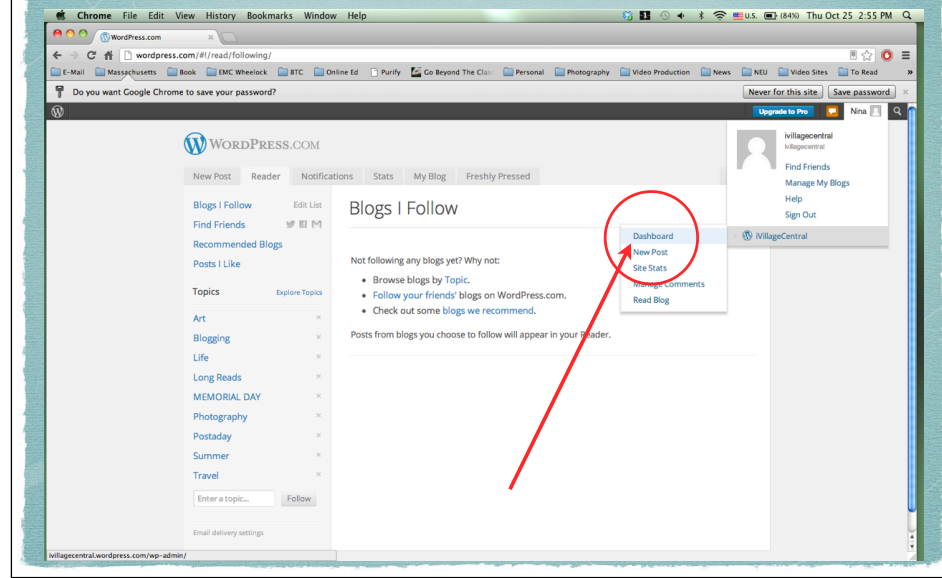
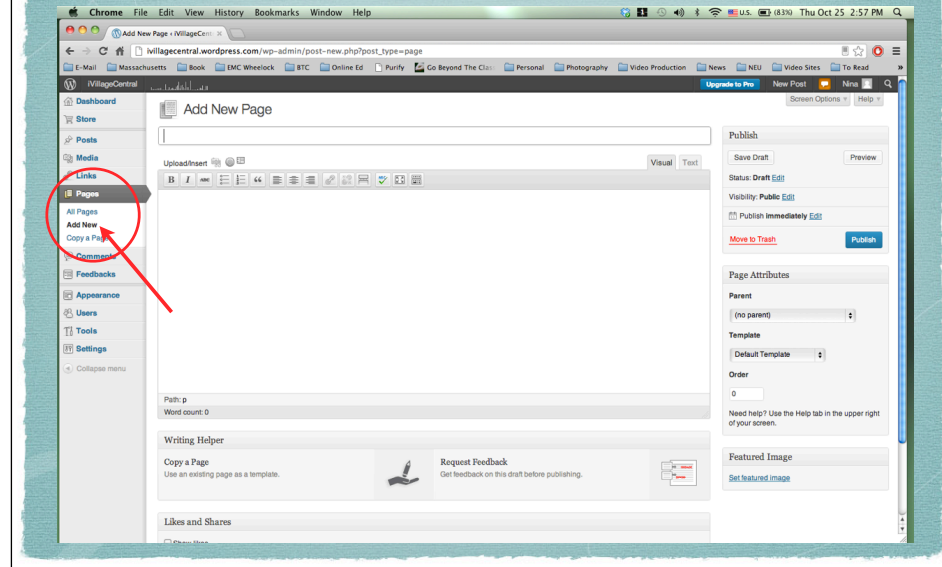


