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Web Design in WordPress

Pages & Posts

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Faculty of Electrical Engineering



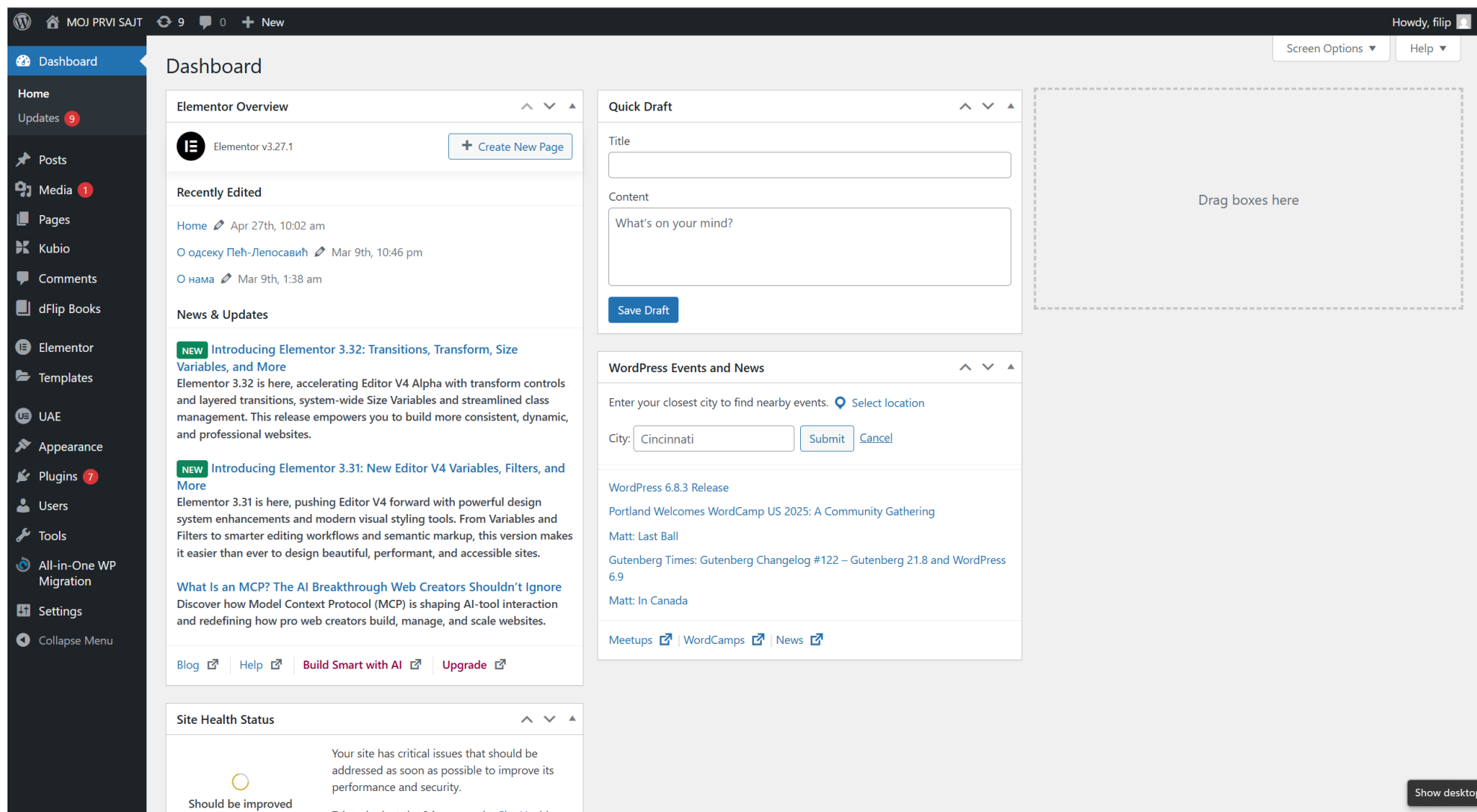
University of Pristina
Kosovska Mitrovica



Introduction to the Installation Process

- The administrator panel, known as the **WordPress Dashboard**, represents the central workspace for each user with administrative or editorial rights.
- It is an interface that enables full site management – from content and design to user and security settings.
- The Dashboard is designed to be intuitive, while in the background it operates as 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 is a dark vertical menu with icons and labels for: Dashboard, 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 contains 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") with "Submit" and "Cancel" buttons. It lists 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 rectangular box with the text "Drag boxes here". At the bottom right corner, there is a "Show desktop" button.

