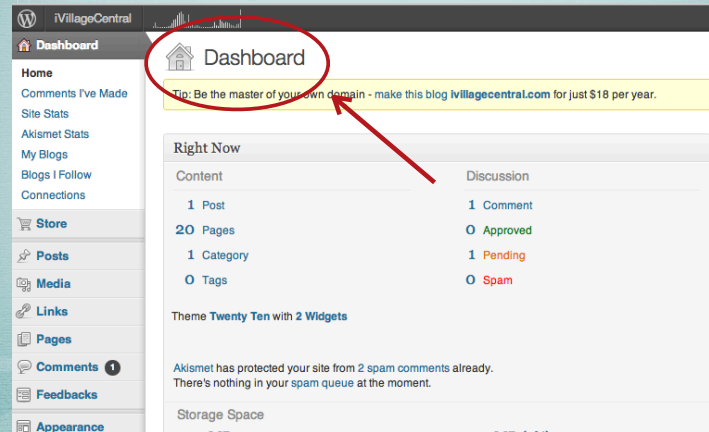


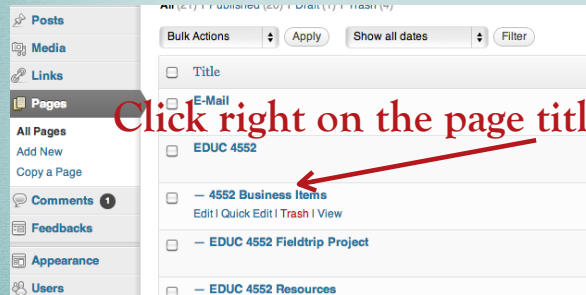
Open your dashboard in Wordpress.com



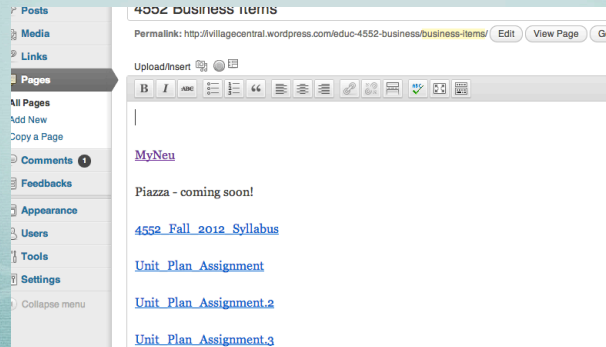
Find your pages tab and click on “All Pages.”

The screenshot shows the WordPress dashboard interface. On the left sidebar, the 'Pages' tab is highlighted with a red circle and the number '1'. A red arrow points from this tab to the 'All Pages' link in the 'Right Now' section, which is also circled in red and labeled with the number '2'. The 'Right Now' section displays statistics for content (1 Post, 20 Pages, 1 Category, 0 Tags) and discussion (1 Comment, 0 Approved, 1 Pending, 0 Spam). Below this, there's a 'Recent Comments' section showing a comment from 'EDUC 4553 Student Websites'. The 'QuickPress' section on the right offers a 'Have you tried our new home page quick post form yet? Try it now ->' link. The 'Recent Drafts' section shows 'There are no drafts at the moment'. The 'Stats' section at the bottom right features a bar chart showing site activity over time.

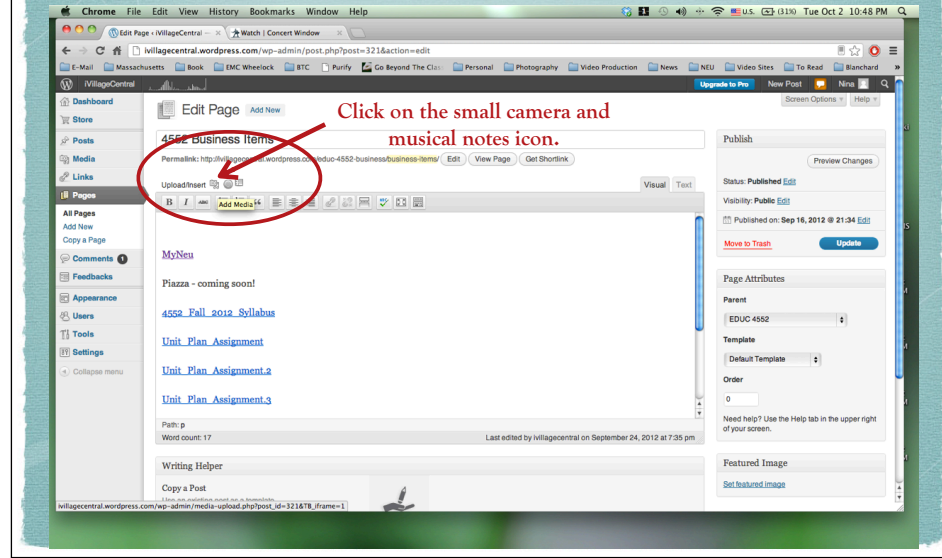
Wordpress should open a page that has your pages listed like below:



