Create a USFBlog (Edublogs)

LEARNING OBJECTIVES

- Create a new blog
- Get familiar with the blog interface
- Learn about basic site features, templates, and settings

First Time Users | Create Account and Make a New Blog

Step 1. If you have never created an account in USF Blogs, do the followings: Go to http://usfblogs.usfca.edu, scroll down and click the green 'Get a Blog 'button.



Step 2. Enter your <u>USF</u> Username, <u>USF</u> Email address. Then choose default 'Gimme a site!', and click Next.

(Note: if you are a student and the system gives you an error for using <u>xxx@dons.usfca.edu</u>, try go back and use <u>xx@usfca.edu</u>)

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Step 3: Enter a **Site Name, Site Title, Privacy** option. Choose a **USF template** if desired, and click the **Signup** button.

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Only registered users of this site can have access.	
• Only administrators can visit - good for testing purposes before making it live.	
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Step 4: Activate link in your email. Open a new browser window and check your email. Click the Activate link to activate your blog before going any further.

Home Blogs Site Search
Congratulations! Your new site, Nursing Blogs, is almost ready.
But, before you can start using your site, you must activate it .
Check your inbox at mkdavis@usfca.edu and click the link given.
If you do not activate your site within two days, you will have to sign up again.
Still waiting for your email?
If you haven't received your email yet, there are a number of things you can do:
• Wait a little longer. Sometimes delivery of email can be delayed by processes outside of our control.
• Check the junk or spam folder of your email client. Sometime emails wind up there by mistake.
• Have you entered your email correctly? You have entered mkdavis@usfca.edu, if it's incorrect, you will not receive your email.
Recent Activity Edublogs Search
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Step 5: After you have activated your email link, you get a confirmation as follows. Now, click the **Log in** link to enter your site.



Note:

If for some reason you have landed on a Wordpress screen, click the [old] USF Connect button and authenticate with myUSF username and password. (You do not need to use the username and password Edublog provides you in the email.) *Always log in with your myUSF username and password.



Step 6: Themes

Your blog is defaulted to the basic responsive Edublog template unless you have chosen one of the four USF templates when you are setting up your blog.

New:

Web and Digital Communications has provided four official USF templates for our community bloggers. If you would like to retain the University feel to your blog, please select from any of them. You can also change to any other themes if you later change your mind.

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If you would like to change your blog theme, choose Appearance > Themes



**Steps 1-6 above conclude the creation of your new blog.

Log in for Returning Users | Signing in to your Existing Blog

If you have already created your account, you are a returning user. Go to usfblogs.usfca.edu > click 'Log In' and enter your USF username and password



Create Multiple Blogs

- 1. If you wish to create more than one blog, you can do the following after you have signed in.
- 2. Click My Sites, and choose the Create a New Site link to create additional blogs.



The Dashboard is your friend!

Each blog has a **Dashboard**. To access the Dashboard of a blog, select the blog under **My Sites** and choose **Dashboard**.

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If you have multiple blogs, always check the top to make sure you are in the correct one.

Understanding Posts sand Pages

Posts are organized in reverse-chronological order with dates, authors, categories and tags. Posts are posted periodically – daily, weekly, bi-weekly, monthly etc. Posts can be referenced in multiple categories. Items not in any single category can be organized as tags e.g. portrait, beauty, healthcare.

Pages are made up of a page title, page content, and comments (most Edublogs themes support comments at the bottom of the page to allow readers add comment to your page). If the theme you are using doesn't support comments on pages, and you would like this feature, then you will need to use an alternative theme.

If you have one story/content that you think should belong to the main menu for easy accessibility, you should create as page. It has static content with no date and time stamps or authors. You can also create subpages for each page. For example, biography, contact page, or about me etc.

Add New Posts

From the **Dashboard**, click on **Posts** > **Add New**.

Text Formatting

When you are editing, paste contents as **Plain text**. It's recommended that you format all text inside Wordpress.

Tips: Use Enter to create a paragraph break. Use Shift+Enter to create a line break.

Inserting	More	tag	E

This will create a line in your story where the rest of the content are invisible until you click on the **More** to go to the full page of the story.

Expand the Kitchen Sink 🕮

This should always be displayed to allow you other features in the Editor – headings, text color, paste from plain, undo, clear format.

Visual and Text (HTML) View

You can toggle between Design and HTML view by chossing the Visual or Text (HTML) tab.



Click to expand Screen Options to get more editing options to your posts.

Show on screen		
✓ Post Status 🗌 AddThis 🗌 Format 🗹 Categories 🗹 Tags 🗹 Featured Image ✔ Revisions	Excerpt	
Send Trackbacks Custom Fields Discussion 🖌 Comments Slug Author		
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Enable full-height editor and distraction-free functionality.		
	Screen Options 🔺	

Creating Links 🖉

- 1. Insert an external link under URL: e.g. <u>www.google.com</u>
- 2. Click the **Link** icon and type in <u>http://www.google.com</u>. Title describes this URL.
- 3. Check the box next to' Open link in a new window/tab.'
- 4. Click Add link.

Inserting a relative link

- 1. Click the Link icon and expand 'Or Link to existing content'.
- 2. You can enter to Search or select from the list of pages.
- 3. Click Add link.

