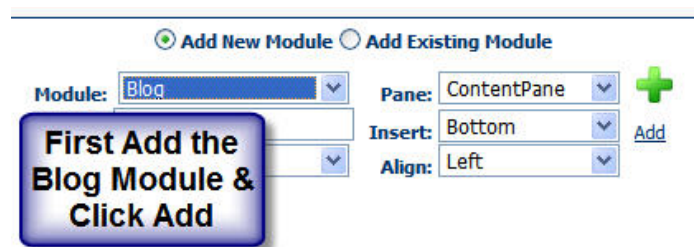


Introduction to the Blog Module

- A. Login & Create a separate page just for blogging.
- B. Make sure the **Administration** part is completed before starting (see last page or note below).

Note: Setting up a blog can be confusing but rewarding if done correctly. If students will be blogging please let the **Web Page Administrator** know so they can set up the blog account (see last page). You may also contact Jerry Andersen, or Deb Wilson to help. This group will then register on your site using the RSVP code assigned to their group.

- C. Under page settings look for the security role **T_teacher's last name_subjectBlogGroup and give view only permissions. Give yourself view and edit permissions.** This way the page is only viewed by the student blogging group. (When you want the entire public to view it, check All Users-View. Please go to the **blog settings** and **uncheck make this blog public** otherwise others will comment outside of your class.)
- D. Add the Blog Module (see below)



- E. On your page you will see **5 different modules** (see below).
 1. **New Blog:** Enables authorized users to create a new blog and an entry to existing blog.
 2. **Most recent blog entries:** Enables authorized users to read entries to a selected blog, add new entries to their own blog, and add comments to a blog. This module also has a number of administrative settings which set the layout of blog entries.

***As the blog creator go to settings under the dropdown menu and give T_teacher's name_subjectBlogGroup permission to edit.**
 3. **Blog List:** Displays a linked list of all existing blogs, a link to view all recent entries.
 4. **Blog Archive:** Displays a monthly calendar highlighting any days which have a blog entry. Below the calendar is a list of any month with a blog entry.
 5. **Search Blog:** Enables searching of blogs by keyword or phrase. Searches can be made on all blogs, or individual blogs.



Add A Parent Blog

- A. Click **Create My Blog** on the **New Blog** module.
- B. In the **Title** field, enter a title for the blog.
- C. In the **Description** field, enter a description of the content of your blog.
- D. **Make this blog public:** check this if you want others to be able to view your blog. If this option isn't checked your blog cannot be viewed by others.
- E. Please check the following options:
 - a. **Allow users to post comments:** Check this if you want to permit people to add comments to the parent blog and check the next items.
 - b. **Approval for user comments required.**
 - c. **Send mail notification after comments and trackbacks are posted.**
 - d. **Use CAPTCHA for comments.**
 - e. **Check user name for identity.**
 - f. **Check Syndicate this blog.**
 - g. **Click update.**

Blog Options:

These options control your blogs features.

- Make this blog public
- Allow users to post comments
- Approval for user comments required
- Allow anonymous users to post comments
- Approval for anonymous comments required
- Allow Trackback comments
- Approval for Trackback Comments required
- Trackback Auto Discovery (Client Mode)
- Send mail notification after comments and trackbacks are posted
- Use CAPTCHA for comments

When displaying your identity use:

- User Name
- Full Name

Syndication Options:

- Syndicate this blog.

Add A Child Blog: Used for each subject and would be the area for students blogging.

- A. Click **Blog Settings** on the **New Blog** module.
- B. At **Child Blogs**, click the **Add** button.

Child Blogs:

If you would like to break your blog up into different categories, this is where you define them. Having Child-Blogs allows you to create sub-blogs within your blog. Each one has its own options for publication and can be syndicated separately from your root blog.

