

Make a faculty or lab website with FIU MyWeb

For FIU CASE faculty

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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 Write “evergreen” content that won’t go out of date.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/\[your username\]](https://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/\[lab email name\]](https://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.



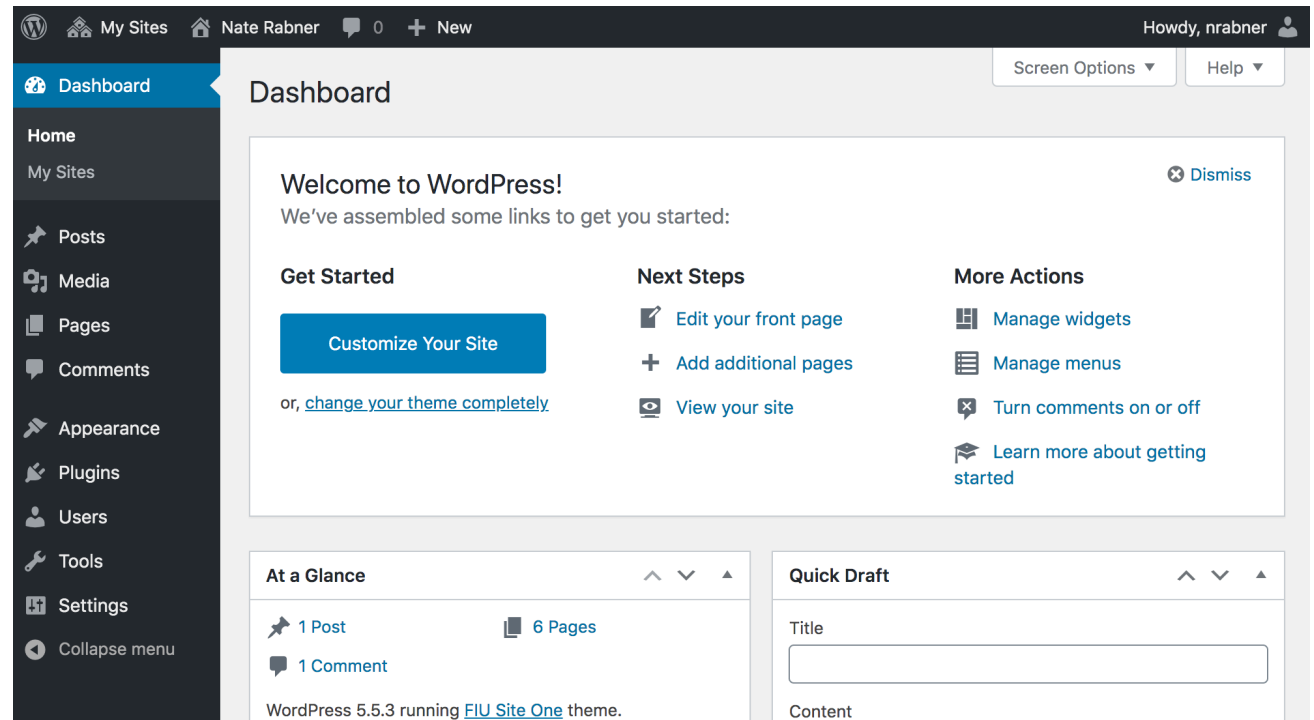
The screenshot shows the top navigation bar of the FIU MyWeb website. It features the 'My Web' logo with 'FIU Web Community' underneath, the FIU panther mascot logo, and the 'FIU' logo followed by 'FLORIDA INTERNATIONAL UNIVERSITY'. Below the navigation bar is a yellow bar with links for 'Home', 'FAQ', 'Documentation', and 'Showcases'. The main content area has a white background with a dark blue border. The heading 'Welcome to FIU MyWeb' is centered. Below it, a paragraph explains that FIU MyWeb is a WordPress multi-site environment for students to create their own web pages to connect, interact and communicate with each other and the world. It then instructs users to get started by reading the FIU MyWeb information (FAQs, Documentation, Showcases) and clicking the link below. A large, dark blue button with yellow text 'Register a new MyWeb site' is centered. At the bottom, a note says 'Do not click the button above if you already have a site here. After registration on MyWeb, you should log into your site with this URL: http://myweb.fiu.edu/your_username/wp-login.php'.