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Cancel		Add Link

Insert an email link

- 1. Under URL, type mailto:emailaddress@gmail.com
- 2. Click Add link.

Removing Links

1. Select existing link, and click the **Unlink** icon on the Editor.

Post Status

After you are finished with your new post, it becomes a **Draft**. You can also publish your draft by clicking the **Publish** button, or choose **Pending Review** to allow other administrarators or editors to look at it before publish.

To keep a post private, choose **Visibility** > **Private**. This way, when your post is published, it is not visible to your blog's front page. You can share the link to this post only with the people you want.



Schedule Post

You can schedule the date and time of your post if you don't want it post immediately.



Adding Images

Besides text, use Add Media button to add images, videos, audio or tweets to your blog.

- 1. Click on the Add Media button.
- 2. Choose **Select Files** to upload files from your computer.

Insert Media	Insert M	edia ×
Create Gallery	Upload Files	Media Library
Insert Tweet		
Insert YouTube		
Insert from URL		
Playlist Editor		
		Drop files anywhere to upload
		Select Files
		Allowed file types: jpg, jpeg, png, gif, pdf, doc, ppt, odt, pptx, docx, pps, ppsx, xls, xlsx, key.
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		Insert into post

- 3. Click the Media Library, enter a Title, Caption and Alt text for your image.
- 4. Click Insert into Post button when you are finished.

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Edit Images

After you have inserted an image to your post, and if you need to change an image setting, you can click once on the image and select the **Edit Image** option to open the Edit Image screen. Click **X** to delete the image from your post, however, the image still exists in your images folder.

After you are done with editing your image, click **Update**.



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Add a Gallery

- 1. To add an image gallery to your post, click the Add Media button.
- 2. Choose Create Gallery.
- 3. Click on select images you want to include in your new gallery.
- 4. Then, click the Create a new gallery button after you are finished selecting.





- 5. Edit Gallery to make changes, or drag-and-drop to reorder images.
- 6. Choose gallery columns and type to display your gallery. (e.g. Slideshow)
- 7. Click **Insert gallery** when you are finished.

Note: You have to ENABLE Jetpack plugins before you see the Slideshow option.



Accessing Media Library from the Dashboard

You can upload media assets to your Media Library through the Dashboard.

- 1. Choose Media from the Dashboard to see all your media files used in your blog.
- 2. Click the Add New button to upload your new image, audio or video files.
- 3. You can filter the display by choosing All, Images, Unattached or Show all dates.

 ☆ Dashboard ☆ Store ☆ Posts 	734.8 kB used, 3.0 0 your blog with a Vide	A Library Add New AB (100.0%) upload space remaining. You can upload mp3, m4a, we o Uporade	w, ogg audio files and increase your	available space with a <u>Space Upgr</u>	Screen Of ade. You can upload videos and	embed them directly on
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4. If you bring your cursor over the File name, you can also edit, delete or view the file.



Adding Videos

- 1. To insert video, choose **Insert Media** and select the desired video from your Media Library.
- 2. To insert YouTube video, go to youTube.com first. Copy the Embed Code for the video.
- 3. Choose Insert Media > Insert Embed Code and paste the URL.

Insert Media	Insert Embed Code	×
Create Gallery	Paste embed code in the box below and hit insert:	
	<iframe <br="" frameborder="0" height="315" src="https://www.youtube.com/embed/UFwWWsz_X9s" width="420">allowfullscreen="allowfullscreen"></iframe>	
Insert from URL		
insert Embed Code		
	Insert into	post

4. To insert a Vimeo video, simply choose Insert Media > Insert from URL > paste the URL of the Vimeo video.

Create Audio or Video Playlist

- 1. Choose Insert Media and choose Create Video or Audio Playlist.
- 2. Select files and click Create a New Playlist.

Add Tags and Categories

Categories, unlike tags, are very well defined. It sorts your posts into groups. The default category in Wordpress is **Uncategorized**. You can add new categories from the new post screen.

Tags are words or phrases that explain an object. If you are writing a post for a book on blogging, for example, you can use some of the tags – blogging, book. You can set as many tags as you like. One thing to remember, try to **keep tags consistent** such as email, e-mail, Email.

	Tags	
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	Categories	
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	+ Add New Category	

- On your new post, add the tags and click the **Add** button.
- From the **Dashboard**, you can also add new tags.

Example:

To better understand tags and categories, let's say we have a few posts on french and italian food, so we can add a **new category called Food**. Then we can **add tags to the post on Italian** food – *italian cuisine, epicurean, recipes, italy*.

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From the **Dashboard**, you can also add new categories.

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මෝ Media	Parent					
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When you are done with your post, you can either **save draft** first, **preview**, move to **trash**, or **publish** it to the web.