	<input type="button" value="Add"/>
	<input type="button" value="Edit"/>
	<input type="button" value="Delete"/>

[Update](#) [Cancel](#) [Delete](#)

- C. In the **Title** field, enter a title for the blog.
- D. In the **Description** field, enter a description of the content of your blog.
- E. Check **make this blog public**.
- F. Check the following options:
 - a. **Allow users to post comments:** Check this if you want to permit people to add comments to the parent blog and check the next items.
 - b. **Approval for user comments required.**
 - c. **Send mail notification after comments and trackbacks are posted.**
 - d. **Use CAPTCHA for comments.**
 - e. **Check user name for identity.**
 - f. **Click update.**
 - g. **Click cancel.** The blog will now be displayed in the Blog List and Most Recent Blog Entry modules.

Blog Options:

These options control your blogs features.

- Make this blog public
- Allow users to post comments
- Approval for user comments required
- Allow anonymous users to post comments
- Approval for anonymous comments required
- Allow Trackback comments
- Approval for Trackback Comments required
- Trackback Auto Discovery (Client Mode)
- Send mail notification after comments and trackbacks are posted
- Use CAPTCHA for comments

When displaying your identity use:

- User Name
- Full Name

Syndication Options:

- Syndicate this blog.

Add Blog Entry

- A. Click **Add Blog Entry** on the **New Blog** module.
- B. **Parent Blog** should be the child blog you added.
- C. In the **Title** field, enter a title for the blog as it will appear on the blog entry.
- D. In the **Summary** field (may be optional or mandatory, enter a summary of the blog entry).
- E. In the **Blog** field, enter your blog content.
- F. At **Published**, check the check box if your are ready to publish this entry, or uncheck if you don't want to publish yet.
- G. At Allow users to comment on this entry, **uncheck** it so only your blog group can comment.
- H. Click **update**.

Entry Options:

Published (If not checked, only you will see this entry)

Allow users to comment on this entry (overrides Blog Setting)

Display Copyright notice at the bottom of your entry.

Trackback Url:

[Update](#) [Cancel](#)

Edit Blog Settings

- A. Click **Blog Settings** in the New Blog module.
- B. Edit settings as required.
- C. Click **Update**.

Edit Blog Post

- A. Locate the post to be edited and click the **More...** link to view the post.
- B. Click **Edit Entry**.
- C. Edit one or more fields as required.
- D. Click **update**.


Approve Blog Comment


- A. Locate the entry with the comment to be approved.
- B. Click the **More...** link to view the post.
- C. Click the **Edit** button beside the comment.
- D. Edit the comment if desired.
- E. Click **Add Comment**.

Edit Blog Comments

- A. Locate the entry with the comment to be edited.
- B. Click the **More...** link to view the post.
- C. Click **Comments**.
- D. Click the **Edit** button beside the comment to be edited.
- E. In the Comments text box, edit the comment.

F. Click **Add Comment**.

▼ Lorem ipsum dolor sit amet. 

Location: [Blogs](#) ▶ [John's Personal Blog](#) [Edit Entry](#) 

Posted by: **host** **7/26/2006 4:05 PM**


Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Lorem ipsum dolor sit amet, consectetur adipiscing elit.
Suspendisse pharetra arcu in arcu euismod lobortis.
Nullam volutpat aliquam ante.

Copyright ©2006 SuperUser Account

[Permalink](#) | [Trackback](#)

Comments (1) [Add Comment](#)

 **Re: Lorem ipsum dolor sit amet.** By Anonymous on 7/28/2006 10:49 AM


[Edit](#) Lorem ipsum dolor sit amet, consectetur adipiscing elit.
Suspendisse pharetra arcu in arcu euismod lobortis.
Nullam volutpat aliquam ante.

Your name:

Title:

Comment:

[Add Comment](#) [Cancel](#)



Delete Blog Comment

- A. Locate the entry with the comment to be edited.
- B. Click the **More...** link to view the post.
- C. Click **comments**.
- D. Click the **Edit** button beside the comment to be deleted.
- E. Click **delete**.

Web Page Administration for Blogging Set-Up

- A. Click on Security Roles**
- B. Add** new role : T_teacher's last name_subjectBlogGroup
- C. Click on Advanced: Add RSVP Code** (Use the teacher's classroom number and blog)
Example: 0042blog
- D. Click update.**

Students

- A. Register on the school web page.**
- B. After registering, find their user name on the page and click on it.**
- C. Click manage services.**
- D. Put RSVP Code in.**
- E. Click subscribe.**