Make a faculty or lab website with FIU MyWeb

For FIU CASE faculty

Rev. 2-11-21

Contents

Contents at a glance:

- About WordPress and MyWeb

- Web design best practices

- Step-by-step guide
  - Register and access your site
  - Set up a theme and appearance
  - Add pages and images
  - Finish configuring your site (options)

- Guides and resources

This guide is intended for FIU CASE faculty interested in building a personal or lab website.

Future versions may be distributed to reflect feedback and new features.

About WordPress and MyWeb

WordPress is a content management system for easy construction and maintenance of websites. It's known for its modular structure that accommodates many styles and functions.

FIU MyWeb allows university users to create WordPress websites within a multisite network. Themes, plugins and other settings are managed at the network level to reduce maintenance burden.

Some web design best practices

- **Build what you can maintain.** How much effort will it take to keep content updated? Write "evergreen" content that won't go out of date. *Example: Instead of "I have been at FIU for 11 years," write, "I have been at FIU for more than 10 years," or "I have been at FIU since 2010."*

- **Be concise.** Avoid long blocks of text. Make crucial information easy to absorb.

- **Keep your page count down.** Users may get lost if they have to navigate too many pages. *Example: Combine faculty and student profiles on a Team or About page.*

- **Consider different devices.** Resize your browser window to see how your site will look on a tablet or cellphone.

- **Be accessible.** All important text should be typed onto the page, not shown in a picture. *Example: A JPEG flyer may not display large enough to be legible.*

Register for a website

Go to https://myweb.fiu.edu and register with your FIU credentials.

You will receive a live WordPress website: **myweb.fiu.edu/[your username]**.

If you are creating a lab website and have a lab email, you may wish to register with the lab email. That way, your address will be **myweb.fiu.edu/[lab email name]**.

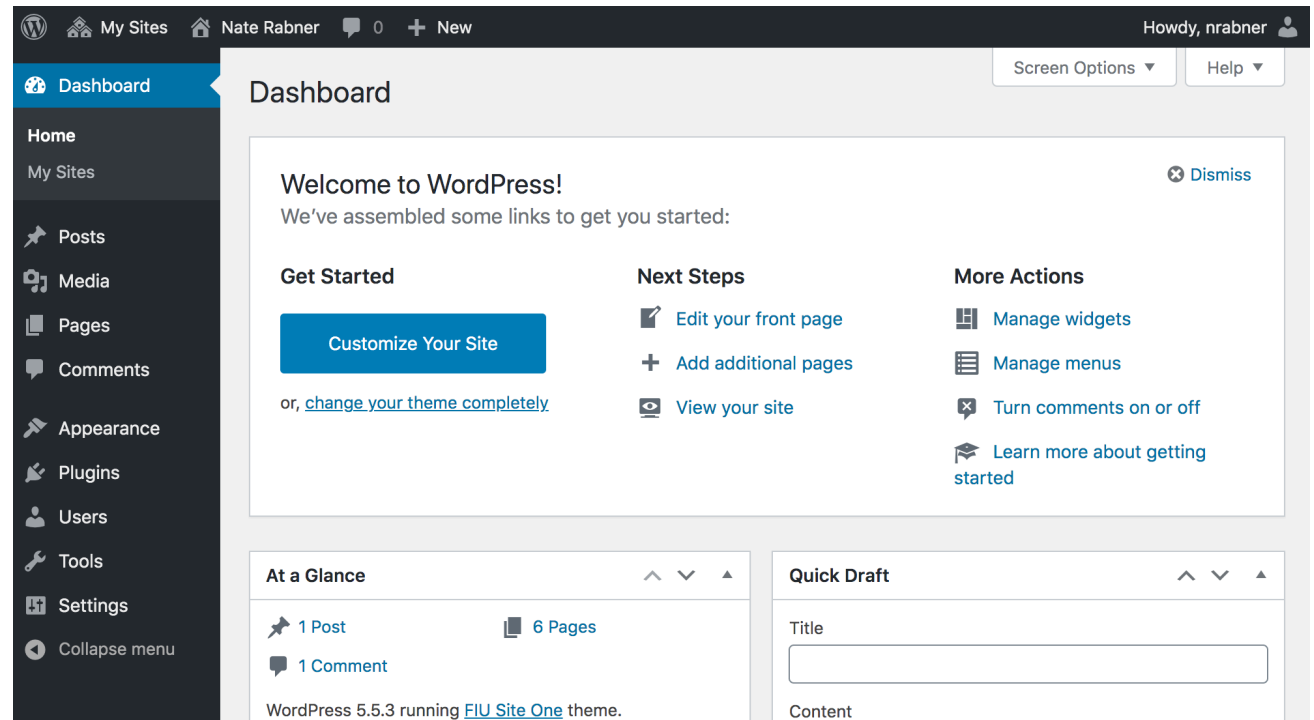***If you already have a website and want to replace it with a MyWeb site:*** Please contact Nate Rabner (CASE Content Strategist, nrabner@fiu.edu) for assistance.