Edit Page

To edit a page, click on **Edit Page**. Or, you can go to your **Dashboard** > **Pages** > choose the page and click the **Edit** link.

edubl	🥶 🔑 🛚	My Sites	🍘 The Writer's Blog	g 🖌 Customize 🛡	0 🕂 New	🖉 Edit Page			
Networ Help ar The Edu Commu	k Home nd Support ublogger unity	ri	ter's Blo	g					
	About	Wr	iters and Truths	Blog on Blogger	Due Date	es Increase	readab	ility	Community
	Wr	iter	s and Tr	uths				CLASS B	LOGS
	Principle In 1997,	an organ	urnalism nization then admir	istered by PEJ, the C	Committee of	Concerned		Basket fbseed	:ball 101 Cours basketball101
	and clarit	fy the pr	rinciples that under	lie journalism. After	four years of	research, includi	ng	The W	riter's Blog
		• My Site	s 🔗 The Writer's Blo	7 🗖 0 🛨 New					

My Sites	🏠 The Writer's Blog 🛡 0 🕂 New				
				2015/05/21	
Cinks	Due Dates	Eileen	-	Published 2011/06/15	Unlocked
All Pages	Favorite Quotes	Eileen	_	Published 2011/06/15	Unlocked
Add New	Increase readability	Eileen	-	Published 2011/06/15	Unlocked
Appearance	Learn German	Eileen	_	Published 2011/06/15	Unlocked
PluginsUsers	Sample Page	Eileen	-	Published 2015/05/21	Unlocked
✤ Tools Settings	Writers and Truths Edit Quick Edit Trash View	Eileen	_	Published 2011/06/15	Unlocked

Quick Edits

To disable comments on pages, you can use **Quick Edit**. Go to either **Posts > All Posts (or Pages > All Pages**). Locate the post or page you want ot disable ocmments on, and hover over it's title to bring up its action menu. Click on **Quick Edit**, uncheck 'Allow Comments' then click on **Update**.

Welcome to our learning journey
Edit Quick Edit Trash View

	Categories [more]		Tags
	Assignments Blogging Activity	^	Blogging
	Class News		Allow Comments Allow Pings
Private	Students	~	Format Standard
			Update

Enabling Plugins (activate plugins)

Plugins are software that can be uploaded to extend and expand the functionality of Wordpress blogs. From the **Dashboard**, select **Plugins > All**. You can search for a particular plugins and click the **Activate** link to activate it.

Search for plugins to activate the use of Jetpack, Contact Form, Google map, Formidable Forms etc.

Add Contact Form (activate plugin)

By adding a contact form, your readers will be able to submit feedback to you. All feedback is automatically scanned for spam, and the legitimate feedback will be emailed to you.

- 1. To add a contact form to your post, first choose Plugins > Forms and Surveys > WP Contact Form > click to Activate.
- 2. Set up form by choosing **Settings** > choose **Contact Form.** Enter all fields.
- 3. Create a new page **Contact**.
- 4. Important: insert %%wpcontactform%% to your page by pasting into the Visual Editor.

Contact Me		
Permalink: http://usfblogs.usfca.edu/demoedtech/contact/ Edit View Page Ge	t Shortlink	
🗐 Add Media 🌐	Visual	Text
		Х
PDF - How to add Contact Form to your blog? <u>http://help.edublogs.or</u> <u>form-plugin/</u>	rg/contac	<u>t-</u>
%%wpcontactform%%		

Add Formidable Form (activate plugin)

- 1. To add a contact form to your post, first choose Plugins > Forms and Surveys > Formidable Form > click to Activate.
- 2. From the Dashboard > choose Formidable > New Form. Choose Pre-Built Form or Blank Form and click Create. Set up your form fields.
- 3. Once you are done, create a new **Page** in your blog, and click the **New Form** button in your Editor.
- 4. Select the form you want, and click Insert Form button.

🖚 Dashboard	Build New Form				
 Jetpack My Class 	Sign up for AddThis and add your username/password to recieve analytics about how people are sharing your content. Enter username and password Sign Up Ignore this notice				
🖈 Posts					
9) Media	Pre-Built Form	Blank Form			
C Links	Select a template to generate your form.	Start with a blank form and build anything.			
Pages	Contact Us				
Comments	Create	Create			
E Formidable					
_					

44 meana			
🖉 Links	Formidable form		
Pages	Permalink: http://usfblogs.usfca.edu/demoedtech/formidable-form/ Edit View Page Get Shortlink		
All Pages Add New	Pj Add Media ■ Add Form Add Formidable Form ■	Visual	Text
Comments			\times
E Formidable	Paragraph \checkmark $\underline{U} \equiv \underline{A} \checkmark$ \blacksquare \checkmark Ω $\underline{x} = \pm \underline{x}$ \uparrow \square \heartsuit		
Appearance			
🖆 Plugins			
🚢 Users			
🖌 Tools			
Settings			
🕸 Dashboard	Edit Page Add New		
Ø Jetpack	Sign up for AddThis and add your username/password to recieve analytics about how people are shari	ng vour c	ontent.
My Class	Enter username and password Sign Up Ignore this notice		
🖈 Posts	Page updated. View page		
9] Media			
C Links	Formidable form		
📙 Pages 🔸	Permalink: http://usfblogs.usfca.edu/demoedtech/formidable-form/ Edit View Page Get Shortlink		
All Pages Add New	🕄 Add Media 📄 Add Form	Visual	Text
Comments	$B I ADC \ \boxminus \ \blacksquare \ \blacksquare \ CC \ CC$		\times
Eormidable	Paragraph 🔹 U \equiv A \checkmark 🛱 🖉 Ω ቹ 📑 \uparrow / O		
Appearance	[formidable id=6 title=true]		
🖌 Plugins			

Add Google Map (activate plugin)

- 1. Choose **Plugins** > activate **Google Maps**.
- 2. To add a Google map into your post, click the Add Map button.