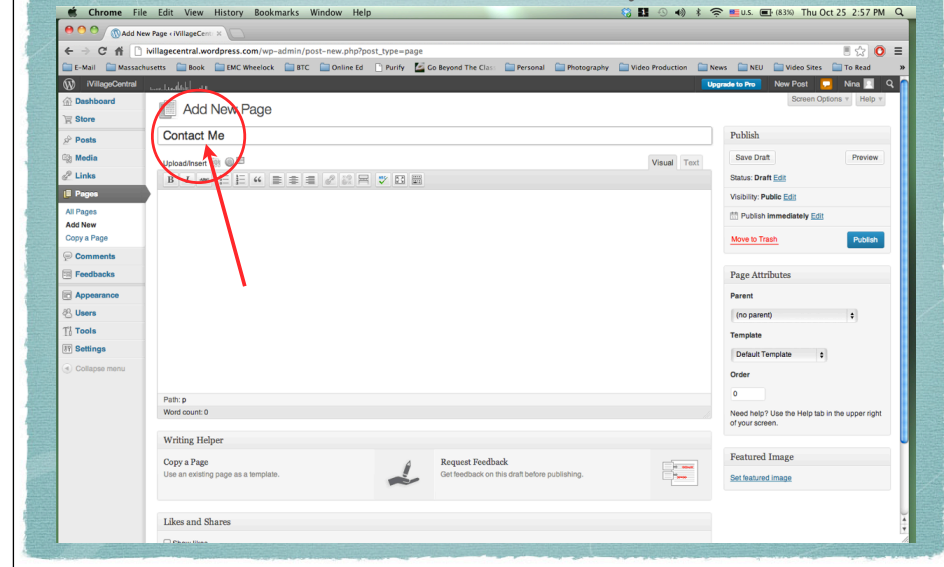
Go to your dashboard as you normally  
would:



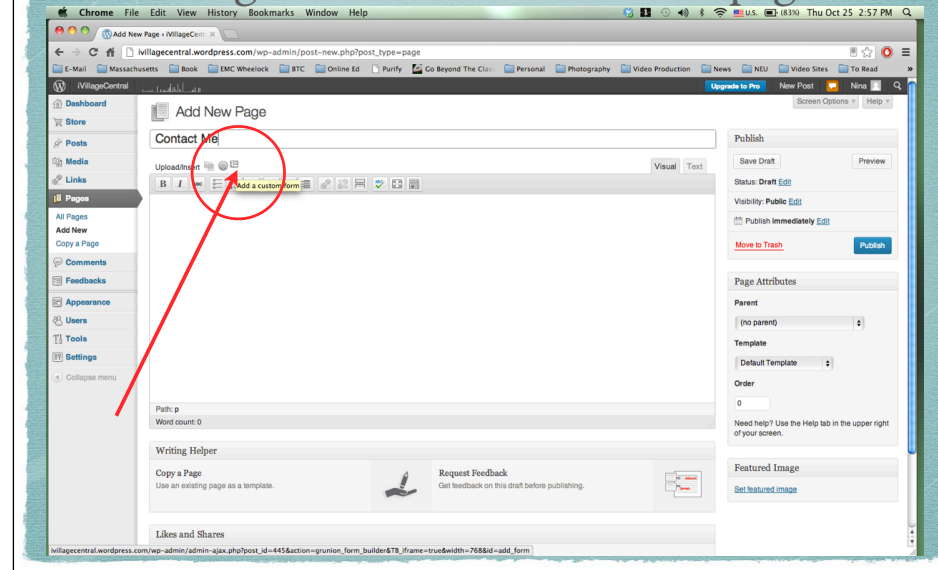
## Add a new Page:



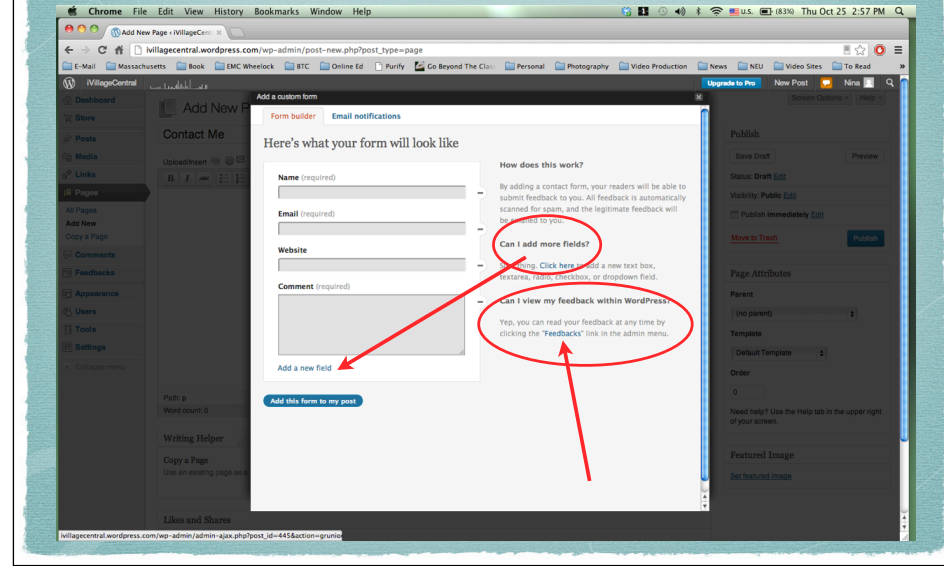
Call it anything you want, as long as it is clear (i.e.: “contact me maybe,” etc.):



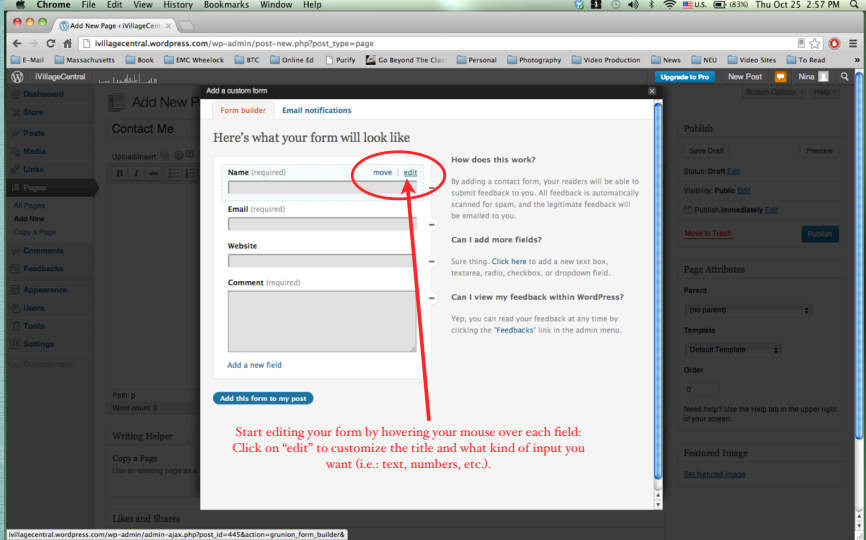
Click on this “form icon” - the one on the far right - to add a form to this page:



Then, you will get to an image that looks like this - if not, start over.



Start editing your form by hovering your mouse on each field:



The screenshot shows the WordPress 'Add a custom form' interface. The 'Form builder' tab is active. The form fields are listed on the left: Name (required), Email (required), Website, and Comment (required). The 'edit' link is circled in red, and a red arrow points to it. The 'Email notifications' tab is also visible. The right sidebar contains options for 'Publish', 'Status: Draft', 'Visibility: Public', 'Publish immediately', 'Move to Trash', 'Page Attributes', 'Parent', 'Template', 'Order', 'Featured Image', and 'Get featured image'.

Here's what your form will look like

**Name (required)** [move](#) [edit](#)

**Email (required)**

**Website**

**Comment (required)**

[Add a new field](#)

[Add this form to my post](#)

**How does this work?**

By adding a contact form, your readers will be able to submit feedback to you. All feedback is automatically scanned for spam, and the legitimate feedback will be emailed to you.