Access your Dashboard

Log in to your website at **https://myweb.fiu.edu/[your username]/wp-login.php**.

The Dashboard has all your controls for setting up and managing the website.

Click your name along the top to see the live site. The site will update itself as you make changes.

Choose a theme for your site

From your Dashboard, go to **Appearance > Themes**. Themes dictate most aspects of your website's appearance, including fonts, colors, headers and footers.

You can **preview and activate a theme** from this page at any time.

Themes have differing features and capabilities. If you're looking for a simple theme, you may want to choose one like **FIU Site One** or **Catch Everest**.

NOTE: Your options in the following steps may vary significantly based on your theme.
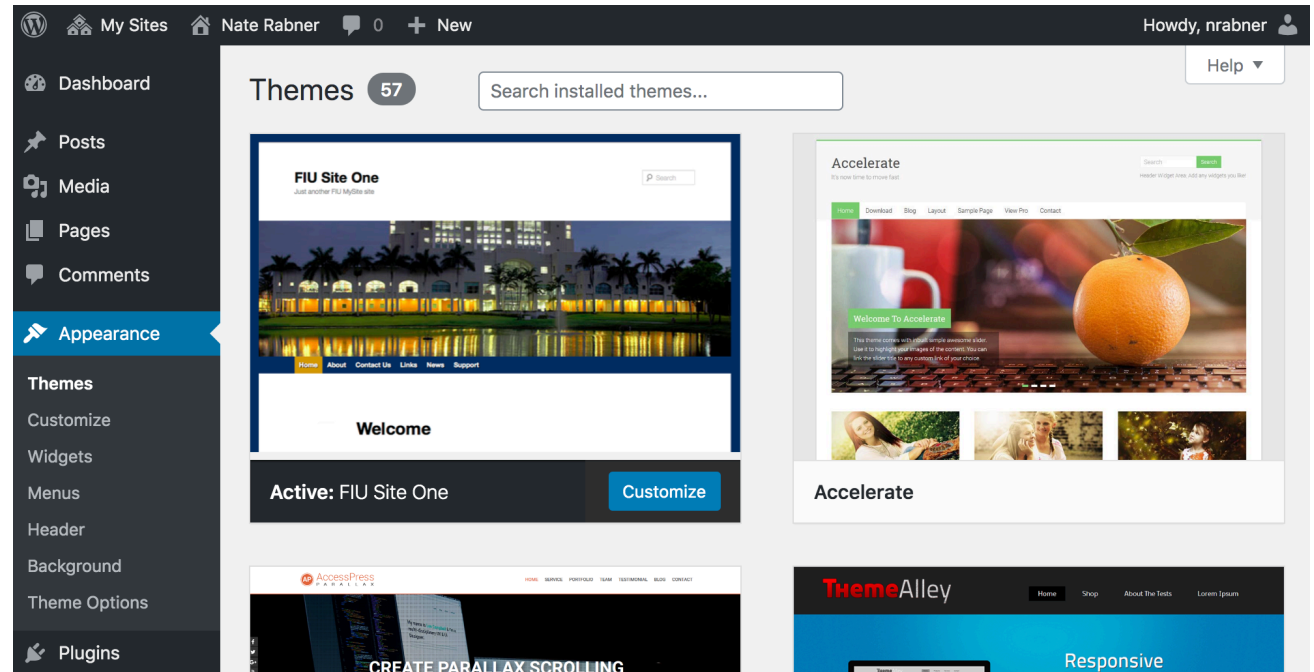
Set up your site's appearance (1 of 4)