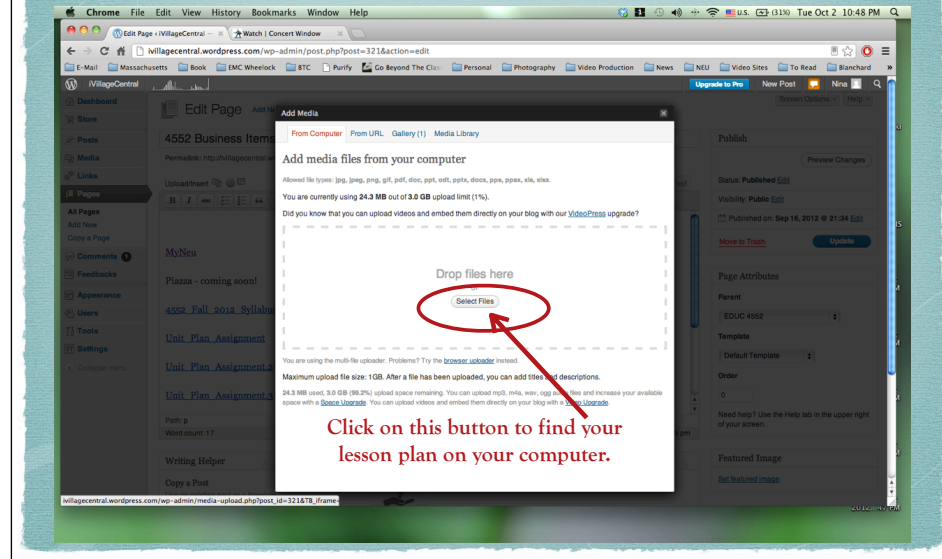
Find the page that is titled “Lesson Plans” and click to open it. You should be able to start working on your page right away. You can add a sentence or two, but you don’t need to:



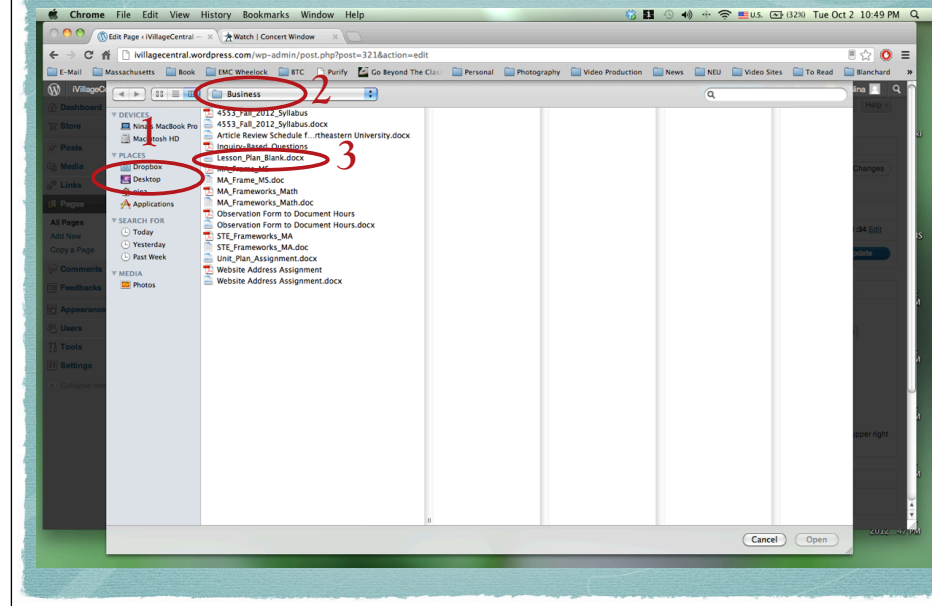
Let the fun begin and start uploading your file (your lesson plan stored in your computer, or hard drive):