Appearance of the Administrator Panel (WordPress Dashboard)

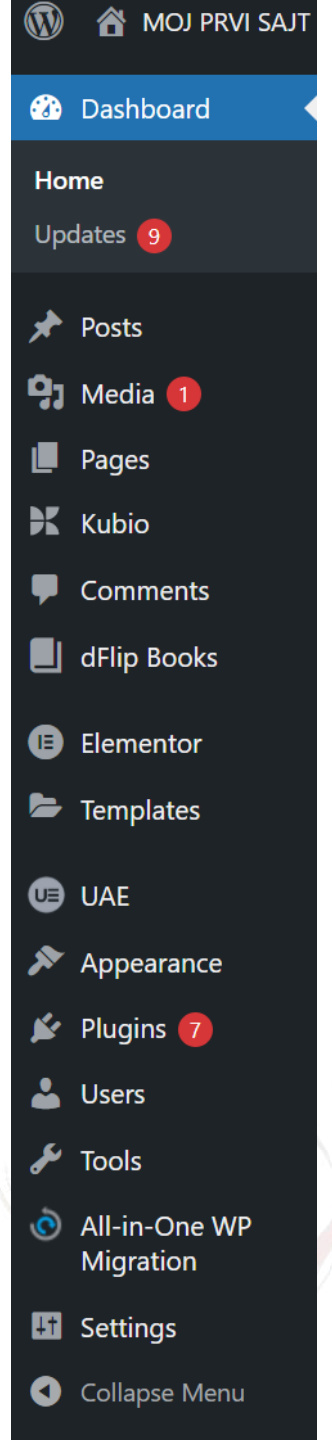
Interface Structure

- 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 logical organisation of work and clear separation between system management and content creation.



Main Menu Sections

- The left-hand menu contains the main functional sections:
 - **Posts** – editing and categorising dynamic content.
 - **Pages** – static components of the website.
 - **Media** – managing images, documents, and videos.
 - **Appearance** – themes, menus, and design customisation.
 - **Plugins** – installing new functionalities.
 - **Users** – managing accounts and access rights.
 - **Settings** – configuring the site's core parameters.
- These sections form the foundation of every WordPress administration.