From your Dashboard, go to **Appearance > Customize**.

Site Identity

Set your site's title and tagline. Then upload the FIU site icon:

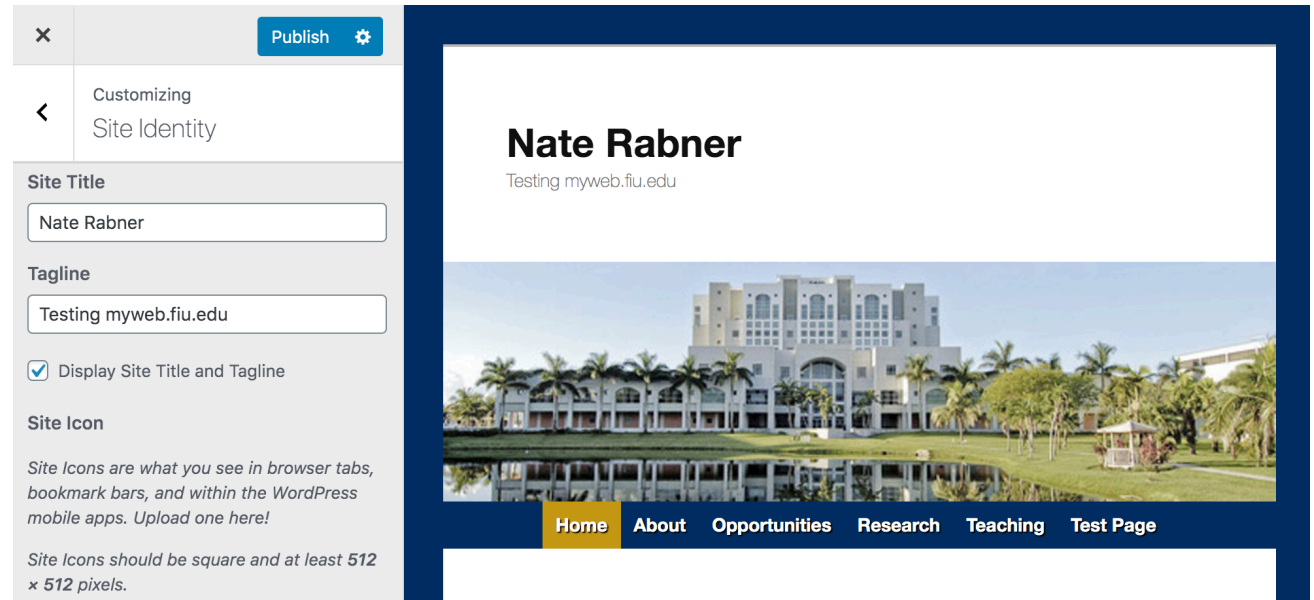https://case.fiu.edu/_assets/images/fiu-favicon.png

Colors

To imitate FIU colors, set the Background Color and Link Color to #081e3f (dark blue).

If choosing your own colors: Use the free WebAIM Contrast Checker to confirm your text color stands out from the background. Contrast should meet the WCAG AA accessibility standard, and ideally WCAG AAA as well.