**Can I add more fields?**

Sure thing. Click [here](#) to add a new text box, textarea, radio, checkbox, or dropdown field.

**Can I view my feedback within WordPress?**

Yep, you can read your feedback at any time by clicking the **"Feedbacks"** link in the admin menu.

**Start editing your form by hovering your mouse over each field:**  
Click on "edit" to customize the title and what kind of input you want (i.e.: text, numbers, etc.).

## Form editing continued...

The screenshot shows the WordPress 'Add a custom form' interface. The main area displays a preview of the form titled 'Contact Me' with fields for 'Your Name (required)', 'Email (required)', 'Website', and 'Comment (required)'. To the right, the 'Edit this new field' panel is open, showing the 'Label' as 'Your Name' and the 'Field type' as 'Name'. A red circle highlights the 'Field type' dropdown, and a red arrow points to it from the text below. Another red circle highlights a minus sign icon at the bottom of the form preview, with a red arrow pointing to it from the text below. The text below the screenshot reads: 'You can choose any label you want, but leave field type set to "Name," please. Also, leave "required" checked.'

Here's what your form will look like

Label: Your Name

Field type: Name

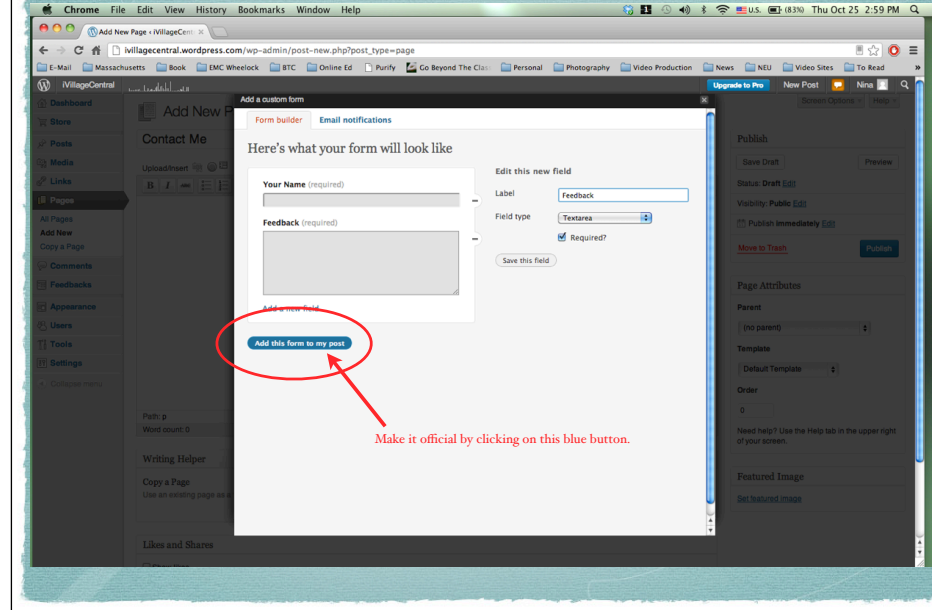
Required? ☒

Save this field

Click on this "-" sign to delete unwanted fields.

