**This is a draft of the glossary**

+ icon

**Administrator**

The administrator role is assigned to people in charge of managing the functionalities of the site, rather than its content. Functionalities include creating accounts and assigning roles, modifying options, adding tools, etc. Administrators can work on your Posts if needed, including releasing them, and can help you with your account informations (username and password).

**Audience**

The audience block was custom developed for Nunavik-IcE. It allows you to create a section of the post that only either teachers, parents or students will see. Once you create this block and select the audience, you can add more blocks inside.

**Backend**

The backend is like the workshop in the back of a store, which customers don’t see. The backend of Nunavik-IcE is a private online space where people with a designated role (such as contributors) can access the tools to create and manage content on the site. To access the backend, you need to type the following URL: [www.nunavik-ice.com/WP-login.php](http://nunavik-ice.com/WP-login.pho) .

Banner

Block settings

Blocks

**Blocks Editor**

The blocks editor is the tool provided in the backend of a Wordpress site like Nunavik-IcE in order to create posts. It is called a blocks editor because it allows you to place a variety of different pieces on a page, each of which is a block.

Blocks navigation

Body

**Bookmarks/Favourites**

Most web browsers allow you to bookmark specific sites or to add them to a list of favourite sites so that you can access them easily, in one click, as opposed to having to type the full URL each time.

Bullet list

**Buttons**

Buttons are a way to catch users' attention and to encourage them to click. They lead to a URL of your choice.

Categories

Chain symbol

Cog symbol

Compress

Compress

Confirmation message

**Contributor**

The contributor role is assigned to anyone who has educational content to share on Nunavik-IcE, like you. Contributors can use most of the tools offered by the site, but can't publish their content. Before the content is published, it has to be approved by someone who has a higher role.

Copyright free

Cover image

Cover image

Creative Commons

Crop

CSS Styles

Document menu

Download

download pdf

Draft

Duplicate

**Edit**

To edit is to make changes to an existing thing, it is synonym to modify.

Editor

Embed(ed)

Excerpt

Extension

Feature post

Featured image

**File**

The file block allows you to upload any type of document in your post. Please complete module 2b before uploading documents, as there are guidelines to follow.

File name

File size

**Filters**

Filters include any information that can be entered in the search engine to find specific posts, such as keywords, levels or topics.

Flag icon

**Form**

The form block allows you to insert a form in post, just like the ones in this training. Forms must previously be created with another tool of the site.

**Frontend**

The frontend refers to the Nunavik-IcE website as visible for any user who types [www.nunavik-ice.com](http://www.nunavik-ice.com). It is the public side of the site.

Handles

**Header**

Headers are subtitles. From header level H1 (reserved for the main title of the page) to subtitle level H5, they give hierarchy to your post. It is important to keep this hierarchy logical, rather than using headers for style.

Hide post

**Homepage**

The homepage is the place where users land when they access [www.nunavik-ice.com](http://www.nunavik-ice.com). There are 3 versions of the homepage (one for students, one for parents, one for teachers). They are all available in 3 languages).

**Image**

Image blocks allow you to place an image.

Language

Language code

Language symbols

Language versions

Languages

Layout

Layout

Layout

Left hand side menu

Levels

Link

**List**

The list block allows you to create a bullet list or a numbered list.

**Login/Logging in**

To login is to provide account information (username and password) in order to identify yourself before entering a private section of the site. It’s the same as logging in to read your emails or logging in to Facebook.

Media library

More options

Numbered list

Online files

Online files

Open in new tab

**Paragraph**

The paragraph block allows you to write text. The text in a paragraph is automatically formatted to fit the rest of the site, so you shouldn’t change the font, size or colour.

**Password**

In order to login to the backend, a password is needed. By default, your password is set to be the same as your username. You can change this password if you want, but it is not necessary to do so.

Peer review

Pencil icon

Pending

**Post**

A post is the structure through which resources are introduced on Nunavik-IcE. If it was a cooking website, each recipe would be a post. If it was a shoes store website, each product would be a post. In Nunavik-IcE’s case, each resource is a post.

**Publish(ed)**

Publishing is the action of making a post public. If you visit Nunavik-IcE, all the posts you will see have been published. We refer to published as one of the possible status of a post (along with draft and pending).

**Quote**

The quote block allows you to cite. It has special formatting and a reserved space for the reference.

Related posts

Resize

return link

**Roles**

Wordpress websites, like Nunavik-IcE, have a hierarchical users structure. Each user is assigned a role, which determines what they can do, or not. Roles range from Subscriber (can see all the content) to Super Administrator (all the rights).

**Save draft**

The save draft button, located in the top right corner of the blocks editor and other tools is probably what you will use the most in the backend! It allows you to save your work to keep editing it later. It saves your work as a draft, because drafts are not yet visible by the public.

**Search**

Search refers to the search engine built in the homepage of Nunavik-IcE. It allows users to find posts based on criteria (search filters)

**Search results**

After performing a research, the posts that match the criteria entered by the user are considered search results.

**Separator**

The separator block allows you to place a little horizontal line in the post, ideal to separate different sections.

**Set the language**

That means specifying which language you are going to use to create the original version of the post. By setting the Post language, you allow Nunavik-IcE to show your post to the right users based on their preferred language and enable all the functions related to language versions.

Setting the post language

**Spacer**

The spacer block allows you to leave empty vertical room between blocks.

Submit

Subscriber

Symbol

Tag editor

Tags

Tags manager

Theme

Title

Topic

Upload

Uploading

**URL**

A URL is a web address that allows you to access a specific online resource. When you want to visit a website (ex: [www.kativik.qc.ca](http://www.kativik.qc.ca)), you type this URL. When you share a YouTube video, you share the URL towards that video.

**Username**

In order to login to the backend, a username is needed. Your username is the first part of you KI email address (everything that comes before the @). Usually, it is your firstname.lastname without capital letters.

**Users**

The term user defines anyone who visits the frontend of Nunavik-IcE. When teachers visit the site, they are users. When you visit the site, you are a user.

**Web Browser**

A web browser is an application that allows you to go on the Internet. Chrome, Firefox, Safari, Edge, etc. are web browsers.

**Wordpress**

Wordpress is the online tool to create and manage websites that we chose for Nunavik-IcE. It is one of the most common platforms, used to create sites ranging from personal blogs to professional websites and online stores.

WordPress Toolbar