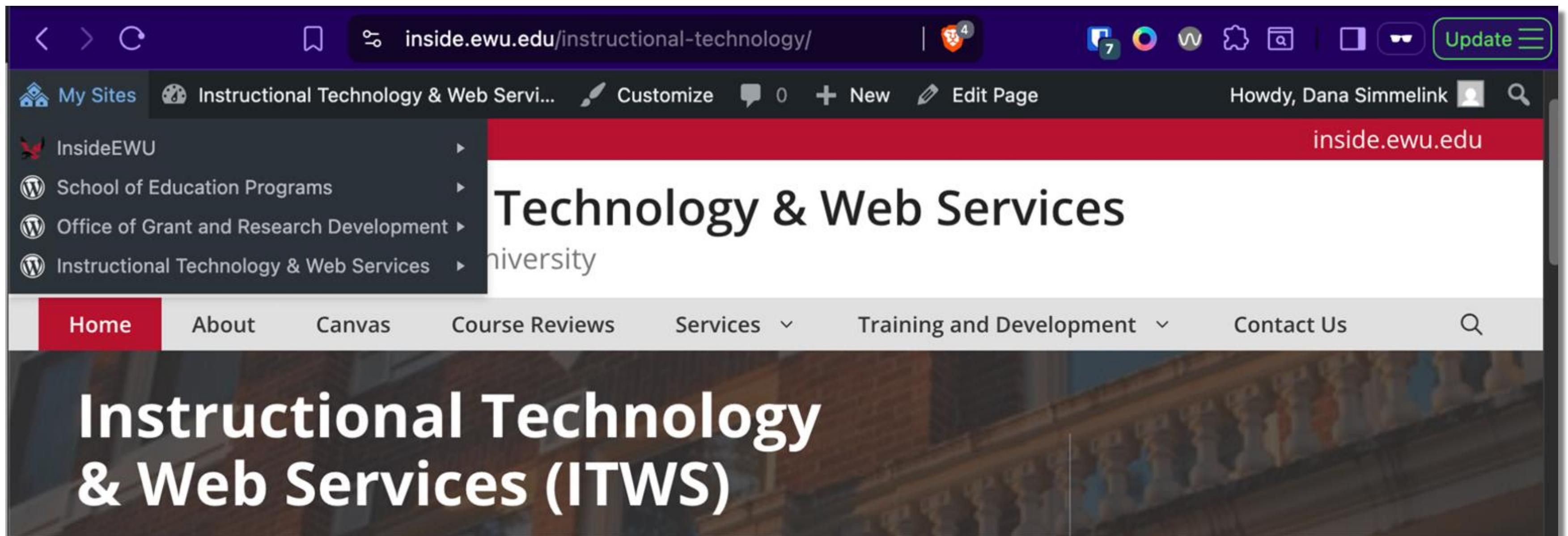
**EASTERN**  
WASHINGTON UNIVERSITY

# Access InsideEWU Dashboard



The screenshot shows the WordPress dashboard for the 'inside.ewu.edu' site. The left sidebar is dark with white text, showing 'My Sites' as the active menu item. The main content area is titled 'My Sites' and displays the 'Primary Site' as 'https://inside.ewu.edu'. Below this, there are three site cards: 'InsideEWU', 'School of Education Programs', and 'Office of Grant and Research Development', each with a 'Visit | Dashboard' link. At the bottom of the content area is a 'Save Changes' button. The footer of the dashboard includes the text 'Thank you for creating with [WordPress](#)' and 'Version 6.6.2'. The browser's address bar shows 'inside.ewu.edu/wp-admin/my-sites.php'.

# Access InsideEWU Dashboard



The screenshot shows the InsideEWU dashboard homepage. The URL in the browser is [inside.ewu.edu/instructional-technology/](https://inside.ewu.edu/instructional-technology/). The dashboard features a dark header with various navigation links and a red navigation bar. The main content area has a large image of a building and the text "Technology & Web Services". The footer contains the Eastern Washington University logo.

inside.ewu.edu/instructional-technology/

My Sites Instructional Technology & Web Servi... Customize 0 + New Edit Page Howdy, Dana Simmelink

InsideEWU School of Education Programs Office of Grant and Research Development Instructional Technology & Web Services

Technology & Web Services

Instructional Technology & Web Services (ITWS)

Home About Canvas Course Reviews Services Training and Development Contact Us

inside.ewu.edu

Eastern Washington University

# Gutenberg block based system

Meeting #145-106-536

support

services

accessibility

communication, collabor...