NOTE: Your options may vary based on the theme you choose.

Set up your site's appearance (2 of 4)

Layout

Choose "One-column, no sidebar."

If you want your site to have a sidebar (not recommended in most cases), choose "Content on left." You'll need to configure the sidebar.
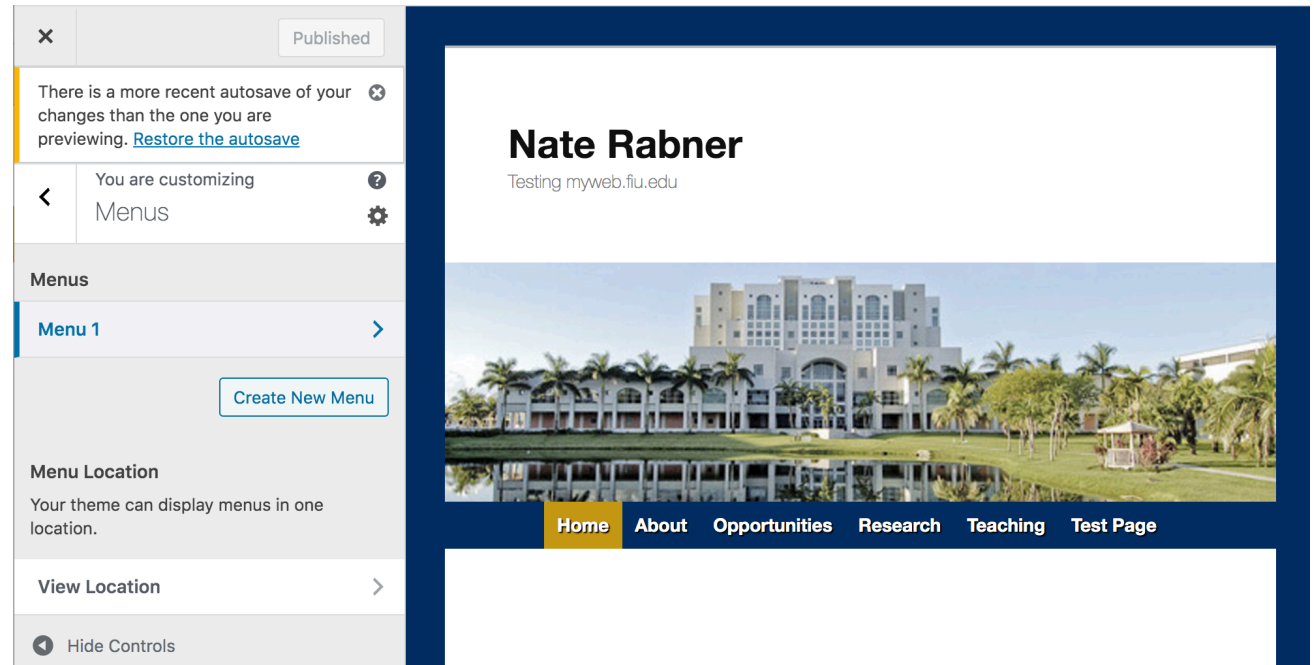
Header Image

Upload a .jpg file for your header, or choose "Hide image" to remove the header.

Menus

Add, rearrange and remove pages from your website's Primary Menu here. *If there is no option here, check Appearance > Menus.*

If your theme allows, you can also add a menu of your social media links.

Set up your site's appearance (3 of 4)

Widgets

If you want to add a footer to your website, you can do so here. For a simple footer, add a Text widget to Footer Area One.

You can add Footer Area Two and Footer Area Three for a multi-column footer.

If you don't see footer options here: Your theme may present them under Widgets or Menus on your main Dashboard instead – or not at all. Look at the theme preview to see if it includes a footer.

NOTE: Your options may vary based on the theme you choose.

