



# WordPress (InsideEWU)

Instructional Technology & Web Services

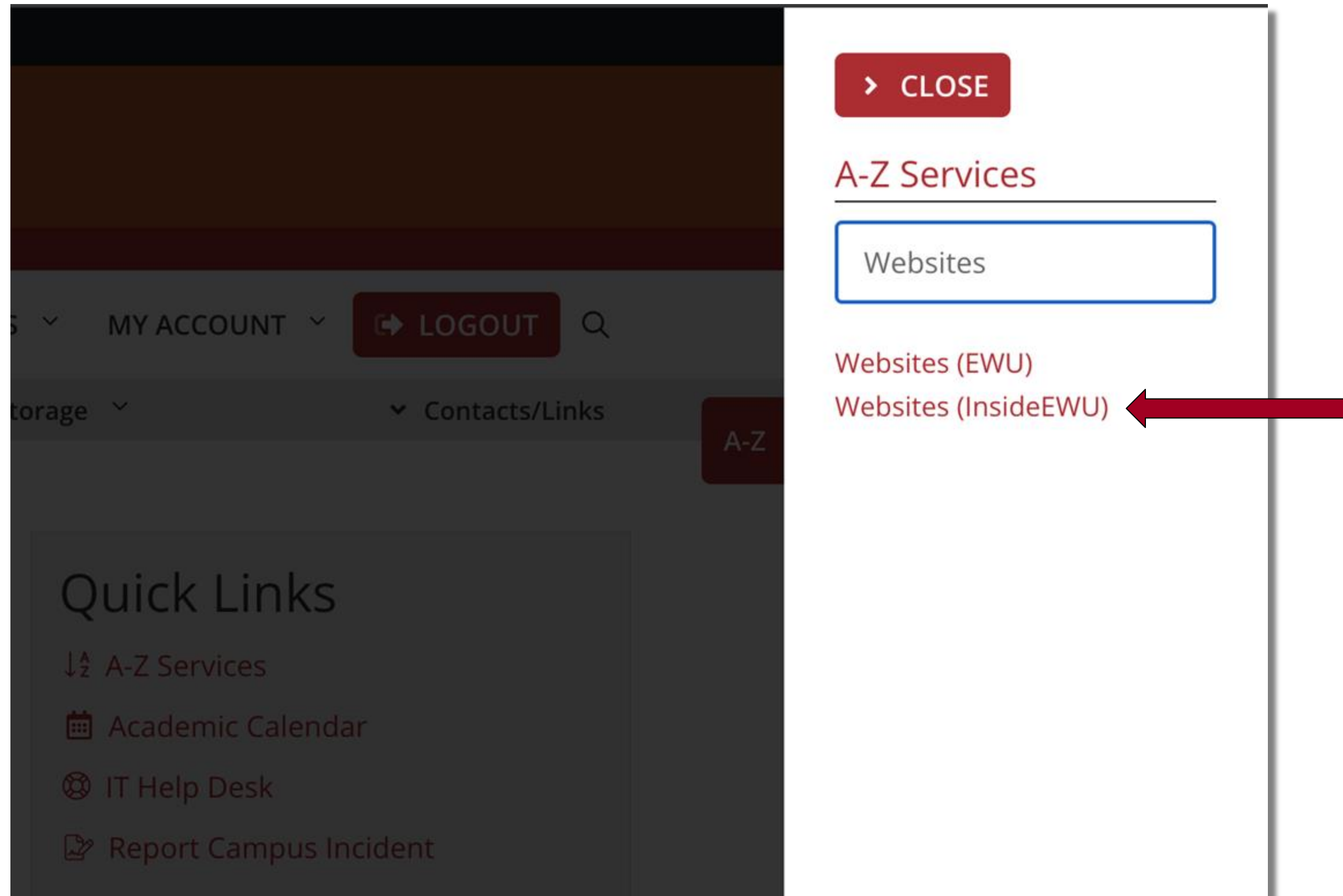


# WordPress (InsideEWU)

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 screenshot shows the Eastern Washington University dashboard. A sidebar titled 'A-Z Services' is open on the right. It contains a 'CLOSE' button at the top, followed by the title 'A-Z Services'. Below this is a search bar labeled 'Websites'. Underneath