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Web Design in WordPress

Administrator Panel (WordPress Dashboard)

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Faculty of Electrical Engineering



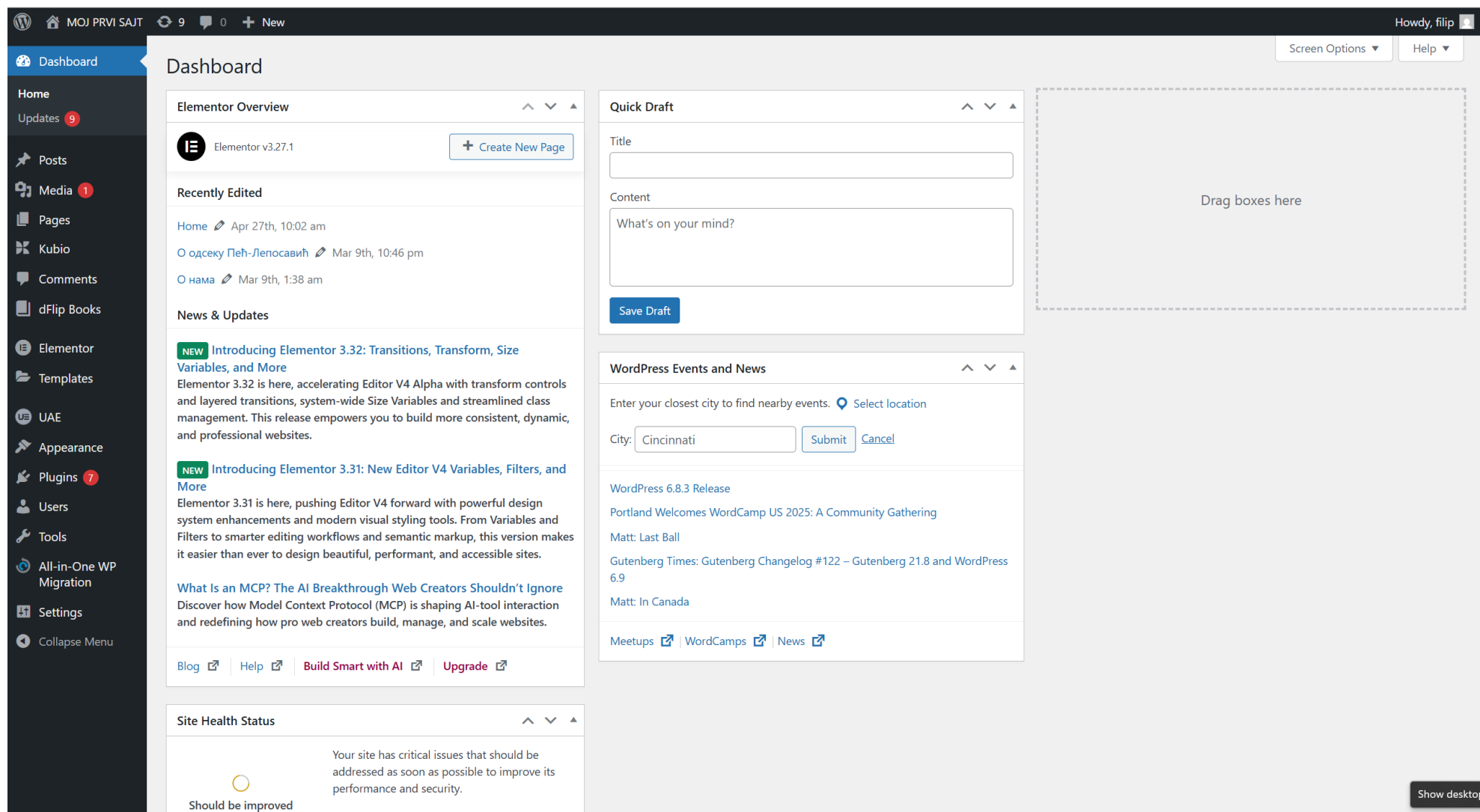
University of Pristina
Kosovska Mitrovica



Introduction to the Installation Process

- The administrator panel, known as the **WordPress Dashboard**, represents the central working environment for every user who holds administrative or editorial rights.
- It is an interface that enables the management of the entire website — from content and design to users and security settings.
- The dashboard is designed to be intuitive, but in the background operates a complex hierarchy of modules and databases that communicate with the server and display data in real time.