- 3. Choose the New Map button, enter Title for map, enter Add location.
- 4. Click Add Marker, Zoom in to adjust your desired display, and then click Save Changes.

5. Once you are finished, click the **Insert This Map** button. You will now see a map id in your Visual Editor. Click **View Page** to see your map.



Add Poll (activate this from Jetpack plugin)

- 1. To add a poll to your post, first choose Plugins > All > Polldaddy Polls and Ratings > click to Activate.
- 2. From the **Dashboard** > choose **Polls**.
- 3. You need to first setup a Polldaddy.com account before you can set up your polls.
- 4. Follow instruction to create a new poll in Polldaddy.com, and then embed the poll in your post.

edubloĝis 🔑 My Si	tes 🖄 Demo Ed Tech 🔎 0 🕂 New 🖤 Follow	Howdy, laie 📘
🚯 Dashboard	Polldaddy Polls Add New	
Ø Jetpack	Lieland to WordBree cow Account Jale@urfee adu (Cattiers / Delidaddu com)	
My Class		
📌 Posts	Actions ÷ Apply View All Polis ÷ Hiter	
9] Media	Where down illestrate variation this summer?	
🖉 Links	ces.d Jan 22, 2015	0
Pages	Edit Embed & Link Close Preview Delete	votes
E Formidable		

Add New Page		
Polls		
Permalink: http://usfblogs.usfca.edu/demoedtech/polls/ Edit View Page		
PJ Add Media ■ Add Form ● Add Poll	Visual	Text
B I 🔤 🗄 📢 💶 🚍 🧀 🖓 🧱 🧱		\times
Paragraph \checkmark U \equiv A \checkmark 🛍 \Diamond Ω \notin \Rightarrow \uparrow r 0		
[polldaddy poll=8944803]		

Screen Options - Post Revisions

As you are typing away in your post, Wordpress is tracking your revisions of your post. If you want your post to look like it did an hour ago, you can revert to that saved version. To do this, you need to first enable the **Revisions** from the **Screen Option** area.

(Note: If you do not see the Revisions option, make a small edit in the post/page, and click **Update**. This will trigger the Revisions option to show up in the Screen Helper.)

Show on screen ✓ Likes and Shares ✓ Categories ✓ Writing Helper	🗹 Tags	Excerpt	Send Trackbacks	Discussion	Comments	Slug	Author	Revisions	
Screen Layout									
Number of Columns: 🔘 1 🛛 9									
Revisions									w.
21 May, 2012 @ 0:55 by Pink 21 May, 2012 @ 0:29 by Pink 21 May, 2012 @ 0:01 by Pink									

When you click a link for one of your revisions, WordPress will display the two versions for you to compare. Choose the versions to compare using the **Next** button, or check the **Compare any two versions** checkbox. To restore to the one your want, simply click on **Restore This Revision** button.

Compare Revisions of "test post"				
		Compare any two revisions		
Previous	•	Next		
Current Revision by Eileen 25 mins ago (14 Feb @ 8:19)		Restore This Revision		
Title				
test post	test post			
Content				
Tech Fair February 18th	Tech Fair February 18th			
McLaren Complex 10-2 PM	McLaren Complex 10-2 PM			
It's recommended that you fill out the Raffles Passbook at registration table to enter.	It's recommended that you fil Passbook at registration tabl	l out the Raffles Le to enter.		
<pre>[gallery type="circle" columns="2" link="none" ids="112,193,99,111"]</pre>	<pre>[gallery type="slideshow" col ids="112,193,99,111"]</pre>	umns="2" link="none"		
The USF Tech Fair offers engagement opportunities	The USF Tech Fair offers enga	gement opportunities		

Discussion – Trackbacks and Pingbacks

Trackbacks are a way to notify legacy blog systems that you've linked to them. If you link other WordPress sites they'll be notified automatically. For example, Person A writes something on their blog. Person B wants to comment on Person A's blog, but wants her own readers to see what she had to say, and be able to comment on her own blog. Person B posts on her own blog and sends a trackback to Person A's blog. Person A's blog receives the trackback, and displays it as a comment to the original post. This comment contains a link to Person B's post.

The best way to think about pingbacks is as remote comments. The pingback is generally displayed on Person A's blog as simply a link to Person B's post.

Visit <u>http://codex.wordpress.org/Introduction_to_Blogging#Managing_Comments</u> for more explanation on trackbacks and pingback.)

Discussion

Allow comments.

Discussion - Comments

Comments are an important part of your class blog. Comments allow students, and other readers, to engage in discussions, share their thoughts and connect with your class blog. Comments transform your blog from a static space to an interactive community.

Important parts of the blogging process include encouraging students to:

- 1. Read other students' posts.
- 2. Comment on other students' posts.
- 3. Write posts in response to other students' posts.

