Using WordPress: Dashboard Overview

The Dashboard is the "behind-the-scenes" administration area you will use to manage everything about your WordPress site.

Note: Your toolbars and menu options may vary depending on your site's features and your assigned user role. The items listed below apply to most users. Menu options are subject to change as new plugins and features are added.

Dashboard – Upper Toolbar Menus

Moving from left to right:

WordPress icon/menu – WordPress-related links. It may be helpful to check out the official documentation.

My Sites – If you have permission to edit more than one website you can move between them here.

Current Site Home – The "Visit Site" link will take you back to your regular site view but keep you logged in. You can use this menu to get you back to the dashboard and other commonly-used functions from the standard site view.

Comments – Shortcut to moderate comments.

+ New – Shortcuts to start a new post, upload a new image, add a new page, or other options depending on your site's configuration.

Howdy, Your Name Here – This is where you can log out.

Dashboard – Left Side Menu

Moving from top to bottom:

Dashboard – Returns you to the start/welcome screen. *My Sites* will list other sites you are a member of and allow you to switch to those site's dashboards.

Posts – Manage your posts, categories and tags.

Media – Manage all of the assets (images, PDFs, etc.) that have been upload to your site in the Library.

Pages – Manage your site's pages.

Comments – Moderate comments (if they are enabled for your posts).

Appearance – Customize your site options, widgets and menu. (Editors only.)

Profile – Most of your profile info is controlled by your Gatorlink settings and cannot be changed, but there are a few options here you can change such as the dashboard's color scheme.