The screenshot displays the WordPress Dashboard interface. At the top, a navigation bar includes the WordPress logo, a home icon, the text "MOJ PRVI SAJT", a refresh icon, a speech bubble icon with "0", a plus icon, and a "New" button. On the right of this bar, it says "Howdy, Filip" next to a user profile icon, with "Screen Options" and "Help" dropdown menus.

The left sidebar contains a "Dashboard" header and a list of menu items: Home, Updates (with a red badge showing "9"), Posts, Media (with a red badge showing "1"), Pages, Kubio, Comments, dFlip Books, Elementor, Templates, UAE, Appearance, Plugins (with a red badge showing "7"), Users, Tools, All-in-One WP Migration, Settings, and a Collapse Menu icon.

The main content area is titled "Dashboard" and features several widgets:

- Elementor Overview:** Shows "Elementor v3.27.1" with a "+ Create New Page" button. Below is a "Recently Edited" section listing "Home" (Apr 27th, 10:02 am), "О одсеку Пећ-Леносавић" (Mar 9th, 10:46 pm), and "О нама" (Mar 9th, 1:38 am). A "News & Updates" section highlights "Introducing Elementor 3.32: Transitions, Transform, Size Variables, and More" and "Introducing Elementor 3.31: New Editor V4 Variables, Filters, and More". At the bottom are links for "Blog", "Help", "Build Smart with AI", and "Upgrade".
- Quick Draft:** A form with fields for "Title" and "Content" (containing the placeholder text "What's on your mind?"), and a "Save Draft" button.
- WordPress Events and News:** Includes a location selector (set to "Cincinnati"), a "Submit" button, and a "Cancel" link. Below are news items: "WordPress 6.8.3 Release", "Portland Welcomes WordCamp US 2025: A Community Gathering", "Matt: Last Ball", "Gutenberg Times: Gutenberg Changelog #122 – Gutenberg 21.8 and WordPress 6.9", and "Matt: In Canada". At the bottom are links for "Meetups", "WordCamps", and "News".
- Site Health Status:** Shows a yellow circle icon and the text "Should be improved". A message states: "Your site has critical issues that should be addressed as soon as possible to improve its performance and security. Take a look at the 0 items on the Site Health..."

On the right side of the dashboard, there is a large dashed box with the text "Drag boxes here". At the bottom right, a "Show desktop" button is visible.

Appearance of the Administrator Panel (WordPress Dashboard)

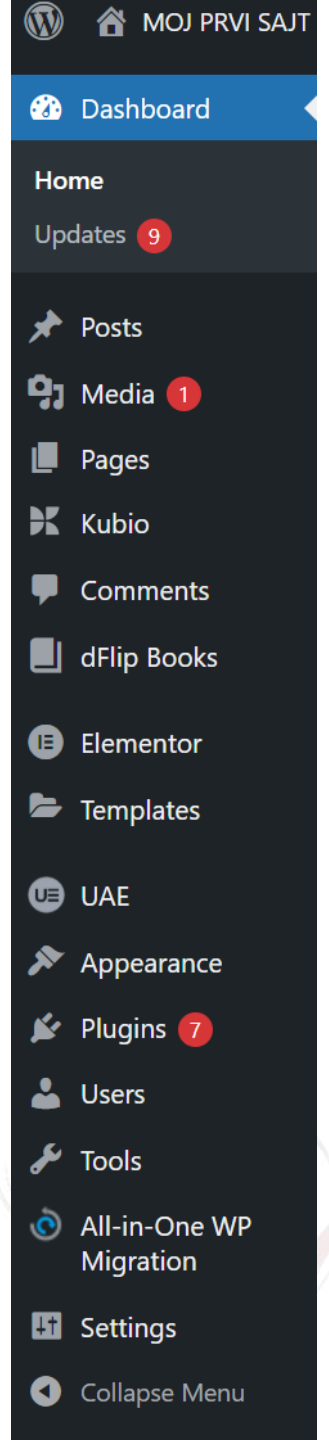
Interface Structure

- The **WordPress Dashboard** consists of three main parts:
 1. **Left Navigation Menu** – the main system panel providing access to all modules;
 2. **Central Workspace** – the area where content is displayed and edited;
 3. **Top Administrative Bar (Toolbar)** – enables quick actions such as adding new posts or previewing the site.
- This structure allows for logical organisation of work and a clear separation between system management and content creation.



