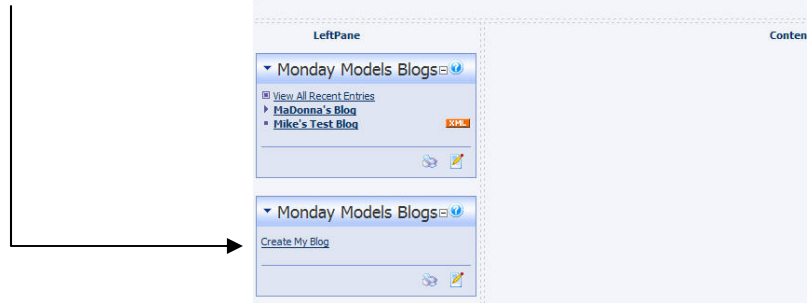


ADDING A BLOG TO YOUR SCHOOL WEBSITE

STEP 1: Navigate to your school website blog page. It will look like the example to the right. Click on the "Create My Blog" link.



STEP 2: In the "Create New Blog" window you will set up the parameters of your blog including:

Blog Title

Blog Description

Making it Public

Who Can Post Comments

Are Comments Moderated

Syndication Options

Any Additional Blogs under your Name

A screenshot of a "Create new Blog" form. The form is titled "Create new Blog" and has a blue header. It contains several sections: "Title:" with a text input field; "Description:" with a text area; "Blog Options:" with several checkboxes for "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)", and "Send mail notification after comments and trackbacks are posted"; "When displaying your identity use:" with radio buttons for "User Name" and "Full Name"; "Syndication Options:" with checkboxes for "Syndicate this blog" and "Syndicate independently (If not checked it will be syndicated as a category of the parent blog)"; "Use this email for the 'ManagingEditor' rss feed:" with a text input field; "Date and Time Options:" with dropdown menus for "Time Zone:" (GMT (-06:00)), "Culture:" (English (United States)), and "Date Format:" (11/2/2007 2:01 PM); and "Child Blogs:" with a text input field and "Add", "Edit", and "Delete" buttons. At the bottom of the form are "Update" and "Cancel" buttons. The footer of the page reads "Copyright 2007 by My Website Terms Of Use Privacy Statement".

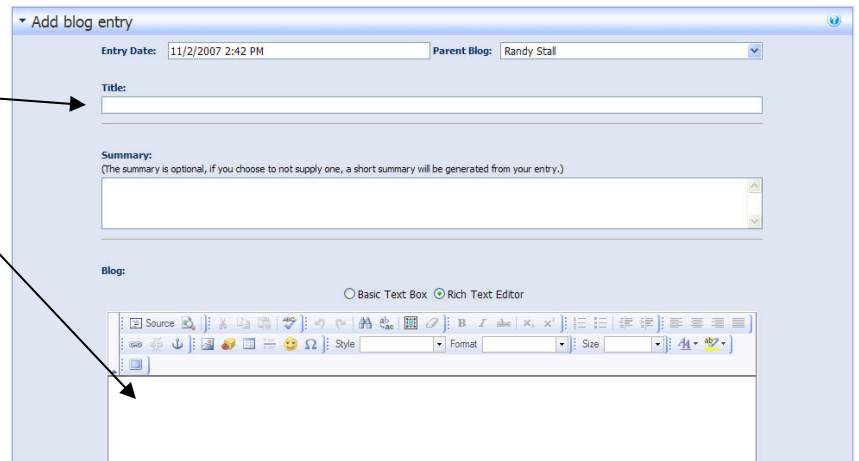
STEP 3: After you have clicked the Update link you will see your blog added to the school blog list.



You can now click on the Add Blog Entry link to add the first post to your blog.



STEP 4: Now give your post a title and type in the content of your blog post.



When you are finished scroll to the bottom of the page and click the Update link.

STEP 5: Your blog is now ready for the public to see and comment on. The Comment link allows viewers to respond to the posts you have made to your blog.



Depending on the settings you have designated in Step 2, either registered users or anonymous viewers can make comments to your posts. If you have enabled the Comment Approval box, comments will not go live on to your blog until you go in and approval the comment. To make that process easier, if you turn on the Approval option also turn on the email notification option so that you receive an email everytime a comment is created on your posts.

STEP 6: To create additional blogs in your blog area click on your blog title then click on the Blog Settings link.



At the bottom of the Settings window you will see an area called Child Blogs. Click on the Add button and follow the same steps starting with Step 2 in this handout.

