MODUL PENGEMBANGAN WEBSITE UNIVERSITAS NEGERI YOGYAKARTA (Web ORMAWA)



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Cek email admin website ormawa. Catat Username dan Password, serta url untuk login website.
 Contoh : http://himaft.student.uny.ac.id/wp-login.php

New	Student Union UNY Sites Site: HIMA FT UNY Discussion Kotak Masuk x				
-	Student Union UNY Sites <admin@uny.ac.id> ke saya</admin@uny.ac.id>				
ᅕ	Inggris ▼				
	Dear User,				
	Your new Student Union UNY Sites site has been successfully set up at: http://himaft.student.uny.ac.id/				
	You can log in to the administrator account with the following information: Username: himaft Password: jygvDShZcslr				
	Log in nere: <u>http://nimait.student.uny.ac.id/wp-login.pnp</u>				
	The Team @ Student Union UNY Sites				

2. Silahkan login menggunakan url tersebut. Misal : <u>http://himaft.student.uny.ac.id/wp-</u> login.php silahkan masukkan username dan password

Username
Password
Remember Me Log In
Lost your password? ← Back to HIMA FT UNY

3. Setelah login akan masuk di Dashboard

W / My Sites 🏠 F	HIMAFLUNY 🗭 0 🕂 New					Screen Options	Howoy, himaft
② Dashboard	Dashboard						
Home My Sites	Welcome to WordPress!						Dismiss
🖈 Posts	We've assembled some links to g	et you started:					
🔋 Media	Get Started	N	lext Steps		More Actions		
📕 Pages	Customine Mars Cha		Write your first blo	og post	Manage widgets	or menus	
Comments	Customize your site	-	 Add an About pag 	e	Turn comments of	on or off	
Appearance	or, change your theme completely	E.	View your site		🞓 Learn more abou	it getting started	
🖆 Plugins							
Lusers	At a Glance			Quick Draft			
۶ Tools	🖈 1 Post	📕 1 Page		Title			
Settings	🗭 1 Comment						
😫 Custom Fields	WordPress 4.0 running Twenty Fourteen t	neme.		what's on your mind?			
🔅 iCal Events List	Akismet blocks spam from getting to your	blog.					
BWS Plugins	Storage Space	moment.		Save Draft			
 Collapse menu 	91 50 MB Space Allowed	9: 0.01 MB (0%) Space U	sed				
				WordPress News			

Tampilan awal website masih Hello World

🛞 🎤 My Sites 🏼 HIMA FT UNY 📮 0 🕂 New	Howdy, him
HIMA FT UNY	SAMPLE PAGE Q
Just another Student Union UNY Sites site	
Search	
	HELLO WORLD!
RECENT POSTS	© FEBRUARY 19, 2015 ♥ 1 COMMENT Ø EDIT
Hello world!	Welcome to <u>Student Union UNY Sites</u> . Ini adalah posting pertama. Silakan hapus atau edit.
RECENT COMMENTS	
admin on Hello world!	
ARCHIVES	
February 2015	
CATEGORIES	
Uncategorized	
мета	

4. Merubah User Password. Atau kita bisa menambah user baru. Users => Edit

Pages	Username	Name
Comments	Edit	
🔊 Appearance		
	🔲 Username	Name
😰 Plugins		
📥 Users 🔷	Bulk Actions Apply	

🛓 Users	New Password				
All Users Add New		If you would like to change the password type a new one. Otherwise leave this blank.			
Your Profile	Repeat New Password				
🖋 Tools		Type your new password again.			
Settings		Strength indicator	Hint: The password should be at least seven charact letters, numbers, and symbols like ! " ? \$ % ^ &).		
🔅 Custom Fields					
🔅 iCal Events List	Update Profile				

5. Merubah Themes (tema tampilan). Appearance => piliha themes yang disukai => Activate



6. **Widget,** merupakan fitur atau komponen-komponen yang bisa sehingga membuat website menjadi lebih menarik dan powerful, misalnya kalender, recent posts, dan lain-lain. Letak widget biasanya pada sidebar.