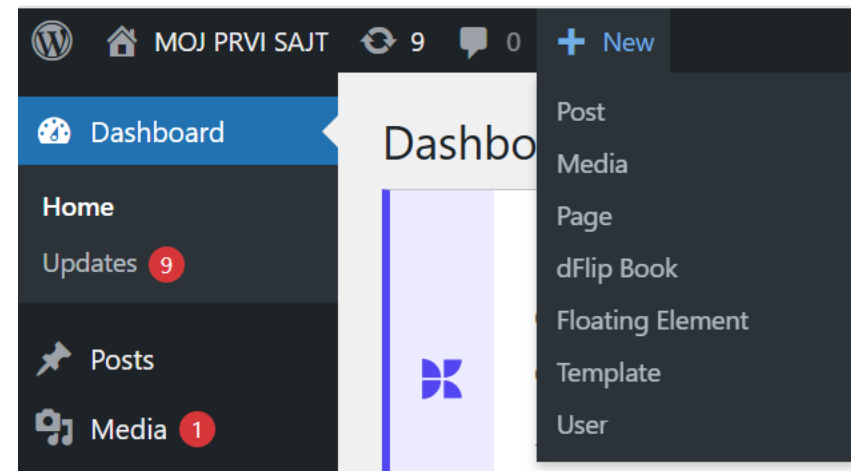
Dashboard as an Information Centre

- After logging in, the user sees the page “Dashboard – Home”, which displays key site information such as the number of posts, comments, update status, and notifications.
- Widgets in this section allow an overview of essential metrics, including quick access to the “Quick Draft” module for creating new posts.
- The Dashboard can be personalised by removing and 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 quick access to key functions such as adding new posts, pages, users, or media.
- Clicking the site name in the upper left corner opens the public site view, while selecting the “+ New” option initiates the creation of new content.
- The toolbar is dynamic – its content depends on the user’s role.
- Users should understand that WordPress defines privileges through a role-based system, ensuring multilayered security.



User Roles

- WordPress has five main 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 ensures differentiated responsibility and transparency.
- In an educational context, students are typically assigned the role of Author to enable independent work within defined boundaries.



Posts Section

- The “Posts” section represents the foundation of dynamic content.
- Each post contains a title, text, categories, tags, and attached media elements.
- Posts are automatically displayed chronologically, enabling the creation of blog structures.
- Within the menu, the available options are: “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.