Set up your site's appearance (4 of 4)

Homepage Settings

Set your homepage to display "A static page." You can create a new page here to be your homepage.

You may want to edit the page later and delete its title. (You don't really need the "Home" title.)

NOTE: This guide does not cover blog posts. For publishing occasional news links, announcements, etc., static pages are easier than blog posts.

Click "Publish" to save all your changes.

NOTE: Your options may vary based on the theme you choose.

Add pages to your website

From your Dashboard, go to **Pages > All Pages**. Here you can add and delete pages.

Editing a page

Use the "+" button to add Blocks to your page – paragraphs, lists, images, multiple columns, etc.

You can drag blocks to reorder them.

Click the gear icon in the upper right corner to see more options. These include **Document Settings**, such as:

- Enabling a sidebar, if your theme allows.

- Assigning a Parent Page. You will need to manually add a link from the parent page to this one. *Example: Create a Publications page with your Research page as its parent: https://myweb.fiu.edu/[user]/research/ publications. Then edit your Research page and add a hyperlink to Publications.*

Pages: Links

You can add hyperlinks on your pages to help users navigate your website, or to share external resources with them. Follow these best practices:

- **Use descriptive link text.** "Click here" is vague, and it may be useless for visitors using assistive screen reader technology. Meet Americans with Disabilities Act guidelines: Incorporate the name of the page or website you're linking to. *Examples: See our <u>Publications</u> page for more information. … Panther, R. (2021). <u>Study Title</u> [linked to a PDF upload of the study]. … <u>View all my publications on Google Scholar.</u>*
- **Open external links in a new tab** so users won't lose your site.

Pages: Images

You can upload images via the page editor or **Media**. Follow these rules:

- **Make your images accessible.** When uploading an image, add a caption or alt-text to meet Americans with Disabilities Act guidelines. Don't present critical information exclusively in an image – write it elsewhere on your website, too.

- **Use images you have permission to use.** You can search FIU's albums on Flickr.

- **Crop and resize your images** with software such as Photoshop or Pixlr free online.

- **Scale down your images** (1000px width is usually sufficient) and convert large .png files to .jpg format when possible. Web storage is limited to 600MB.

More options for configuring your website

- **Let Google find your site.** From your Dashboard, go to **Settings > Reading** and uncheck "Discourage search engines from indexing this site."

- **Add more editors.** From your Dashboard, go to **Users** and add FIU users. They must already be registered in the MyWeb system.

- **Configure a Sidebar (not needed in most cases).**
  You may need to enable a Sidebar via **Appearance > Customize > Layout** and/or on individual pages in the **page editor: Document Settings > Page Attributes > Template**.
  Then, from your Dashboard, go to **Widgets** and choose the contents of your sidebar. The Text widget is best for a simple sidebar.
  NOTE: Sidebar capability and controls may vary greatly based on your theme.

Create vanity URLs

A vanity URL is a short link that makes your website easier to find.

You can visit https://go.fiu.edu to create a proxy link such as **go.fiu.edu/myname**.

Or you may contact Nate Rabner (CASE Content Strategist, nrabner@fiu.edu) to request a proxy like **myname.fiu.edu**. These links are subject to approval by FIU Digital Communications and/or IT.

Guides and Resources

- The FIU Digital Writing Studio has a video walkthrough of MyWeb setup at http://digitalwritingstudio.fiu.edu/?page_id=1019

- WordPress offers many guides at https://learn.wordpress.org/

- Find FIU images at https://www.flickr.com/photos/fiu/albums/

- Crop, alter and resize images with https://pixlr.com/x/

- Build webforms with https://webforms.fiu.edu/

- Check color contrast for accessibility at https://webaim.org/resources/contrastchecker/

- Track website user traffic with Google Analytics: https://myweb.fiu.edu/google-analytics/#

This guide was prepared by Nate Rabner, FIU CASE Content Strategist, nrabner@fiu.edu