Appearance	Available Widgets	Sidebar Right	*	
Customize Widgets	widget and delete its settings, drag	Search	Ŧ	
Menus	Akismet Widget	Archives	Decent Parts	
More Themes Theme Options	Display the number of spam comments Akismet has caught	A monthly archive of your site's Posts.	Recent Posts	•
Background	Calendar	Categories	Recent Comments	•
🖌 Plugins	A calendar of your site's Posts.	A list or dropdown of categories.	Archives	~
🖉 Tools	Custom Menu	Diamond Bloglist	Categories	•
 Settings Custom Fields 	Add a custom menu to your sidebar.	Diamond Bloglist	Meta	

 Menu, pada umumnya terletak pada sisi atas postingan dan di bawah header. Pembentuk menu terdiri dari 3 unsur. Yaitu, 1. Pages (halaman statis yang sudah dibuat), 2. Link (kata/kalimat yang mengandung link), 3. Categories (kategori artikel yang sudah dibuat sebelumnya).

✗ Appearance	Menu 1 has been updated.			
Themes Customize Widgets	Edit your menu below, or <u>create a new menu</u> .			
Menus More Themes	Pages 🔺	Menu Name Menu 1 Save Menu		
Theme Options Background	Most Recent View All Search Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.			
🖌 Plugins 🎍 Users	Select All Add to Menu	Home Custom v		
 Fools Settings 	Links v	Profile Page v		
🗘 Custom Fields	Categories v	Berita Category v		
 iCal Events List BWS Plugins 		Dunia Kampus sub item Custom 💌		

Untuk membuat menu silahkan pilih dari ketiga unsur disamping, lalu klik **Add to Menu** kemudian **Create Menu / Save Menu.** Jika ingin membuat sub menu, maka menu yang akan kita jadikan sub menu di drag saja sehingga posisinya sedikit tidak lurus dengan menu diatasnya.

8. Post, adalah menu untuk membuat artikel atau postingan. Post => Add New

	OSIS Add New		
Posts	Sorry, but you do not have the correct permissions to install the Clef. EcoBox Image Lighthay and Genture Slider pluging. Contact the administrator	r of this site for help on	getting
ll Posts	the plugins installed.	of this site for help on	getting

Enter title here	Publish A
Image: Second secon	Save Draft Preview [®] Status: Draft <u>Edit</u> [®] Visibility: Public <u>Edit</u> [®] Publish immediately <u>Edit</u> Move to Trash Publish
	Categories A All Categories Most Used Berita Uncategorized
P Word count: 0	- Add New Category
	Tags

- Enter title here : Judul artikel
- Add Media : Upload / insert image, audio, video atau file ke dalam artikel
- Publish : Tombol untuk mempublish artikel
- Categories : Kategori pengelompokan berita
- Tags : untuk search optimation user (kata pencarian)

9. Categories, menu untuk membuat klasifikasi artikel yang akan dibuat. Memudahkan dalam pengelompokan artikel

🙆 Dashboard	Categories			Screen Optio	ns ▼ Help ▼
🖈 Posts					Search Categories
All Posts	Add New Category	Bulk Actions Apply			2 items
Add New	Name	Name	Description	Slug	Count
Categories	The name is how it appears on your site	🔲 Berita		berita	1
Tags	The name is now it appears on your site.				
몇 Media	Slug	Uncategorized		uncategorized	1
📕 Pages		Name	Description	Slug	Count
Comments	The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.		Description	5108	count
🔊 Appearance		Bulk Actions Apply			2 items
🖌 Plugins	Parent	Note:			
🛓 Users	Categories, unlike tags, can have a hierarchy. You might have a Jazz	Deleting a category does not dele set to the category Uncategorize	te the posts in that category. Instead, post: d.	s that were only assigned to the	deleted category are
🔑 Tools	category, and under that have children categories for Bebop and Bie Band. Totally optional.	Categories can be selectively con	verted to tags using the <u>category to tag con</u>	iverter.	
🖪 Settings					

- Name : Nama categories
- **Slug :** nama kategori untuk url firendly version (huruf kecil semua, tanpa spasi, bisa memakai tanda penghubung)
- 10. Tags, Kumpulan kata untuk memudahkan dalam pencarian artikel