Section Pages

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

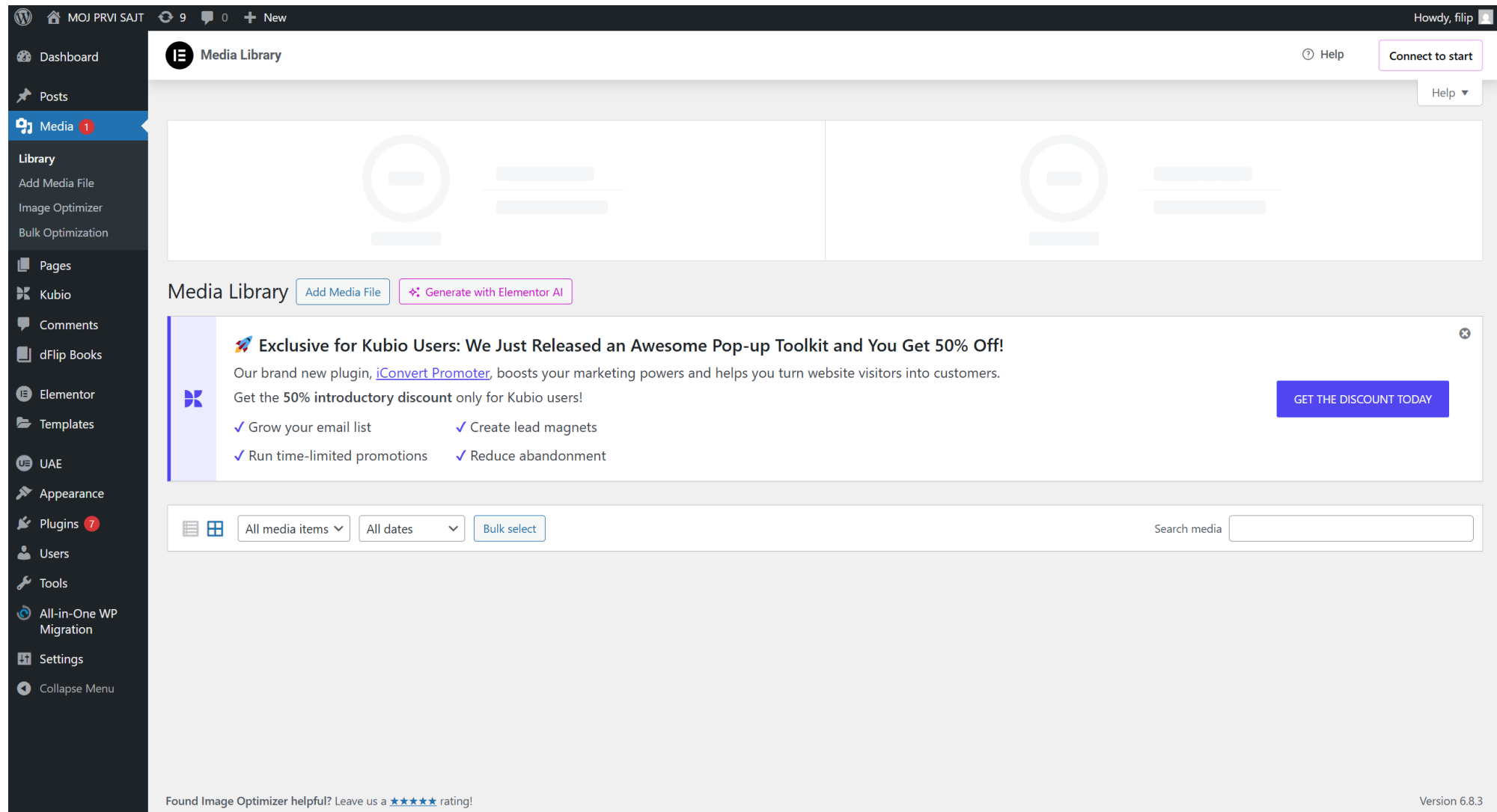


Appearance of the Pages section (Pages)

Section Media Library

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





Appearance of the Media section (Media Library)

Section: Appearance

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



Plugins Section

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



Users Section

- The **Users** module allows the addition of new accounts, assignment of roles, and editing of profiles.
- The administrator can create users manually or enable public registration.
- Each user has their own profile containing a name, email address, password, and optional biographical information.
- In educational settings, this module is used to manage student groups working on joint projects, encouraging teamwork and collaborative learning.



MOJ PRVI SAJT

90New

Howdy, filip

Screen OptionsHelp

Dashboard

Posts

Media1

Pages

Kubio

Comments

dFlip Books

Elementor

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UAE

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Plugins7

Users

All Users

Add User

Profile

Tools

All-in-One WP Migration

Settings

Collapse Menu

UsersAdd User

Exclusive for Kubio Users: We Just Released an Awesome Pop-up Toolkit and You Get 50% Off!

Our brand new plugin, [iConvert Promoter](#), boosts your marketing powers and helps you turn website visitors into customers.

Get the 50% introductory discount only for Kubio users!

✓ 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

Username

Name

Email

Role

Posts

1 item

Bulk actions

Apply

Change role to...

Change

1 item

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

Version 6.8.3

Appearance of the Users Section

Settings Section

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



MOJ PRVI SAJT

9 0 + New

Howdy, filip

Help

Dashboard

Posts

Media 1

Pages

Kubio

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dFlip Books

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Available Tools

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Export

Site Health 2

Export Personal Data

Erase Personal Data


Scheduled Actions

All-in-One WP Migration

Settings

Collapse Menu

Import



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✓ Reduce abandonment

GET THE DISCOUNT TODAY

If you have posts or comments in another system, WordPress can import those into this site. To get started, choose a system to import from below:

Blogger Install Now Details	Import posts, comments, and users from a Blogger blog.
Categories and Tags Converter Install Now Details	Convert existing categories to tags or tags to categories, selectively.
LiveJournal Install Now Details	Import posts from LiveJournal using their API.
Movable Type and TypePad Install Now Details	Import posts and comments from a Movable Type or TypePad blog.
RSS Install Now Details	Import posts from an RSS feed.
Tumblr Install Now Details	Import posts & media from Tumblr using their API.
WordPress Install Now Details	Import posts, pages, comments, custom fields, categories, and tags from a WordPress export file.

If the importer you need is not listed, [search the plugin directory](#) to see if an importer is available.

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

Version 6.8.3

Appearance of the Settings Section

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 (such as **Wordfence**) to prevent attacks.
- Users should develop the habit of viewing security as an integral part of their daily administrative work.





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Questions & Answers

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Network of centers for regional short study programs in the countries of the Western Balkans

Call: ERASMUS-EDU-2023-CBHE

Project number: 101128813



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