To change the comment settings for a post or page you already published you can open the post or page for editing and uncheck '**Allow Comments**' in the Discussion module and then click **Update**. By default, new blogs have the Discussion module hidden.

To enable discussion module as follows:

- 1. Click on **Screen Options** in the upper right corner of your dashboard when you have a post open in edit mode.
- 2. Check the checkbox next to Discussion.

Show on screen Format Categories Tags Featured Image Excerpt Custom Fields Slug Author Screen Layout	Send Trackbacks
Number of Columns: 1 0 2	
	Screen Options 🔺

To disable comments on the post or page

- 1. Scroll down to the **Discussion** module.
- 2. Uncheck 'Allow Comments'.

🞝 Add Media			Visual Text
B I ↔ E Paragraph ✓	: :::::::::::::::::::::::::::::::::::	2 ≡ ≫ • ≫ ≡ Ω ∉ ≢ ↑ ∕ €	
Welcome to ou	new class blog!		,
Our blogs are a blogging we con	great way to share our learni nect with the global commun none size-medium wo-image-98	ng with the rest of the World iity and learn about each oth	. Through ers' culture.
Word count: 36	Draft saved at 6:29:56 pm. L	ast edited by mrsswaters on Jan	uary 4, 2014 at 10:59 am
Discussion			
Allow comr	ents.		

Bulk Edit - Disable Comments on Pages

All (4) Published (4) Trash (9) Apply Show all dates	View all categories	Filter
	Title	Author	Categories
•	Our field trip	mrsswaters	Class News
•	Applying formatting to your post	Sue Waters	Class News
•	Assignment due Monday	mrsswaters	Class News
✓	Welcome to our learning journey	mrsswaters	Class News

- 1. Go to Posts > All Posts.
- 2. Select the posts you want to edit.
- 3. Select Edit in the Bulk Actions drop down menu.
- 4. Click **Apply**.
- 5. Now select 'Do not allow from the drop down menu next to Comments' and then click Update.

How to Add Comments on a Post

- 1. Click on the heading of the post you wish to comment on or the **comment** link at the top or at the bottom of the post.
- 2. Scroll down to the page to the comment form or click on **Reply** (to reply to a specific comment).
- 3. Enter your **name** and **email address** your email address is hidden and only the blogger sees it.
- 4. Write your comment.
- 5. Enter the anti spam word.
- 6. Select the 'Notify me of followup comments via e-mail' if you want to be notified by email to comments by other readers.

Add Pages from the Dashboard

🟦 Dashboard	Pages Add New			Screen Op	tions v Help v
🛒 Store	Tages Auditer				
🖉 Posts	All (2) Published (2)				Search Pages
ৃষ্ট Media	Bulk Actions 😫 Apply Show all dates 🖨 Filter				2 items
🖗 Links	Title	Author	Stats		Date
📙 Pages	About	Pink	:10	Ģ	2011/02/22 Published
All Pages					

Pages are similar to Posts in that they have a title, body text, and associated metadata, but they are different in that they are not part of the chronological blog stream, kind of like permanent posts. Pages are not categorized or tagged, but can have a hierarchy. You can nest Pages under other Pages by making one the 'Parent' of the other, creating a group of Pages.

Parent - You can arrange your pages in hierarchies. For example, you could have an "About" page that has "Life Story" and "My Dog" pages under it. There are no limits to how many levels you can nest pages.

Template - Some themes have custom templates you can use for certain pages that might have additional features or custom layouts. If so, you'll see them in this dropdown menu.

Order - Pages are usually ordered alphabetically, but you can choose your own order by entering a number (1 for first, etc.) in this field.

Add New Page		screen Options • Heip •
Welcome		Page Attributes
Permalink: http://edtechbiz.wordpress.com/welcome-2/ Edit Image: Ima	Visual Text	Parent (no parent) 🗘 Template
 This is a demo blog for teaching purpose only. 1. You need first to create a blank Welcome page to replace Home page. 2. Create a new Blog page as a placeholder page for all your posts. 3. This page is a static Welcome page. (See Settings > Reading> set 'Welcome' as the Static page. Then choose 'Blog' as the Blog page. 		Default Template Order 0 Need help? Use the Help tab in the upper right of your screen. Publish
Path: ol » li		Save Draft Preview P Status: Draft Edit Visibility: Public Edit
Word count: 0 Draft save	ed at 7:54:57 pm. 🥢	Publish immediately Edit
		Move to Trash Publish

Create Static Page

If you want your blog to show the static page as your Homepage, you need to create two pages – one for Homepage, and one for Blog (blog posts).

- 1. Edit the default About page or create a new page.
- 2. Create a new blank **Blog** page.
- 3. After that, go to Settings > Reading > Front Page screen, choose the Homepage as your 'Static page', and choose the Blog page as your Post page.

Navigation Menu

- 1. Choose **Dashboard** > **Appearance** > **Menus**.
- 2. Create a new menu if you have not done so.
- 3. Enter a Menu name, and then save your menu.
- 4. To add pages to the menu, click **View All** or **Search Pages**.
- 5. Select those pages, and click Add to Menu.
- 6. Drag and drop to arrange their order as desired on the **Menu Structure**. **Note:** Indented menu will show up as submenu under the Parent menu. (see example)
- 7. For Custom Links, enter the URL and Save to Menu.
- 8. Under Menu Settings > choose 'Automatically add new top-level pages to this menu' option, and the 'Primary Menu' option.
- 9. Click Save Menu when you are finished.