Access your Dashboard

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



The screenshot displays the WordPress Dashboard interface. At the top, the navigation bar includes the WordPress logo, 'My Sites', the user name 'Nate Rabner', a notification count of '0', and a '+ New' button. On the right side of the top bar, there are 'Screen Options' and 'Help' dropdown menus, and the user name 'Howdy, nrabner' with a profile icon.

The left sidebar contains a menu with the following items: 'Dashboard' (highlighted), 'Home', 'My Sites', 'Posts', 'Media', 'Pages', 'Comments', 'Appearance', 'Plugins', 'Users', 'Tools', 'Settings', and 'Collapse menu'.

The main content area is titled 'Dashboard' and features a 'Welcome to WordPress!' message with a 'Dismiss' button. Below the welcome message, it states 'We've assembled some links to get you started:' and provides three columns of quick actions:

- Get Started:** A prominent blue button labeled 'Customize Your Site' and a link to 'change your theme completely'.
- Next Steps:** 'Edit your front page', 'Add additional pages', and 'View your site'.
- More Actions:** 'Manage widgets', 'Manage menus', 'Turn comments on or off', and 'Learn more about getting started'.

At the bottom of the dashboard, there are two widgets:

- At a Glance:** Shows '1 Post', '1 Comment', and '6 Pages'. It also indicates 'WordPress 5.5.3 running FIU Site One theme.' with expand/collapse arrows.
- Quick Draft:** A form for creating a new post, with fields for 'Title' and 'Content', and expand/collapse arrows.

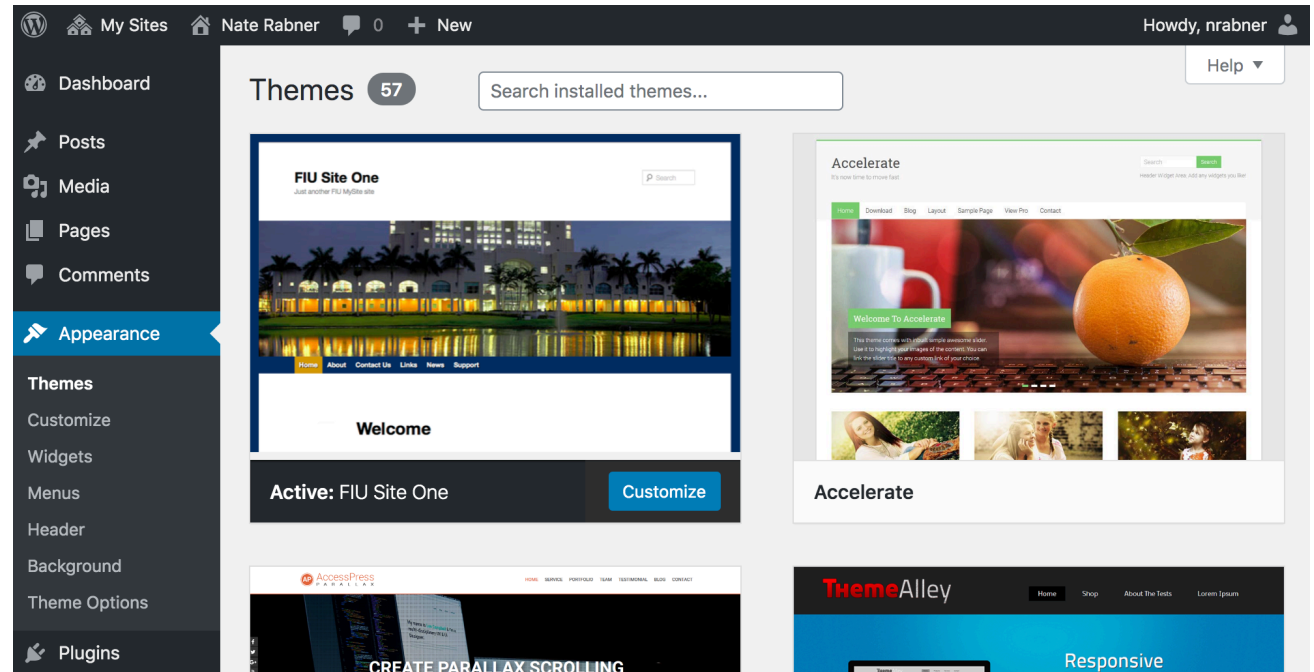
Choose a theme for your site

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:

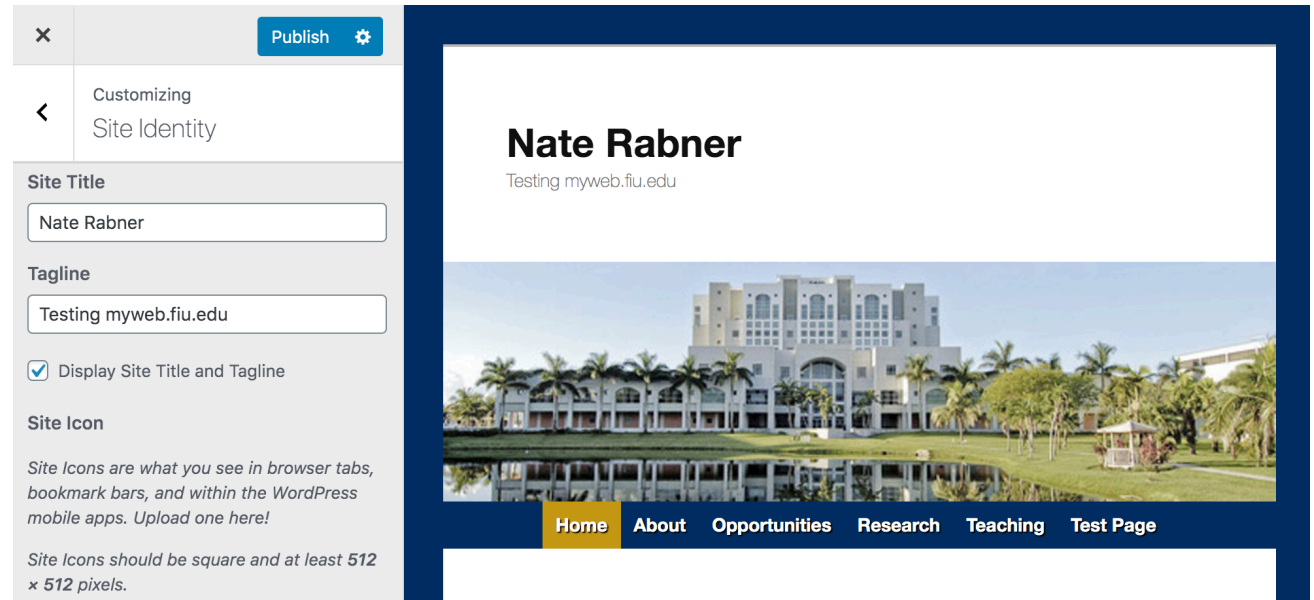
<https://case.fiu.edu/assets/images/fiu-favicon.png>

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.



The image shows a screenshot of the WordPress Customizer interface. On the left, the 'Site Identity' settings are visible, including a 'Publish' button, a back arrow, and the following fields:

- Site Title:** Nate Rabner
- Tagline:** Testing myweb.fiu.edu
- Display Site Title and Tagline

Below these fields, there is a 'Site Icon' section with a note: 'Site Icons are what you see in browser tabs, bookmark bars, and within the WordPress mobile apps. Upload one here!' and another note: 'Site Icons should be square and at least 512 x 512 pixels.'

On the right, a preview of the site is shown. The site title 'Nate Rabner' and tagline 'Testing myweb.fiu.edu' are displayed above a large image of a modern building with palm trees. A dark blue navigation bar at the bottom contains the following links: Home (highlighted in yellow), About, Opportunities, Research, Teaching, and Test Page.