the search bar are two links: 'Websites (EWU)' and 'Websites (InsideEWU)'. A red arrow points to the 'Websites (InsideEWU)' link. The main dashboard area is dimmed and shows a 'MY ACCOUNT' menu with a 'LOGOUT' button, a search icon, and a 'Quick Links' section with links to 'A-Z Services', 'Academic Calendar', 'IT Help Desk', and 'Report Campus Incident'.

> CLOSE

A-Z Services

Websites

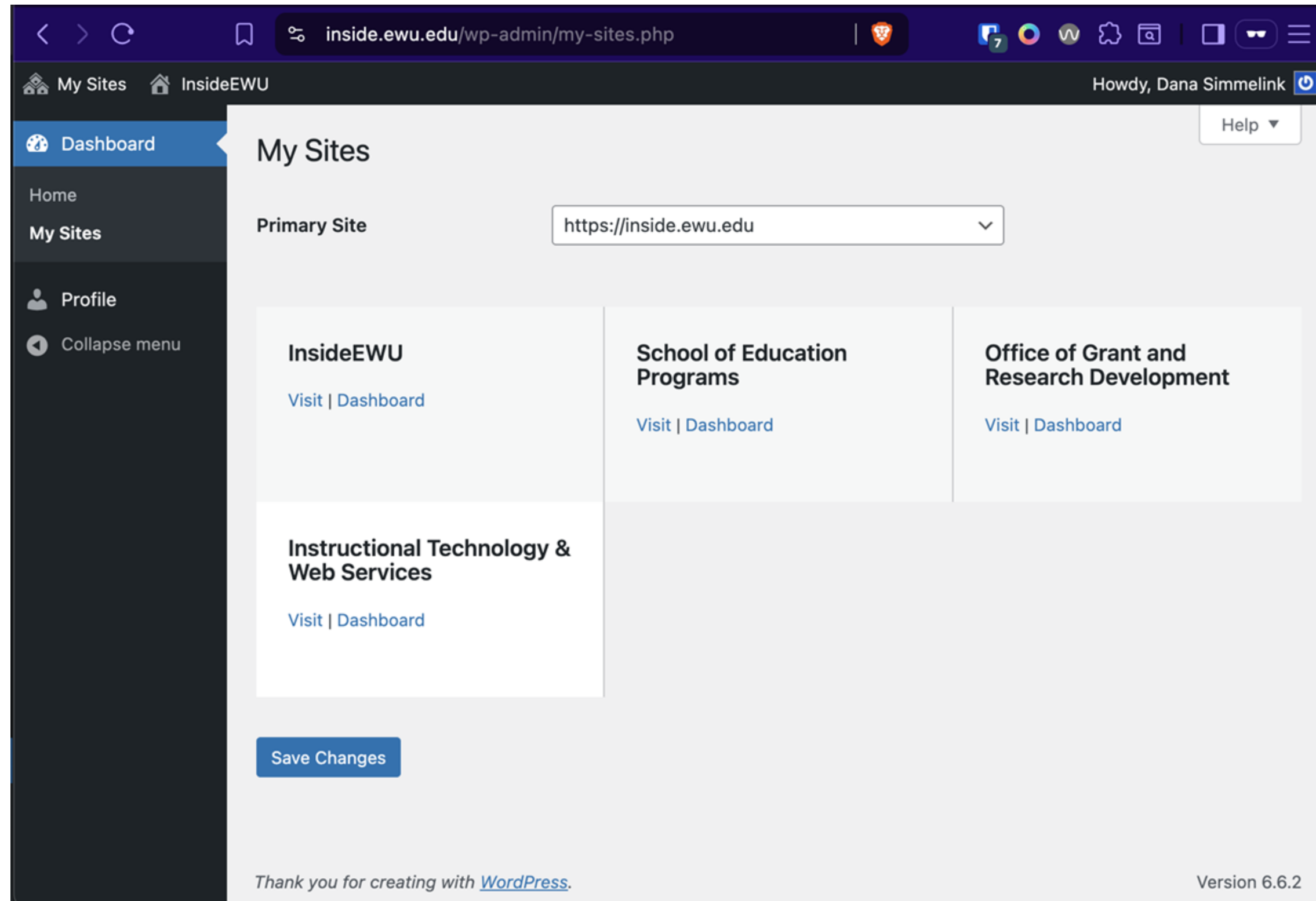
Websites (EWU)