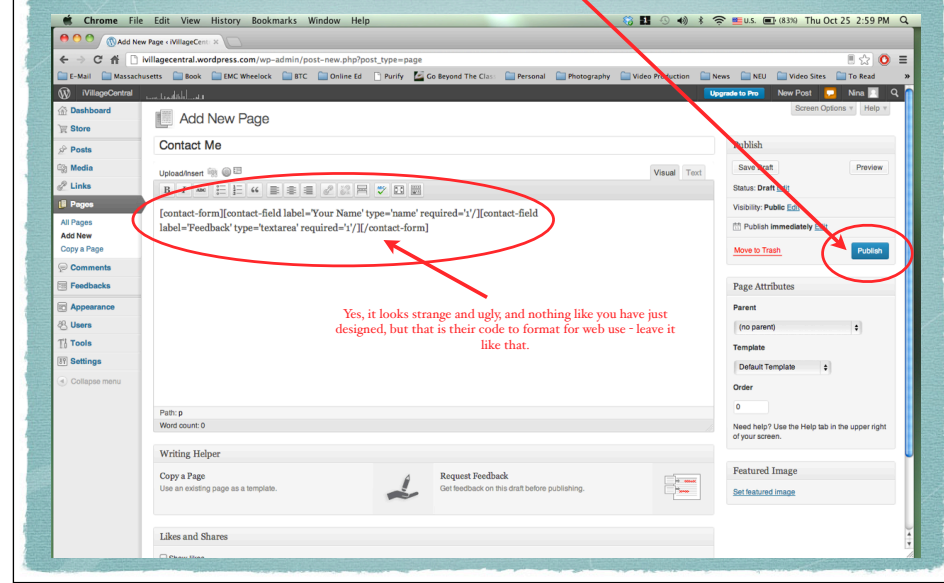
You can choose any label you want, but leave field type set to "Name," please. Also, leave "required" checked.

# Finishing Up...

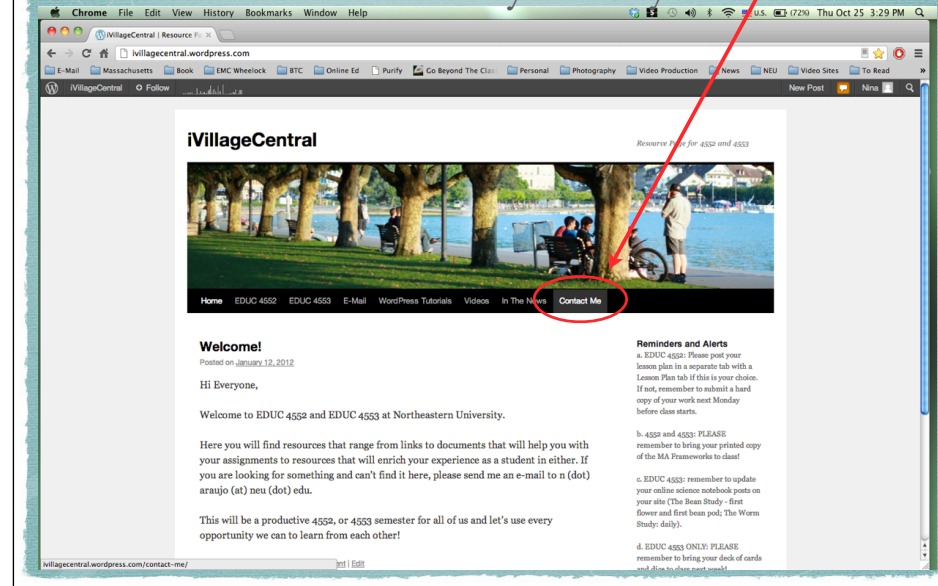




That's it :)



Visit your page and voilà: you'll get a note  
from me very shortly...



The screenshot shows a web browser window displaying a WordPress blog. The browser's address bar shows the URL 'iVillageCentral.wordpress.com'. The page title is 'iVillageCentral' with a subtitle 'Resource Page for 4552 and 4553'. Below the title is a large image of a park scene with trees and a body of water. A navigation bar is located below the image, with the 'Contact Me' link highlighted by a red circle. A red arrow points from the text 'Visit your page and voilà: you'll get a note from me very shortly...' to the 'Contact Me' link. The main content area features a 'Welcome!' message dated January 12, 2012, and a 'Reminders and Alerts' section with four items (a, b, c, d) providing instructions for students.