Custon	n Links 🔹
URL	http://www.facebook.com
Label	Facebook
	Add to Menu

Menu Settings	
Auto add pages	Automatically add new top-level pages to this menu
Theme locations	Primary Navigation

Theme Locations	Menu Name Main Menu	Automatically add new top	-level pages
Your theme supports 1 menu. Select which menu you would like to use.	Delete Menu		Save Menu
Primary Navigation Main Menu ÷		Quetors -	
Save	Home	Custom	
	About	Page v	
Custom Links	FAQs	Page v	
URL http://	Contact Us	Page v	
Add to Menu	Inspirations	Page v	
	Misc2	Page v	
Pages			
Most Recent View All Search			Save Menu
Misc Inspirations			
About			
Main Menu +			
Main Menu +			
Main Menu + Menu Name Main Menu		Automatically add new top-level pa	ages
Main Menu + Menu Name Main Menu Delete Menu		Automatically add new top-level pa	ages Save Men
Main Menu + Menu Name Main Menu Delete Menu		Automatically add new top-level pa	ages Save Men
Main Menu + Menu Name Main Menu Delete Menu		Automatically add new top-level pa	ages Save Men
Main Menu + Menu Name Main Menu Delete Menu Home		Custom	ages Save Men
Main Menu + Menu Name Main Menu Delete Menu Home		Custom v	ages Save Men
Main Menu + Menu Name Main Menu Delete Menu Home		Custom v	ages Save Men
Main Menu + Menu Name Main Menu Delete Menu Home About FAQs		Automatically add new top-level pa Custom • Page •	ages Save Men
Main Menu + Menu Name Main Menu Delete Menu Home About FAQs		Automatically add new top-level pa	ages Save Men
Main Menu + Menu Name Main Menu Delete Menu Home About FAQs Contact Us		Automatically add new top-level pa Custom Page Page	ages Save Men
Main Menu + Menu Name Main Menu Delete Menu Home About FAQs Contact Us Inspirations		Automatically add new top-level pa Custom Page Page Page Page Page Page Page	ages Save Men
Main Menu + Menu Name Main Menu Delete Menu Home About FAQs Contact Us Inspirations		Automatically add new top-level pa Custom v Page v Page v Page v	iges Save Men

To remove unwanted menu, simply click the **Remove** link.

Food	Category v
Navigation Label Food	Title Attribute
Original: Food	
Remove Cancel	

HOME	ABOUT	INSPIRA	TIONS	FACEBOOK	TWITTER
-	FAQS				
About	CONTAC	T US			

Nested tab

View Comments from the Dashboard

Choose **Comment** from the Dashboard, you will see each comment showing the dates and the times. Hovering over any comment gives you options to **approve**, **reply** (and **approve**), **quick edit**, **edit**, **spam mark**, or **trash** that comment.

Author	Comment	In Response To
WordPress WordPress.com/ x	Submitted on 2011/02/22 at 8:21 am Hi, this is a comment. To delete a comment, just log in, and view the posts' comments, there you will have the option to edit or delete them.	A New Adventure View Post
	Unapprove Reply Quick Edit Edit Spam Trash	

In the **In Response To** column, there are three elements. The text is the name of the post that inspired the comment, and links to the post editor for that entry. The **View Post** link leads to that post on your live site.

Auto Display Comments

If you choose to have the Comments automatically appear, choose **Settings** > **Discussion** and set as follows:

edublogis 🔎 My Site	es â Demo Ed Tech 🛡 1	+ New
🚳 Dashboard	Discussion Settin	gs
Jetpack		5
My Class	Settings saved.	
🖈 Posts	Default Article Settings	Attempt to notify any blogs linked to from the article
93 Media		Allow link notifications from other blogs (pingbacks and trackbacks) on new articles
🖉 Links		Allow people to post comments on new articles
Pages		(These settings may be overridden for individual articles.)
(e) Formidable	Other Comment Settings	Comment author must fill out name and email
Comments 1		 Users must be registered and logged in to comment
Feedback		Automatically close comments on articles older than 14 👶 days
Forums		Enable threaded (nested) comments 5 levels deep
🐴 Topics		Break comments into pages with 50
\land Replies		Comments should be displayed with the older 🔄 comments at the top of each page
🔊 Appearance		
🖌 Plugins	Email Me Whenever	Anyone posts a comment
📥 Users		A comment is held for moderation
🖋 Tools	Refore & Comment Appear	Comment must be manually approved
IT Settings	before A comment Appear	Comment author must have a previously approved comment
General		
Writing Reading	Comment Moderation	Hold a comment in the queue if it contains 2 0 or more links. (A common characteristic of comment spam is a large num

Moderate Comments

If you want to moderate your comments, you will need to set Discussions as follows, and have to approve them before they appear on your blog. Choose **Settings > Discussion** and set as follows:

<u>ت</u> ه	Tonics		Comments should be displayed with the older _ comments at the top of each page
.~ I	Replies	Email Me Whenever	Anyone posts a comment
× 4	Appearance		A comment is held for moderation
k 1	Plugins	L L	
4 (Users	Before A Comment Appears	Comment must be manually approved
٦ عر	Fools		Comment author must have a previously approved comment
₽ ₽ S	Settings	L L	
Gene	eral	Comment Moderation	Hold a comment in the queue if it contains 2 🔅 or more links. (A common characte
Writi	ing		When a comment contains any of these words in its content, name, URL, email, or IP, it w
Read	ling		line. It will match inside words, so "press" will match "WordPress".
Disc	ussion		
Medi	ia		

Under **Comments in the Dashboard**, if there's comment, it has a **red exclamation** alerting the owner of the blog to approve. See the 3 steps example below.

All (15) Published (15) Trash (8)						
Bulk Actions Apply All dates	All categories Filter					
Title	Author	Categories	Tags		Date	Lock Status
Comments test	Eileen	Uncategorized	-	0	Published	Unlocked

Comments on " <u>Comments test</u> "		
All (1) Pending (1) Approved (0) Spam (0) Trash (0)		
Bulk Actions Apply All comment types	Filter	
Author	Comment	
Anonymous 138.202.1.40	xxx Approve Reply Quick Edit Edit Spam Trash	



Settings

You can change setting by choosing the **Settings** in the **Dashboard**. Just remember to click the **Save Changes** button after you are finished.

General

Title and Tagline, language, date and time stamps are shown on this page. Choose an image to upload as your avatar.

Writing

Press This is a bookmarklet: a little app that runs in your browser and lets you grab bits of the web. Use **Press This** to clip text, images and videos from any web page. Then edit and add more straight from Press This before you save or publish it in a post on your site. To use **Press This**, simply drag-and-drop the link to your bookmarks bar.

Writing Settings	
Formatting	Convert emoticons like :-) and :-P to graphics on display WordPress should correct invalidly nested XHTML automatically
Default Post Category	Uncategorized
Default Post Format	Standard 🗘
Default Link Category	Blogroll 🕈
Markdown	Use Markdown for posts and pages.
Press This	
Press This is a bookmarklet: a little	app that runs in your browser and lets you grab bits of the web.
Use Press This to clip text, images a	and videos from any web page. Then edit and add more straight from Press Th
Drag-and-drop the following link to	your bookmarks bar or right click it and add it to your favorites for a posting s
Press This	
Post by Email	
You can publish posts using emails	with the Post by Email feature. To enable this visit your My Blogs page and cre
Save Changes	

Post by Email

You can publish posts using emails with the <u>Post by Email</u> feature. To enable this, visit your <u>My Blogs</u> page and create a secret address.

Reading

Display front page settings as blog posts or static page.

For example, when you are in **Settings** > **Reading** > **Front Page** screen, choose the Homepage as your 'Static page', and choose the Blog page as your Post page.

Dashboard	Reading Settings			
📜 Store				
- Dosta	Front page displays	 Your latest p 	oosts	
		 A static page 	(select below)	
🥊 🖓 Media				
C Links		Front page:	Welcome	\$
Pages		Posts page:	Blog	\$
Comments				
🗐 Feedback				
• •	Blog pages show at most	10 🔅 posts	5	
Appearance				
👗 Users	Syndication feeds show the	10 items	5	
🖉 Tools	most recent		-	
↓† Settings				
	For each article in a feed,	 Full text 		
General	SHOW	Summary		

Privacy Setting - Make a Private Blog

Blog privacy on the class blog is set in Settings > Reading.

Below are the three most common privacy options used on Class blogs:

Allow search engines to index this site	Allows any one to read the content of your blog and for your blog to be indexed by search engines such as Google.
Discourage search engines from indexing this site	Allows any one who knows your blog URL to read your blog content while blocking web crawlers so that your blog is not indexed by search engines such as Google. You use this option if you want to keep your blog public so your content can easily be read but want to limit it to only people who know your blog URL.
Anyone that visits must first provide this password	Used if you want to restrict who can read your blog content to only people who know the password. This is the best privacy option to use on a private blog if you want parents, students and other teachers to easily be able to view your blog without having to log into an account.

To make a blog private, choose **Dashboard** > **Settings** > **Reading**, and under **Site Visibility**, you can choose **a password**, **invite new users** (**Users** > **Add New**), **or only allow registered users to access**.

Site Visibility	 Allow search engines to index this site
	Discourage search engines from indexing this site
	Note: Neither of these options blocks access to your site — it is up to search engines to honor your request.
	O Visitors must have a login - anyone that is a registered user of University of San Francisco Sites can gain access.
	Only registered users of this blogs can have access - anyone found under <u>Users > All Users</u> can have access.
	 Only administrators can visit - good for testing purposes before making it live.
	Anyone that visits must first provide this password:
	Note: Anyone that is a registered user of this blog won't need this password.
Save Changes	

Discussion

Choose if you would allow comments, and how you would like to receive them. Choose how readers can post comments, and share them, and if you would like to setup notifications via email.

Media

Define the pixel size for your upload images, and how you'd like to display your image gallery.