Websites (InsideEWU)

Quick Links

- ↓ A-Z Services
- 📅 Academic Calendar
- 🌐 IT Help Desk
- 📄 Report Campus Incident

# Access InsideEWU Dashboard



The screenshot displays the InsideEWU dashboard interface. At the top, a browser address bar shows the URL `inside.ewu.edu/wp-admin/my-sites.php`. Below this, a dark navigation bar contains the text "My Sites" and "InsideEWU" on the left, and a user greeting "Howdy, Dana Simmelink" with a power icon on the right. A sidebar on the left lists menu items: "Dashboard" (highlighted), "Home", "My Sites", "Profile", and "Collapse menu". The main content area is titled "My Sites" and features a "Primary Site" dropdown menu currently set to `https://inside.ewu.edu`. Below this, there are four site cards: "InsideEWU", "School of Education Programs", "Office of Grant and Research Development", and "Instructional Technology & Web Services". Each card includes a "Visit | Dashboard" link. A "Save Changes" button is located at the bottom left of the main content area. The footer of the dashboard includes the text "Thank you for creating with [WordPress](#)." on the left and "Version 6.6.2" on the right.

# Access InsideEWU Dashboard

The screenshot shows a web browser window with the URL `inside.ewu.edu/instructional-technology/`. The browser's address bar and tabs are visible at the top. The dashboard has a dark purple header with navigation links: "My Sites", "Instructional Technology & Web Servi...", "Customize", "0", "+ New", and "Edit Page". On the right of the header, it says "Howdy, Dana Simmelink" with a user profile icon and a search icon. Below the header is a red banner with the text "inside.ewu.edu". The main content area has a large heading "Technology & Web Services" and a subheading "University". A sidebar on the left lists "InsideEWU", "School of Education Programs", "Office of Grant and Research Development", and "Instructional Technology & Web Services". Below the sidebar is a navigation menu with links: "Home" (highlighted in red), "About", "Canvas", "Course Reviews", "Services", "Training and Development", and "Contact Us". The main content area features a large banner with the text "Instructional Technology & Web Services (ITWS)" over a background image of a building.

# Gutenberg block based system

The screenshot displays the WordPress Gutenberg editor interface. At the top, the WordPress logo is on the left, followed by a toolbar with icons for adding blocks, undo, redo, and a menu. A 'Design Library' tab is active. The main editing area is divided into two sections: a left sidebar and a main content area.

**Left Sidebar:**

- List View:** A hierarchical list of blocks. It starts with 'Container', followed by another 'Container', and then a 'Container' containing a 'Grid'. The 'Grid' contains a 'Container' with an 'accessibility' block, followed by another 'Container', and then a 'Container' with a 'communication, collabor...' block. The 'communication, collabor...' block is currently selected and highlighted with a blue border.
- Outline:** A list of blocks with their respective icons. It includes 'support' and 'services'.