Main Menu Sections

- The left-hand menu contains the core functional areas:
 - **Posts** – editing and categorising dynamic content,
 - **Pages** – static components of the website,
 - **Media** – management of images, documents, and videos,
 - **Appearance** – themes, menus, and design customisation,
 - **Plugins** – installation of new functionalities,
 - **Users** – account and access rights management,
 - **Settings** – configuration of basic site parameters.
- These sections form the foundation of every WordPress administration interface.



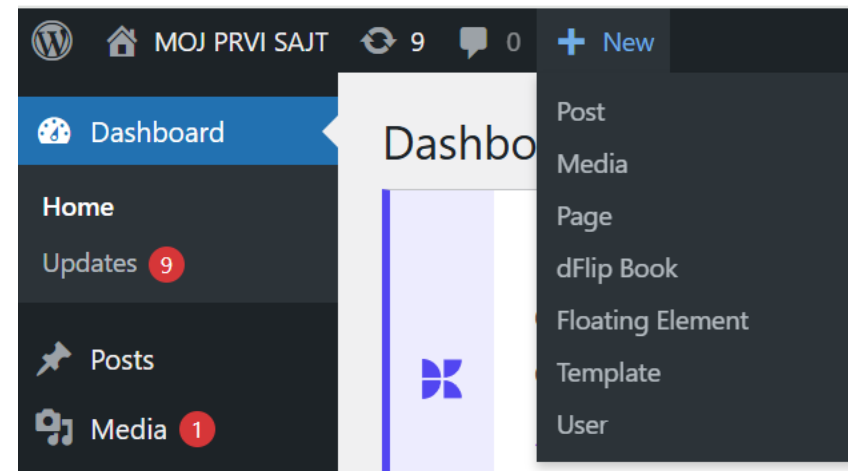
Dashboard as an Information Hub

- After logging in, the user sees the “**Dashboard – Home**” page, which displays key information about the site: number of posts, comments, update status, and notifications.
- Widgets in this area provide an overview of essential metrics, including quick access to the **Quick Draft** module for creating new posts.
- The dashboard can be personalised by removing or adding widgets, which is especially useful in educational contexts where students can adapt the interface to their projects.



Toolbar and Quick Actions

- The toolbar is located at the top of the screen and allows users to quickly access key functions: adding new posts, pages, users, or media.
- Clicking the site name in the top-left corner opens the public view of the site, while clicking “+ **New**” starts creating new content.
- The toolbar is dynamic — its content depends on the user’s role.
- Users should understand that WordPress defines privileges through the role system, ensuring multi-layered security.



User Roles

- WordPress defines five main user roles:
 - **Administrator** – full control over the website,
 - **Editor** – can edit all posts and pages,
 - **Author** – can publish their own content,
 - **Contributor** – can write but not publish,
 - **Subscriber** – registered user without editing rights.
- This **role-based access control** model allows differentiated responsibility and transparency.
- In educational contexts, students are typically assigned the **Author** role to enable independent work within predefined boundaries.



Posts Section

- The **Posts** section represents the foundation of dynamic content.
- Each post includes a title, text, categories, tags, and attached media elements.
- Posts are displayed chronologically, enabling the creation of a blog structure.
- Menu options include **All Posts**, **Add New**, **Categories**, and **Tags**.
- Understanding this module is crucial because WordPress treats almost every dynamic element (including events, products, or news) as a specific **post type**.



MOJ PRVI SAJT

9

0

New

View Posts

Dashboard

Posts

All Posts

Add Post

Categories

Tags

Media 1

Pages

Kubio

Comments

dFlip Books

Elementor

Templates

UAE

Appearance

Plugins 7

Users

Tools

All-in-One WP Migration

Settings

Collapse Menu

Howdy, filip

Screen Options

Help

Posts

Add Post

🚀

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✓ Grow your email list

✓ Create lead magnets

✓ Run time-limited promotions

✓ Reduce abandonment

GET THE DISCOUNT TODAY

All (278) | Published (278)

Bulk actions

Apply

All dates

All Categories

Filter

278 items

«

<

1

>

»