**iVillageCentral**  
Resource Page for 4552 and 4553

Home EDUC 4552 EDUC 4553 E-Mail WordPress Tutorials Videos In The News **Contact Me**

**Welcome!**  
Posted on January 12, 2012

Hi Everyone,

Welcome to EDUC 4552 and EDUC 4553 at Northeastern University.

Here you will find resources that range from links to documents that will help you with your assignments to resources that will enrich your experience as a student in either. If you are looking for something and can't find it here, please send me an e-mail to n (dot) araujo (at) neu (dot) edu.

This will be a productive 4552, or 4553 semester for all of us and let's use every opportunity we can to learn from each other!

**Reminders and Alerts**

a. EDUC 4552: Please post your lesson plan in a separate tab with a Lesson Plan tab. If this is your choice. If not, remember to submit a hard copy of your work next Monday before class starts.

b. 4552 and 4553: PLEASE remember to bring your printed copy of the MA Frameworks to class!

c. EDUC 4553: remember to update your online science notebook posts on your site (The Bean Study - first flower and first bean pod; The Worm Study: daily).

d. EDUC 4553 ONLY: PLEASE remember to bring your deck of cards and draw to play each week!

Please don't hesitate to “contact me” if you have more questions : )

The screenshot shows a web browser window displaying a WordPress 'Contact Me' page. The page has a navigation bar with links: Home, EDUC 4552, EDUC 4553, E-Mail, WordPress Tutorials, Videos, In The News, and Contact Me. The main content area is titled 'Contact Me' and contains a form with the following fields: 'Name (required)', 'Email (required)', and 'Comment/Question (required)'. Below the form is a 'Submit' button. To the right of the form, there is a red circle highlighting a section titled 'Reminders and Alerts'. A red arrow points from the 'Comment/Question' text area to this section. Another red arrow points from the 'Remember to look at this section as it has updated information about what is due before your next class.' text to the 'Reminders and Alerts' section. The 'Reminders and Alerts' section contains the following text: 'a. EDUC 4552: Please post your lesson plan in a separate tab with a Lesson Plan tab if this is your choice. If not, remember to submit a hard copy of your work next Monday before class starts.' 'b. 4552 and 4553: PLEASE remember to bring your printed copy of the MA Frameworks to class!' 'c. EDUC 4553: remember to update your online science notebook posts on your site (The Bean Study - first flower and first bean post; The Worm Study: daily).' 'd. EDUC 4553 ONLY: PLEASE remember to bring your deck of cards and dice to class next week!'. Below this section is a 'Footer Updates' section with the following text: '• [Remember Students to SYSTEM Classroom Through "Mailing" aw.ly/d8gk8 Another great example here: aw.ly/d8gk8](#) 1 month ago' '• [Combining Art and Computer Science - of course :\) aw.ly/d8gk8](#) 1 month ago'. At the bottom of the page, there is a 'Share this:' section with a 'Share' button and an 'Edit' link.

Remember to look at this section as it has updated information about what is due before your next class.

**Contact Me**

Name (required)

Email (required)

Comment/Question (required)

Submit

Share this: [Share](#) [Edit](#)

**Reminders and Alerts**

a. EDUC 4552: Please post your lesson plan in a separate tab with a Lesson Plan tab if this is your choice. If not, remember to submit a hard copy of your work next Monday before class starts.

b. 4552 and 4553: PLEASE remember to bring your printed copy of the MA Frameworks to class!

c. EDUC 4553: remember to update your online science notebook posts on your site (The Bean Study - first flower and first bean post; The Worm Study: daily).

d. EDUC 4553 ONLY: PLEASE remember to bring your deck of cards and dice to class next week!

**Footer Updates**

- [Remember Students to SYSTEM Classroom Through "Mailing" aw.ly/d8gk8 Another great example here: aw.ly/d8gk8](#) 1 month ago
- [Combining Art and Computer Science - of course :\) aw.ly/d8gk8](#) 1 month ago