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

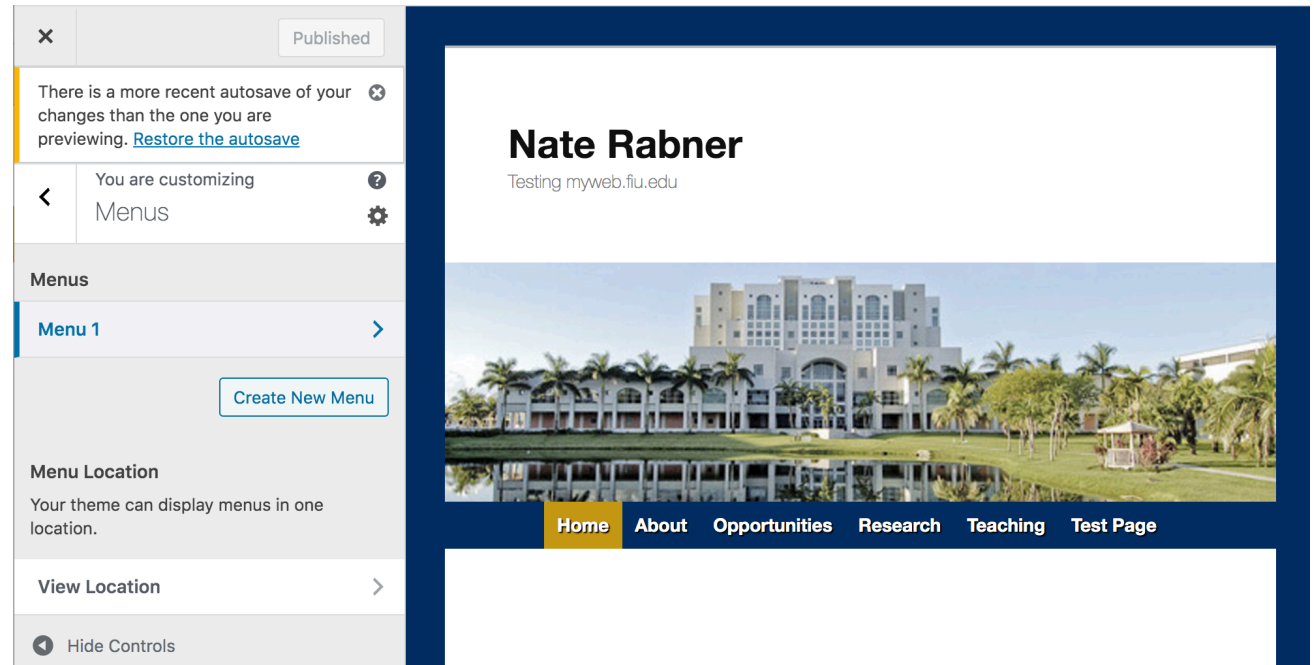
Upload a .jpg file for your header, or choose “Hide image” to remove the header.

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.

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



The image shows a split-screen view. On the left is the WordPress 'Menus' settings panel. It includes a 'Published' status, a warning about autosaves, and a 'You are customizing' header for the 'Menus' section. Under 'Menus', 'Menu 1' is selected. There is a 'Create New Menu' button. The 'Menu Location' section indicates that the theme can display menus in one location. There is a 'View Location' button and a 'Hide Controls' button at the bottom.

On the right is a preview of the website header. It features the name 'Nate Rabner' and the text 'Testing myweb.fiu.edu'. Below this is a large image of a modern building with palm trees. At the bottom of the preview is a dark blue navigation bar with the following menu items: 'Home' (highlighted in yellow), 'About', 'Opportunities', 'Research', 'Teaching', and 'Test Page'.