**Main Content Area:**

- Top Section:** A single block containing the text 'Meeting #145-106-536'.
- Bottom Section:** A grid of ten blocks arranged in two rows of five. The top row contains: 'ACCESSIBILITY', 'CANVAS', 'COMMUNICATION COLLABORATION', 'COURSE REVIEWS', and 'LEARNING TECHNOLOGIES'. The bottom row contains: 'TEACHING ONLINE', 'TRAINING OPPORTUNITIES', 'VIDEO AND MULTIMEDIA', 'WEB SERVICES', and a red block with the text 'VIEW ALL SERVICES'.

At the bottom of the editor, there is a 'Paragraph' block and a search bar with the text 'Type / to choose a block'.



# Gutenberg block based system

The screenshot displays the WordPress Gutenberg editor interface. The top bar includes the WordPress logo, a close button, undo/redo arrows, a Design Library icon, and a Home button. The main editing area is divided into a left sidebar, a central preview area, and a right sidebar.

**Left Sidebar (Block Library):**

- Blocks:** Search bar, GENERATEBLOCKS, Container, Tabs, Accordion.
- KADENCE BLOCKS:** Section, Countdown, Count Up, Google Maps, Image (Adv), Lottie Animations, Posts, Progress Bar, Show More, Table of Contents, Form (Adv).

**Central Preview Area:**

The preview shows a live page layout. At the top, there's a header with a 'Home' button and a '3K' indicator. Below the header, there's a section with four columns:

- Column 1:** 9:00 a.m. – 4:00 p.m. Monday through Friday. A button labeled 'Join Us on Zoom'. Meeting #145-106-536.
- Column 2:** Email [instructionaltech@ewu.edu](mailto:instructionaltech@ewu.edu). Non-Instructional Questions [helpdesk@ewu.edu](mailto:helpdesk@ewu.edu) (509) 359-2247.
- Column 3:** recommend the Zoom room or email if possible. Phone (509) 359-6656.
- Column 4:** You can self-enroll to keep track of your progress. A button labeled 'Learn Canvas Now'.

Below this section is a grid of service tiles:

- ACCESSIBILITY
- CANVAS (with a plus icon)
- COMMUNICATION, COLLABORATION
- COURSE REVIEWS
- LEARNING TECHNOLOGIES
- TEACHING ONLINE
- TRAINING OPPORTUNITIES
- VIDEO AND MULTIMEDIA
- WEB SERVICES
- VIEW ALL SERVICES** (highlighted in red)

At the bottom of the preview area, there's a text input field with the placeholder 'Type / to choose a block'.

**Right Sidebar (Block Settings):**

- Page / Block:** Container.
- ADD OR CREATE STYLE:** Enter style name, Add.
- Block Settings:** (expanded)
- Layout:**
- Sizing:**
- Spacing:**
- Borders:**
- Typography:**
- Colors:**
- Backgrounds:**
- Shapes:**
- Dynamic Data:**
- Effects:**

# Cloud Pattern Library



Pattern Library

InsideEWU +

Search

All

Banners

Blocks

Page Layouts

Bulk Insert

Headline One

Content goes here. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore.

Headline Two

Content goes here. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore.

Headline Three

Content goes here. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore.

Standout – Dark Red

+ Insert

Headline One

Content goes here. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore.

Headline Two

Content goes here. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore.

Headline Three

Content goes here. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore.

Standout – Gray

+ Insert

Header Title for Your Web Page

This is the standard hero template for your EWU website. You can place it using the block inserter and then adjust the settings of your page so it will fit out the entirety of your web.