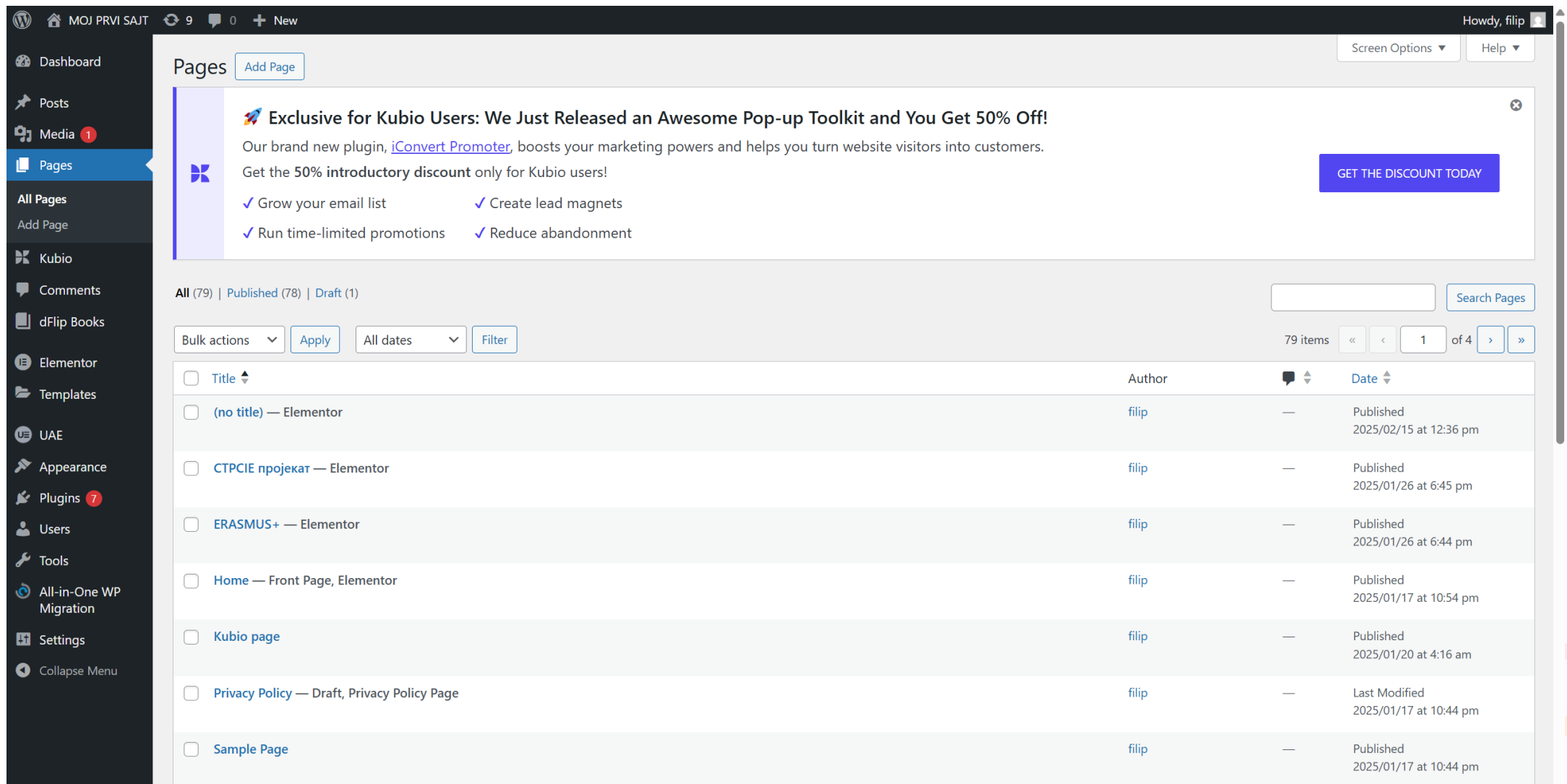
<input type="checkbox"/>	Title	Author	Categories	Tags		Date
<input type="checkbox"/>	Обавештење	filip	Обавештења	—	—	Published 2025/03/04 at 12:00 pm
<input type="checkbox"/>	1	filip	Обавештења, Обавештења JBC Краљево	—	—	Published 2025/02/13 at 11:42 am
<input type="checkbox"/>	2	filip	Обавештења	—	—	Published 2025/01/08 at 9:52 pm
<input type="checkbox"/>	3	filip	Обавештења, Обавештења JBC Краљево	—	—	Published 2024/12/23 at 9:52 pm
<input type="checkbox"/>	Ob 4	filip	Обавештења	—	—	Published 2024/12/03 at 9:50 pm
<input type="checkbox"/>	(no title)	filip	Обавештења	—	—	Published 2024/11/27 at 9:49 pm
<input type="checkbox"/>	sa	filip	Обавештења	—	—	Published 2024/11/07 at 9:48 pm
<input type="checkbox"/>	sadads	filip	Обавештења, Обавештења JBC Краљево	—	—	Published 2024/11/06 at 9:47 pm
<input type="checkbox"/>	sad	filip	Обавештења, Обавештења JBC	—	—	Published