TEACHING ONLINE

TRAINING OPPORTUNITIES

VIDEO AND MULTIMEDIA

WEB SERVICES

VIEW ALL SERVICES

Paragraph

Type / to choose a block

# Gutenberg block based system

The screenshot shows the Gutenberg block-based system interface. On the left, a sidebar displays a list of blocks and patterns, including Container, Tabs, Accordion, Section, Countdown, Count Up, Google Maps, Image (Adv), Lottie Animations, Posts, Progress Bar, Show More, Table of Contents, and Form (Adv). The main content area features a dashboard with the following information:

- Hours:** 9:00 a.m. – 4:00 p.m. Monday through Friday
- Email:** [instructionaltech@ewu.edu](mailto:instructionaltech@ewu.edu)
- Non-Instructional Questions:** [helpdesk@ewu.edu](mailto:helpdesk@ewu.edu), (509) 359-2247
- Phone:** (509) 359-6656
- Meeting #:** 145-106-536
- Zoom Information:** Join Us on Zoom, Learn Canvas Now
- Hours:** recommend the Zoom room or email if possible.
- Self-enrollment:** You can self-enroll to keep track of your progress.

Below the dashboard, there is a grid of service blocks:

ACCESSIBILITY	CANVAS	COMMUNICATION, COLLABORATION	COURSE REVIEWS	LEARNING TECHNOLOGIES
TEACHING ONLINE	TRAINING OPPORTUNITIES	VIDEO AND MULTIMEDIA	WEB SERVICES	<b>VIEW ALL SERVICES</b>

A search bar at the bottom of the sidebar says "Type / to choose a block". On the right, a sidebar for "Block Settings" includes sections for Page, Block, Container, ADD OR CREATE STYLE (with an "Enter style name" input and "Add" button), and various styling options like Block Settings, Layout, Sizing, Spacing, Borders, Typography, Colors, Backgrounds, Shapes, Dynamic Data, and Effects.

# Cloud Pattern Library

Save     

GenerateBlocks 

Pattern Library

[Open Pattern Library](#)

 **Pattern Library** InsideEWU 

Search 

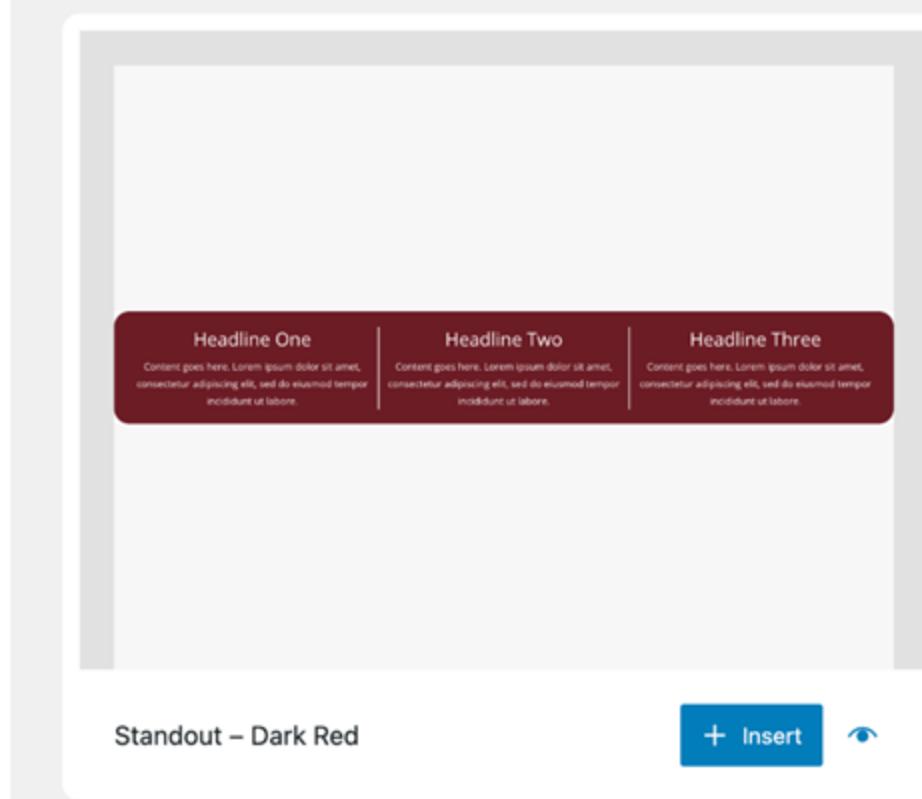
All 

Banners

Blocks

Page Layouts

[Bulk Insert](#)