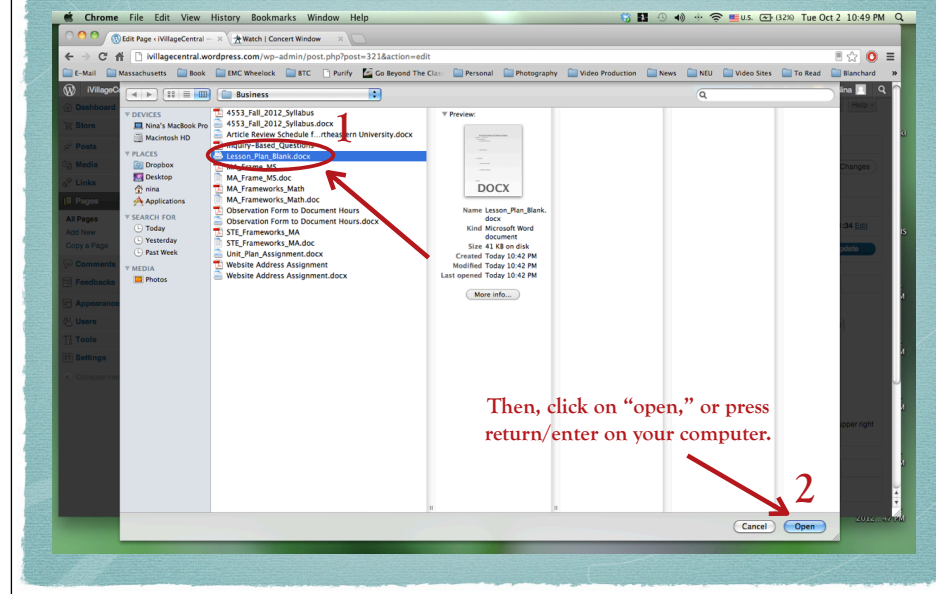
You should get a window that looks like this:



Find your document - mine followed the path below:



Select the document you want to upload (your lesson plan, in this case) and click on it:




Then, wordpress will come back with another box:

You are using the multi-file uploader. Problems? Try the [browser uploader](#) instead.

Maximum upload file size: 1 GB. After a file has been uploaded, you can add titles and descriptions.

24.3 MB used, 3.0 GB (99.2%) upload space remaining. You can upload mp3, m4a, wav, ogg audio files and increase your available space with a [Space Upgrade](#). You can upload videos and embed them directly on your blog with a [Video Upgrade](#).

Lesson_Plan_Blank [Hide](#)



File name: lesson_plan_blank1.docx

File type: application/vnd.openxmlformats-officedocument.wordprocessingml.document

Upload date: October 3, 2012

Title

Caption

Description

Link URL

Enter a link URL or click above for presets.

Then, click on "Insert into Post."

Presto! You are done!

The screenshot shows the WordPress admin interface for a page titled "4552 Business Items". The page is in the "Edit" mode. The left sidebar contains the "Pages" menu, which is expanded to show "All Pages", "Add New", "Copy a Page", "Comments", "Feedbacks", "Appearance", "Users", "Tools", and "Settings". The main content area shows the page title "4552 Business Items" and a list of links: "Lesson Plan Blank", "MyNew", "Piazza - coming soon!", "4552 Fall 2012 Syllabus", "Unit Plan Assignment", "Unit Plan Assignment.2", and "Unit Plan Assignment.3". The right sidebar contains the "Publish" section with "Status: Published", "Visibility: Public", and "Published on: Sep 16, 2012 @ 21:34". Below this is the "Page Attributes" section with "Parent: EDUC 4552", "Template", "Default Template", and "Order: 0". At the bottom of the right sidebar is the "Featured Image" section with a "Set featured image" link. Red annotations are present: a red arrow points to the "Lesson Plan Blank" link with the text "And, voilà, there it is!"; another red arrow points to the "Update" button in the "Publish" section with the text "VERY IMPORTANT: remember to update your page, or you will most likely have to start all over again."; and a third red arrow points to the "Move to Trash" link in the "Publish" section.

And, voilà, there it is!

VERY IMPORTANT: remember to update your page, or you will most likely have to start all over again.