Appearance of the Posts Section (Posts)

Pages Section

- Unlike posts, pages are static and form the basic architecture of a website (e.g. Home, About Us, Contact).
- WordPress allows hierarchical organisation of pages – each page can have a parent page and child pages.
- This hierarchy directly affects the URL structure and navigation.
- In practice, by creating pages, students develop an understanding of information architecture and UX principles in web design.





The screenshot displays the WordPress 'Pages' section. At the top, there's a promotional banner for 'iConvert Promoter' with a 50% discount offer for Kubio users. Below the banner, a table lists various pages. The table has columns for selection, title, author, status, and date. The pages listed include '(no title) — Elementor', 'CTPCIE npojekat — Elementor', 'ERASMUS+ — Elementor', 'Home — Front Page, Elementor', 'Kubio page', 'Privacy Policy — Draft, Privacy Policy Page', and 'Sample Page'.

Pages [Add Page](#)

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- ✓ Create lead magnets
- ✓ Run time-limited promotions
- ✓ Reduce abandonment

[GET THE DISCOUNT TODAY](#)

All (79) | Published (78) | Draft (1)

Bulk actions [Apply](#) All dates [Filter](#)

79 items [«](#) [<](#) 1 of 4 [>](#) [»](#)

<input type="checkbox"/>	Title	Author		Date
<input type="checkbox"/>	(no title) — Elementor	filip	—	Published 2025/02/15 at 12:36 pm
<input type="checkbox"/>	CTPCIE npojekat — Elementor	filip	—	Published 2025/01/26 at 6:45 pm
<input type="checkbox"/>	ERASMUS+ — Elementor	filip	—	Published 2025/01/26 at 6:44 pm
<input type="checkbox"/>	Home — Front Page, Elementor	filip	—	Published 2025/01/17 at 10:54 pm
<input type="checkbox"/>	Kubio page	filip	—	Published 2025/01/20 at 4:16 am
<input type="checkbox"/>	Privacy Policy — Draft, Privacy Policy Page	filip	—	Last Modified 2025/01/17 at 10:44 pm
<input type="checkbox"/>	Sample Page	filip	—	Published 2025/01/17 at 10:44 pm

Appearance of the Pages Section (Pages)

Media Section

- The media library centralises all files used within the system. Users can upload images, videos, documents, and audio files.
- WordPress automatically generates several image sizes (thumbnail, medium, large), enabling optimised display across different devices.
- Media are essential for visual communication and SEO, as proper naming and the use of alt text significantly affect accessibility and content visibility.



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9

0

New

Howdy, filip

Dashboard

Posts

Media 1

Library

Add Media File

Image Optimizer

Bulk Optimization

Pages

Kubio

Comments

dFlip Books

Elementor

Templates

UAE

Appearance

Plugins 7

Users

Tools

All-in-One WP Migration

Settings

Collapse Menu

Media Library

Help

Connect to start

Help

Media Library

Add Media File

Generate with Elementor AI

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✓ Reduce abandonment

GET THE DISCOUNT TODAY

All media items

All dates

Bulk select

Search media

Found Image Optimizer helpful? Leave us a ★★★★★ rating!

Version 6.8.3

Appearance of the Media Section (Media Library)

Appearance Section

- The Appearance section allows students to understand the logic of the theme system.
- Here, users select and activate themes, manage menus, and add widgets. The Customise option opens a visual editor that enables real-time changes.
- Learning through themes develops the ability to connect design and functionality, as CSS and PHP files control the visual and structural layers of the site.



Plugins Section

- Plugins extend the core functionality of WordPress.
- There are currently more than 60,000 available plugins, ranging from simple ones (contact forms) to complex systems (e-commerce).
- Installation and activation of plugins are carried out directly from the dashboard.
- Students are encouraged to install educational plugins such as Elementor, Yoast SEO, and UpdraftPlus to understand how modular architecture influences website functionality.