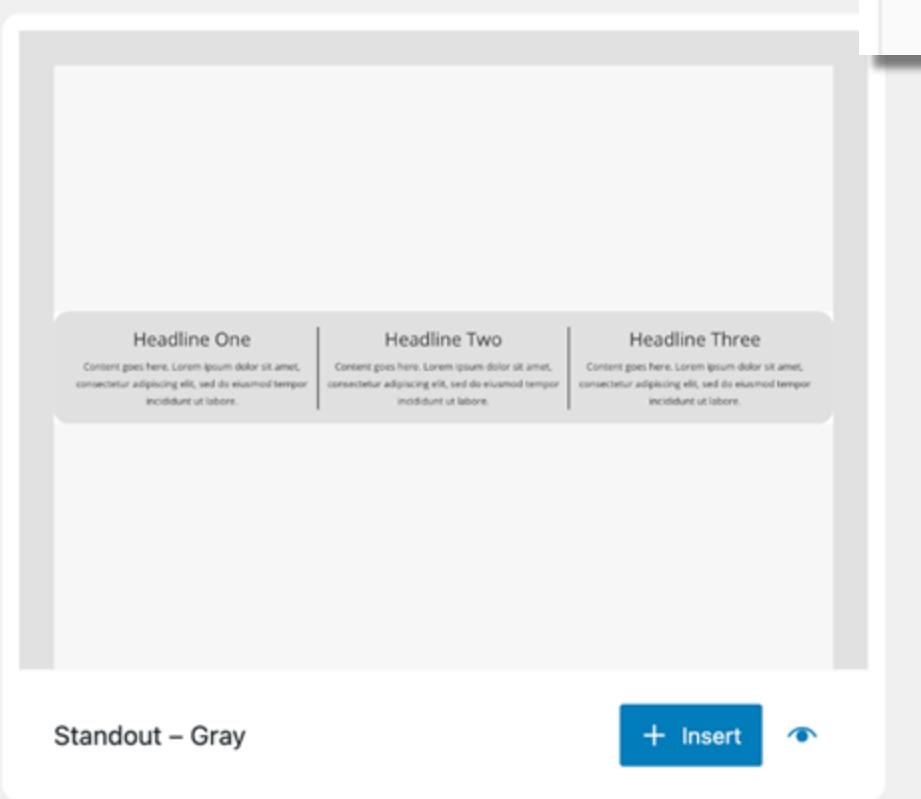


Standout – Dark Red  

Headline One  
Content goes here. Consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore.

Headline Two  
Content goes here. Consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore.

Headline Three  
Content goes here. Consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore.