🖚 Dashboard	Tags			Screen O	ptions 🔻 Help 🔻
🖈 Posts	Bonular Tags				Search Tags
All Posts	hima	Bulk Actions Apply			1 item
Add New		Name	Description	Slug	Count
Categories	Add New Tag	🗖 hima		hima	1
Tags	Add New Tag				
9] Media	Name	Name	Description	Slug	Count
Pages	The name is how it appears on your site.	Bulk Actions Apply			1 iten
Comments					
Appearance	Slug	Tags can be selectively converte	ed to categories using the <u>tag to category conv</u>	<u>verter</u> ,	
🕼 Plugins	The "slug" is the URL-friendly version of the name. It is usually all				
💄 Users	lowercase and contains only letters, numbers, and hyphens.				

11. Media, Untuk mengupload image, audio, video ke dalam web.



12. **Pages,** menu untuk mengatur halaman statis pada situs. Halaman ini berbeda dengan posting. Posting biasanya akan muncul secarra berurutan setiap anda melakukan penambahan, sedangkan *Pages* biasanya merupakan halaman tunggal yang dimunculkan dengan menggunakan menu-menu website.

🙆 Dashboard	Pages Add New	Scree	n Options 🔻 Help 🔻
🖈 Posts	All (1) Published (1)		Search Pages
93 Media	Bulk Actions Apply All dates Filter		1 item
📙 Pages	Title	Author	Date
All Pages Add New	Profile	himaft	3 hours ago Published
Comments	Title	Author	P Date
Not the second s	Bulk Actions 💌 Apply		1 item

13. Comments, merupakan menu untuk managemen komentar yang masuk. Kita selaku admin bisa meng-approve, atau menolak komentar tersebut. Setiap waktu harus di cek agar menjaga komentar SPAM yang masuk.

🕼 Dashboard	Comments		Screen Options 🔻 Help 🔻	
🖈 Posts	All Pending (0) Approved Spam (0) Trash (0)		Search Comments	
93 Media	Bulk Actions Apply All comment types Filter Check for Spam 1 item			
Pages	Author d	Comment	In Response To	
Comments	admin student.uny.ac.id ×	oubmitted on 2015/02/19 at 2:15 pm	Hello world!	
Appearance	Author d	Comment	In Response To	
🖌 Plugins	Bulk Actions Apply Check for	Sparn	1 item	

14. **Plugins,** merupakan komponen tambahan yang berguna untuk menambah fitur website sehingga lebih powerful. Sebagian plugin juga menyertakan widget sehingga bisa terlihat pada front site.

	All (11) Inactive (11)	Search Installed Plugins
	Bulk Actions Apply	11 items
	Plugin	Description
 Joseis Tools Settings 	Form Maker Activate	This plugin is a modern and advanced tool for easy and fast creating of a WordPress Form. The backend interface is intuitive and user friendly which allows users far from scripting and programming to create WordPress Forms. Version 1.7.9 By http://web-dorado.com/ Visit plugin site
 Custom Fields iCal Events List 	Form Manager Activate	Create custom forms; download entered data in .csv format; validation, required fields, custom acknowledgments; Version 1.6.49 By Campbell Hoffman Visit plugin site
 BWS Plugins Collapse menu 	Google Doc Embedder Activate	Lets you embed PDF, MS Office, TIFF, and many other file types in a web page using the Google Docs Viewer (no Flash or PDF browser plug-ins required). Version 2.5.14 By Kevin Davis Visit plugin site
	GRAND Flash Album Gallery Activate	The GRAND FIAGallery plugin - provides a comprehensive interface for managing photos and images through a set of admin pages, and it displays photos in a way that makes your web site look very professional. Version 1.74 By Rattus Visit plugin site

- 15. Setting General, mengganti judul web, tag line, email admin, dan lainnya
- 16. Setting Writting, mengatur default category dan default post format
- 17. Setting Reading, mengatur tampilan forntpage (artikel statik atau artikel terbaru)
 - ; Jumlah artikel yang tampil di halaman depan (blog pages show at most) ; dll.