Sharing

Choose whatever social networking sites you'd like to connect your blog to, and automatically share new posts with your friends. Add Sharing buttons to your blog and allow your visitors to share posts with their friends.

Email Post Changes

Send an email to your email address whenever a post or a page changes if desired.

Users: Manage Users from the Dashboard



From the **Dashboard**, choose **Users** > **All Users** to see all the users on the blog. You can also select **My Profile** to edit your profile picture as an administrator. Click **Invite New** to invite and edit roles for new collaborators, or choose **Remove** to remove them.

- Administrator: An administrator has full and complete ownership of a blog, and can do absolutely everything. This person has complete power over posts/pages, comments, settings, theme choice, import, users the whole shebang. Nothing is off-limits, including deleting the entire blog. Only one administrator per blog is recommended!
- Editor: An editor can view, edit, publish, and delete any posts/pages, moderate comments, manage categories, manage tags, manage links and upload files/images.

- Author: An author can edit, publish and delete their posts, as well as upload files/images.
- **Contributor**: A contributor can edit their posts but cannot publish them. When a contributor creates a post, it will need to be submitted to an administrator for review. Once a contributor's post is approved by an administrator and published, however, it may no longer be edited by the contributor. A contributor does not have the ability to upload files/images.

Tools

From the **Dashboard**, choose **Tools** > **Delete Site** to delete your blog if desired. Deleting a blog removes both the blog name and the content forever.

Choose **Export > Download Export File** to create an XML file containing your posts and comments for you to save to your computer. You can then import the content on the copies site from another WordPress blog.

Appearance

Themes - You can switch to a new template design if desired without affecting your content.

To choose a theme, select from **Dashboard** > **Appearance** > **Themes.**

Click the **Preview button** on a theme to see how the new template affects your content, and then click either **Activate** or **Cancel**.

You can also click on the **Theme Details** button to learn more about a theme; and choose **DEMO** to view a mockup blog site. The **Tags** give you an idea of the layout choices of a particular theme.





Noteworthy		
Noteworthy is a theme that is proudly inspired by USAToday.com. Perfect for news and magazine style blogs and even photo galleries. The theme features social media buttons which are easily set up through a theme options page in the admin.		
Categories: Mobile Friendly, Popular, Magazine, Class, Portfolio		
Tags: custom-menu, sticky-post, microformats, rtl-language-support, translation-ready, full-width-template, post-formats		





Customization – You can customize your color, emnu, front page, site title, layout and header. Upload your own images if desired.

Here's how to change your theme using the theme customizer:

- 1. Go to Appearance > Themes.
- 2. Click on 'Live Preview' below the theme you want to use.
- 3. Or if you want to customize your current theme, click on '**Customize**' under the current theme.
- 4. This loads the customizer. Now all you do is work through the control panels on the left to customize the theme to preview the theme changes in real time before activating it on your blog. Once you're happy with the changes you just click '**Save & Publish'**.

FAQ

Can I upload my own theme?

Because of the way blog platforms like Edublogs, WordPress.com and Blogger work you can only use the themes provided and can't upload your own custom themes. Most themes are designed to work on single installs and many don't work or can have compatibility issues on blog platforms.

Remember that custom image headers and backgrounds are a very effective way of customizing your theme to meet your needs.

How do I change the font color, font size and text color?

Some themes have extensive theme customization options which aren't supported by the theme customizer.

They often include options to change font color, font size and text color.

These types of themes add a theme option menu item under Appearance once the theme is activated.

To do more extensive customization you just need to go to **Appearance > Theme Options**.

You can also change font type, size and color in posts or on pages using the Supreme Google Webfonts plugin.

Widgets – Different templates allow more or less widgets in the sidebar or footer area. Click Dashboard >Appearance >Widgets to start configuring your widgets. To add a widget to the widget area, simply drag-and-drop the desired widgets from left to right.

RSS	Ŧ		
Enter the RSS feed URL here:			
http://feeds.feedburner.com/lyndacom-new-releases			
Give the feed a title (optional):			
How many items would you like to display? 10 🗘			
Display item content?			
Display item author if available?			
✓ Display item date?			
Delete Close Visibility Sav	/e		

Mobile and iPad – Determine if you wish to customize your blog differently for the mobile and iPad devices.

Site Stats

Choose **Dashboard** > **Settings** > **Google Analytics** to see all visitors activities on your blog.

Help

Click the **Edublogs** logo and choose **Help and Support** to use the User Guide and step-by-step tutorial on Student Blogging.

Resources:

User Guide http://help.edublogs.org/user-guide/

Choose your Theme http://help.edublogs.org/choosing-your-theme/

Plugins: http://help.edublogs.org/?s=plugins

To embed video: http://help.edublogs.org/embedding-videos-from-video-sharing-websites-into-your-posts/

To embed audio: http://help.edublogs.org/embed-audio/

Editing CSS http://help.edublogs.org/editing-css/

Privacy: http://help.edublogs.org/blog-privacy/

Online Training: lynda.com (via myusf.usfca.edu > Fav Apps > Learning Technologies tab) http://help.edublogs.org/webinars-and-live-training/

Blogging with Students: http://help.edublogs.org/user-guide/students-and-classes/