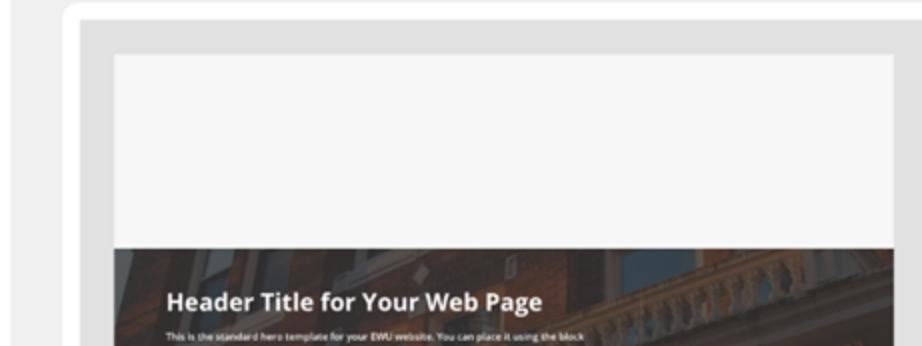


Standout – Gray  

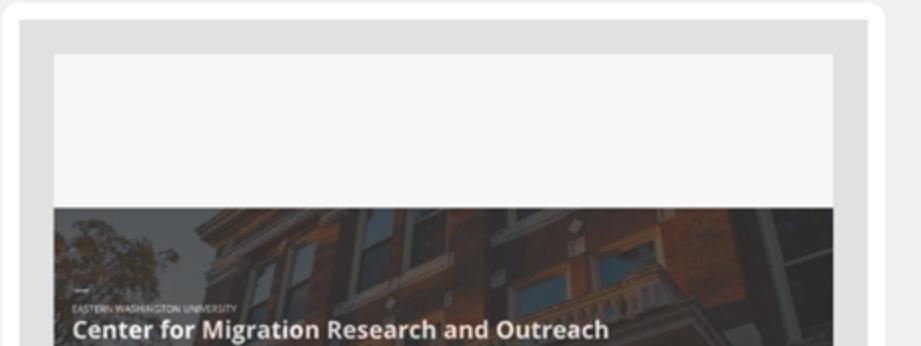
Headline One  
Content goes here. Consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore.

Headline Two  
Content goes here. Consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore.

Headline Three  
Content goes here. Consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore.