Header Title for Your Web Page

Center for Migration Research and Outreach

GenerateBlocks



Pattern Library

Open Pattern Library



# Requesting a website:

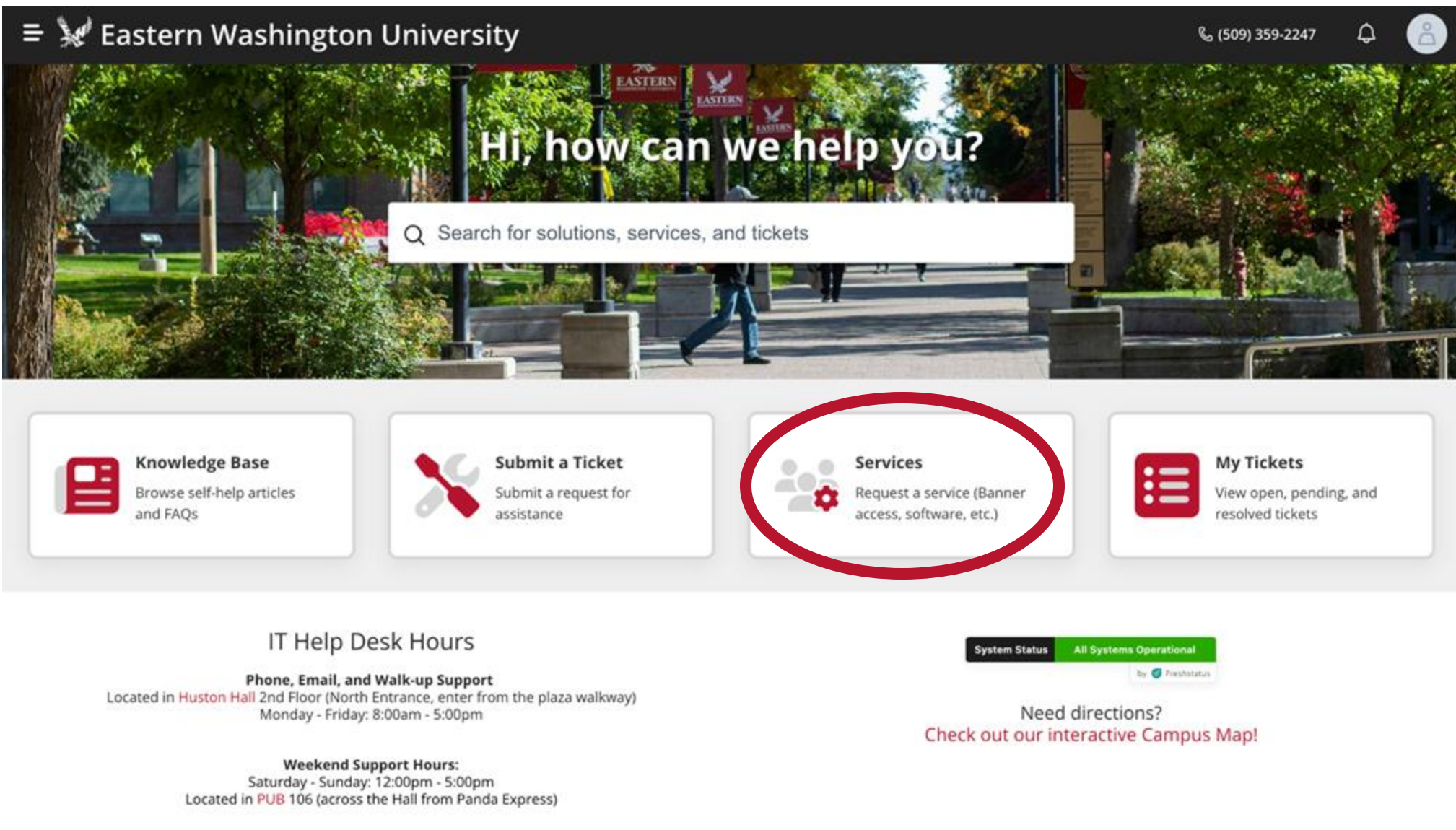
To request a new website:

- <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>




Account




Dashboard




Courses




Calendar



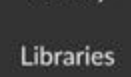
Inbox



History



Libraries



Help

WordPress 101

Home

Assignments


Discussions

Modules

Lucid (Whiteboard)

My Textbooks


## 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.

 View Course Stream

 View Course Calendar

 View Course Notifications

**To Do**

Nothing for now

**Recent Feedback**

Nothing for now

# 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 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 General

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

**View all 15**

## 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