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9
 0
 + New

Dashboard
Posts
Media 1
Pages
Kubio
Comments
dFlip Books
Elementor
Templates
UAE
Appearance
Plugins 7
Installed Plugins
Add Plugin
Plugin File Editor
Users
Tools
All-in-One WP Migration
Settings
Collapse Menu

Screen Options ▾ Help ▾

Plugins [Add Plugin](#)

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- ✓ Reduce abandonment

[GET THE DISCOUNT TODAY](#)

All (9) | Active (7) | Inactive (2) | Update Available (7) | Auto-updates Disabled (9)

9 items

Bulk actions ▾ [Apply](#)

<input type="checkbox"/>	Plugin	Description	Automatic Updates
<input type="checkbox"/>	3D FlipBook : Dflip Lite Deactivate	Realistic 3D Flip-books for WordPress Get Full Version Here NOTE : Deactivate this lite version before activating Full Version Version 2.2.54 By DearHive View details	Enable auto-updates
There is a new version of 3D FlipBook : Dflip Lite available. View version 2.4.20 details or update now .			
<input type="checkbox"/>	Akismet Anti-spam: Spam Protection Activate Delete	Used by millions, Akismet is quite possibly the best way in the world to protect your blog from spam. Akismet Anti-spam keeps your site protected even while you sleep. To get started: activate the Akismet plugin and then go to your Akismet Settings page to set up your API key. Version 5.3.5 By Automattic - Anti-spam Team View details	Enable auto-updates
There is a new version of Akismet Anti-spam: Spam Protection available. View version 5.5 details or update now .			
<input type="checkbox"/>	All-in-One WP Migration Deactivate	All-in-One WP Migration makes moving your entire WordPress site simple. Export or import your database, media, plugins, and themes with just a few clicks. Version 7.89 By ServMask View details Contact Support Translate	Enable auto-updates
There is a new version of All-in-One WP Migration available. View version 7.100 details or update now .			
<input type="checkbox"/>	Classic Editor Deactivate Settings	Enables the WordPress classic editor and the old-style Edit Post screen with TinyMCE, Meta Boxes, etc. Supports the older plugins that extend this screen. Version 1.6.7 By WordPress Contributors View details	Enable auto-updates

Appearance of the Plugins Section (Plugins)

Users Section

- The Users module allows the addition of new accounts, role assignments, and profile editing.
- The administrator can create users manually or enable public registration.
- Each user has their own profile containing name, email, password, and optional biographical data.
- In an educational context, this module is used for managing student groups working on joint projects, encouraging teamwork and collaborative learning.



MOJ PRVI SAJT

9 0 + New

Howdy, filip

Screen Options Help

Dashboard

Posts

Media 1

Pages

Kubio

Comments

dFlip Books

Elementor

Templates

UAE

Appearance

Plugins 7

Users

All Users

Add User

Profile

Tools

All-in-One WP Migration

Settings

Collapse Menu

Users Add User

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✓ Grow your email list

✓ Create lead magnets

✓ Run time-limited promotions

✓ Reduce abandonment

GET THE DISCOUNT TODAY

All (1) | Administrator (1)

Bulk actions

Apply

Change role to...

Change

Username

Name

Email

Role

Posts

filip

—

filip.markovic@pr.ac.rs

Administrator

278

Bulk actions

Apply

Change role to...

Change

1 item

Thank you for creating with [WordPress](#).

Version 6.8.3

Appearance of the Users Section (Users)

Settings Section

- This section enables the configuration of basic website parameters.
- Subsections include:
 - General – site title, description, time zone, language
 - Reading – selection of the home and blog pages
 - Discussion – comment control
 - Permalinks – structure of URL addresses
- Changes made within these settings directly affect SEO, site structure, and user experience.
- Students are encouraged to experiment with the parameters to better understand the effects of each setting.





Security and maintenance in the Dashboard

- The WordPress Dashboard provides essential tools for system maintenance.
- Regular updates of themes, plugins, and the core represent a fundamental security principle.
- The Dashboard displays warnings about outdated components.
- Additionally, administrators can use security plugins (e.g. Wordfence) to prevent attacks.
- Users should develop the habit of thinking about security as an integral part of their daily administrative work.





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Questions & Answers

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