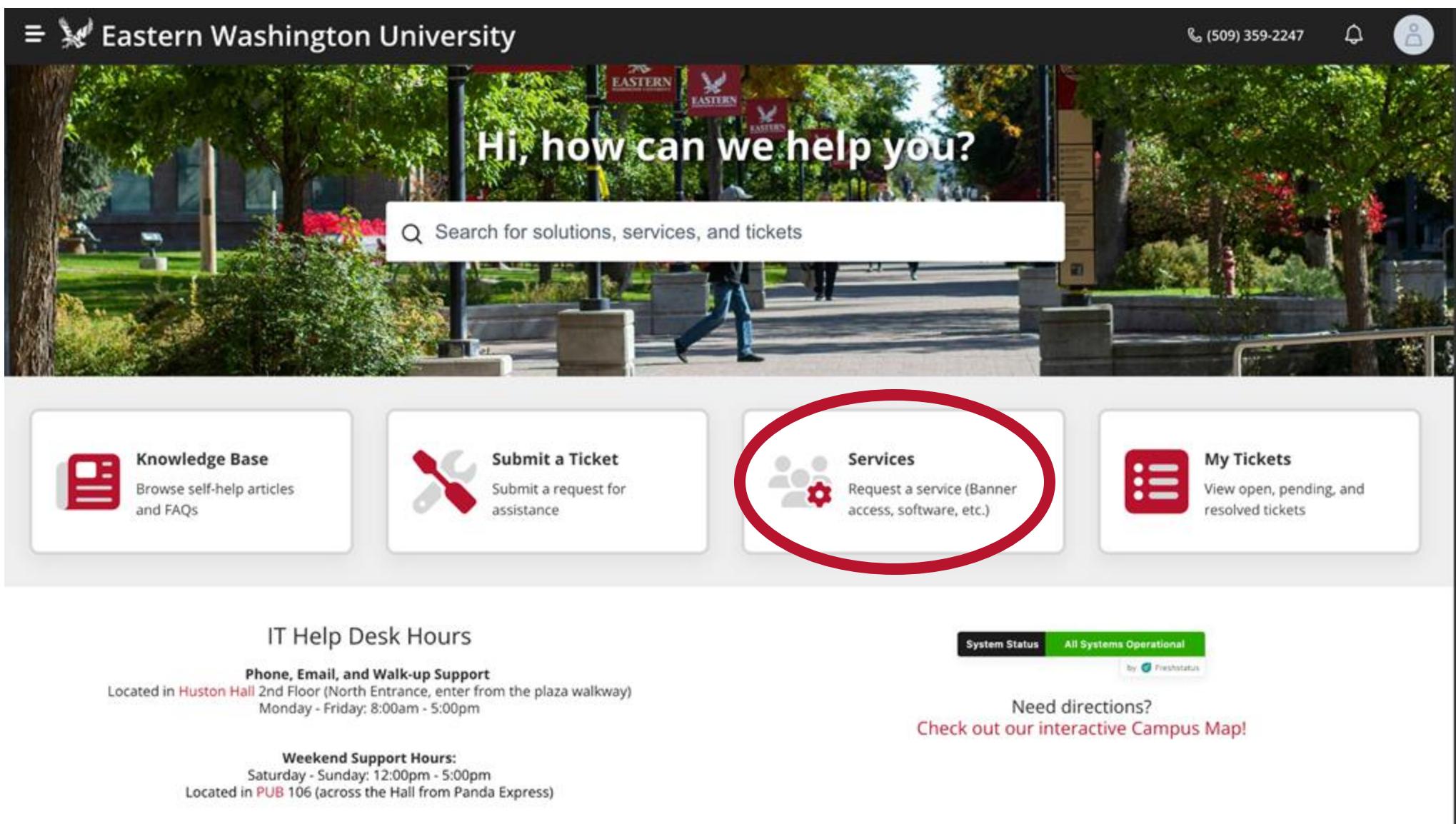


Header Title for Your Web Page  
This is the standard hero template for your EWU website. You can place it using the Mock Insert and then adjust the settings of your page so it will fill out the entries of your web.



EASTERN WASHINGTON UNIVERSITY  
Center for Migration Research and Outreach

# Requesting a website:



## To request a new website:

- <https://support.ewu.edu/>

Services -> Web and Mobile Services  
-> Request a Website

## Shortcut:

- <https://support.ewu.edu/support/catalog/items/69>

# Requesting a website:

Home > Request New Service > Request a Website

 **Request a Website**  
Faculty/Staff Website Request  
Create a personal, class, research, or department website.

**What do you plan to do with this site?\***  
The purpose of this site is ...

**Desired Site Title\***

**Who else should have access to this website?**

**Additional Notes**

## To request a new website:

- <https://support.ewu.edu/>

Services -> Web and Mobile Services  
-> Request a Website

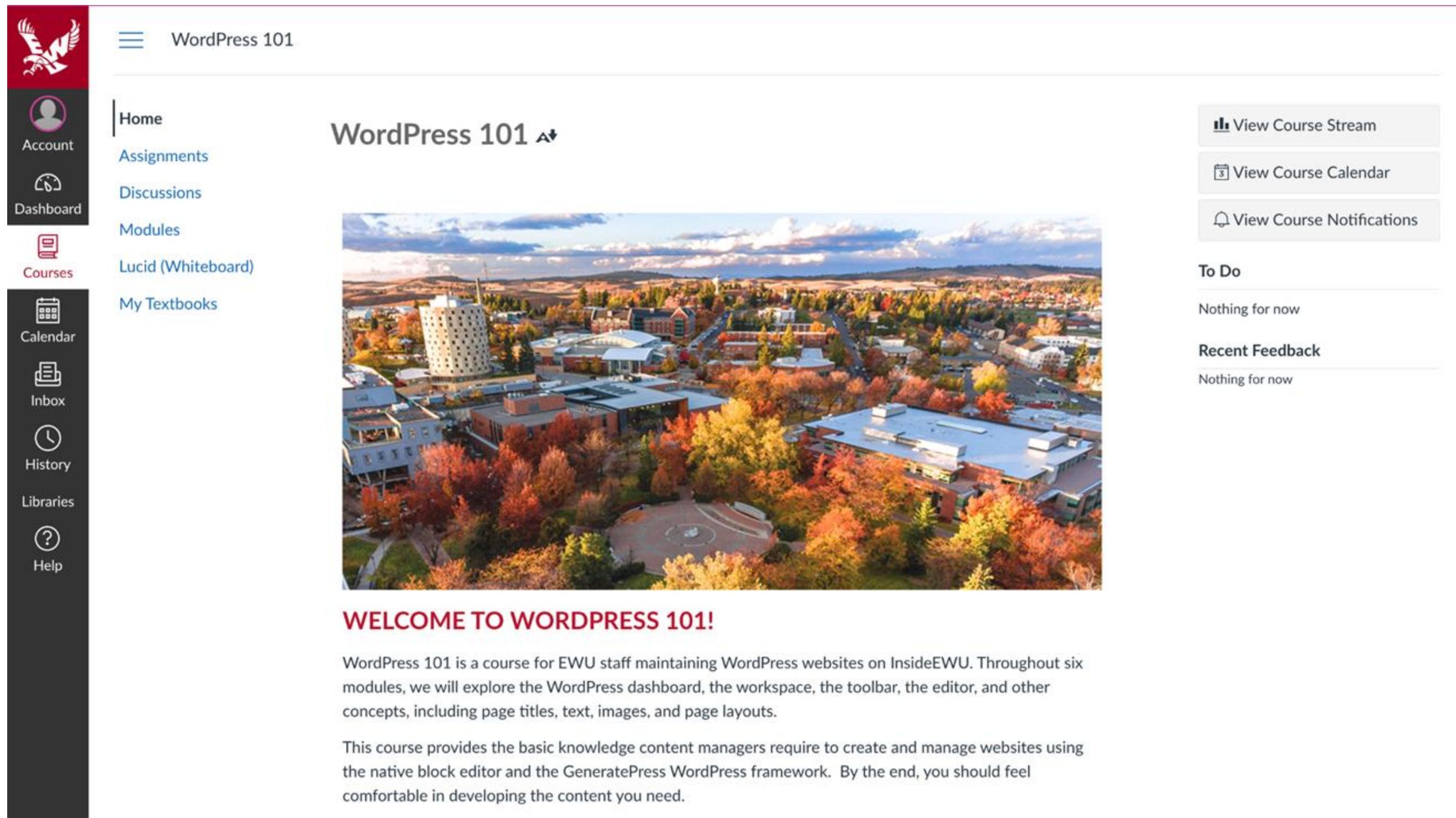
## Shortcut:

- <https://support.ewu.edu/support/catalog/items/69>



# WordPress 101 Canvas Course

<https://canvas.ewu.edu/enroll/GEHBXN>



The screenshot shows the Canvas course page for "WordPress 101". The left sidebar has a red header with the Eastern Washington University (EWU) logo and a black body with white icons for Account, Dashboard, Courses (selected), Calendar, Inbox, History, Libraries, and Help. The main content area has a header "WordPress 101" with a dropdown arrow, a sidebar with links for Home, Assignments, Discussions, Modules, Lucid (Whiteboard), and My Textbooks, and a large image of a university campus with autumn foliage. The right sidebar has buttons for View Course Stream, View Course Calendar, View Course Notifications, a To Do section (Nothing for now), and a Recent Feedback section (Nothing for now). The page title is "WordPress 101" and the sub-page title is "WELCOME TO WORDPRESS 101!". The text in the main content area describes the course as a staff maintenance course for WordPress websites, covering the WordPress dashboard, workspace, toolbar, editor, and other concepts like page titles, text, images, and page layouts. It also states that the course provides basic knowledge for content managers to create and manage websites using the native block editor and the GeneratePress WordPress framework.

WordPress 101

Home

Assignments

Discussions

Modules

Lucid (Whiteboard)

My Textbooks

View Course Stream

View Course Calendar

View Course Notifications

To Do

Nothing for now

Recent Feedback

Nothing for now

## WordPress 101

### WELCOME TO WORDPRESS 101!

WordPress 101 is a course for EWU staff maintaining WordPress websites on InsideEWU. Throughout six modules, we will explore the WordPress dashboard, the workspace, the toolbar, the editor, and other concepts, including page titles, text, images, and page layouts.

This course provides the basic knowledge content managers require to create and manage websites using the native block editor and the GeneratePress WordPress framework. By the end, you should feel comfortable in developing the content you need.

# Help Desk Knowledge Base

Reporting and Analytics

Software

Storage

Telephones

Video Conferencing

**Web Services**

## WordPress Block Editor

-  [The WordPress Dashboard](#)
-  [Configuring Your WordPress Workspace](#)
-  [The Toolbar](#)
-  [The Toolbar: More Configurations](#)

[View all 27](#)

## WordPress General

-  [Turning Off the WordPress Admin Bar](#)
-  [WordPress Codex](#)
-  [Creating a Post](#)
-  [How do I manage WordPress site users?](#)

[View all 15](#)

## WordPress Gravity Forms

-  [Landing Pages for Forms and Views](#)
-  [Utilizing Gravity Forms Drop Down Field Type as a Requi...](#)
-  [Gravity Forms Submission Confirmation and Email Notifi...](#)
-  [Creating a Gravity Form](#)

[View all 11](#)

## WordPress Themes



# Contact Information

- MOJO Line - 509.359.6656
- Email - [instructionaltech@ewu.edu](mailto:instructionaltech@ewu.edu)
- Zoom Room -
  - Meeting ID 145 106 536 - <https://ewu.zoom.us/j/145106536>
  - Hours 9 AM - 4 PM Monday - Friday