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

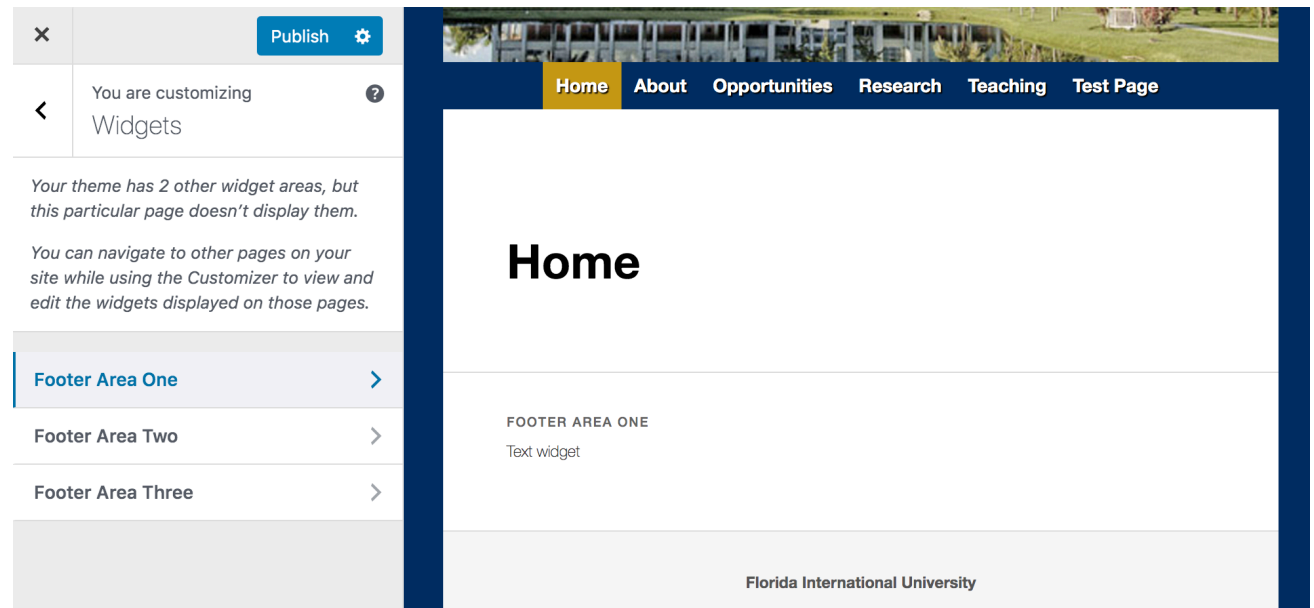
Widgets

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.



The screenshot shows the WordPress Customizer interface. On the left, a sidebar titled "You are customizing Widgets" contains three footer widget areas: "Footer Area One", "Footer Area Two", and "Footer Area Three". "Footer Area One" is currently selected. Below the list, there is a note: "Your theme has 2 other widget areas, but this particular page doesn't display them. You can navigate to other pages on your site while using the Customizer to view and edit the widgets displayed on those pages." At the top of the sidebar is a "Publish" button with a gear icon. On the right, a theme preview shows a navigation menu with "Home", "About", "Opportunities", "Research", "Teaching", and "Test Page". The main content area displays "Home" and "FOOTER AREA ONE Text widget". The footer of the preview shows "Florida International University".

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.

The screenshot displays the WordPress 'Homepage Settings' interface. On the left, a sidebar contains a 'Publish' button and the title 'Homepage Settings'. The main content area provides instructions: 'You can choose what's displayed on the homepage of your site. It can be posts in reverse chronological order (classic blog), or a fixed/static page. To set a static homepage, you first need to create two Pages. One will become the homepage, and the other will be where your posts are displayed.' Below this, under 'Your homepage displays', there are two radio button options: 'Your latest posts' (unselected) and 'A static page' (selected). Under the 'Homepage' section, a dropdown menu shows 'Home' as the selected page, with a '+ Add New Page' link below it. To the right, a preview of the website shows a navigation menu with 'Home' highlighted in yellow, and a large 'Home' heading on the page content area.

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](https://myweb.fiu.edu/[user]/research/publications). Then edit your Research page and add a hyperlink to Publications.*

The screenshot displays the WordPress Gutenberg editor interface. At the top, there is a navigation bar with a plus sign, a pencil icon, undo and redo arrows, an information icon, and a hamburger menu icon. On the right side of the navigation bar, there are buttons for 'Switch to draft', 'Preview', 'Update', and a gear icon for settings. The main content area shows a page titled 'About' with a paragraph block selected. A 'Drag block' tooltip is visible over the selected paragraph. The right-hand sidebar is open, showing the 'Block' tab selected. The sidebar contains the following sections: 'Paragraph' (Start with the building block of all narrative), 'Typography' (Preset size: Default, Custom; Reset button), 'Color settings', and 'Text settings' (Drop cap: Toogle to show a large initial letter).

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 Publications page for more information. ... Panther, R. (2021). Study Title [linked to a PDF upload of the study]. ... View all my publications on Google Scholar.
- **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/#>