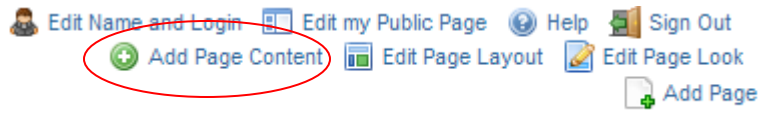
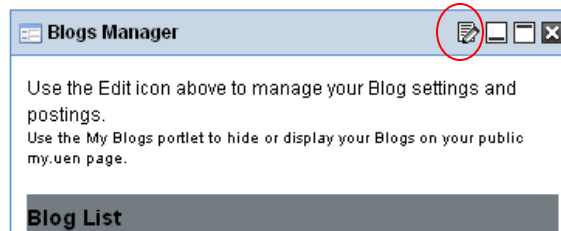
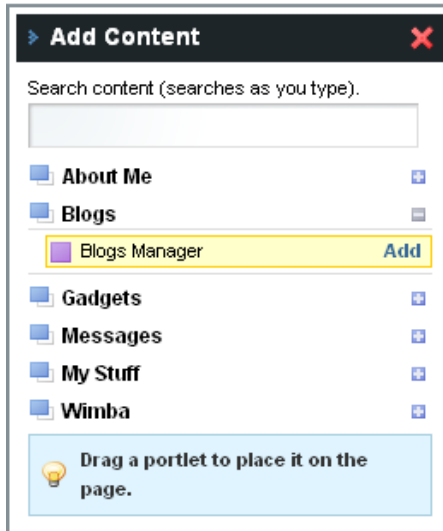


Adding Blogs to myUEN

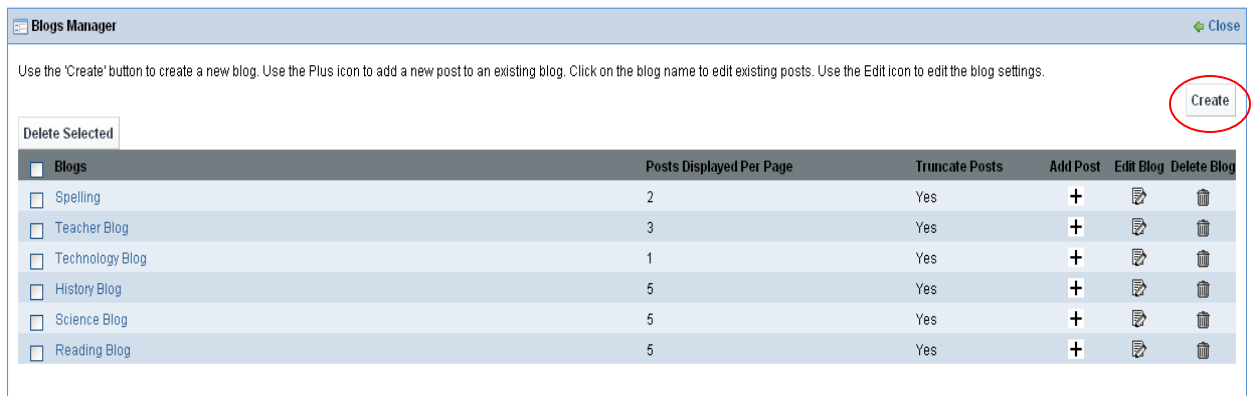
1. You must first create a blog manager on your personal page. To do this, go to the page where you want to put your blog manager. Click on Add Page Content.



2. Under Blogs select "Blogs Manager."



3. Click on the Edit button.
4. You can have many different blogs. When I taught I had a language arts blog, science blog, history blog, and math blog. Or you can choose to just have a class blog. To create your blog, click on "Create."



5. When you click on “Create” you are creating the blog not the posts. So give your blog a name such as “Language Arts” or “Our Class Blog”

Blogs Manager Close

Create a New Blog

Name:

Description: (optional)

Blog Settings

Number of Posts Displayed on Main page: Truncate Posts on Main Page?: Yes No

Default Comment Moderation

Allow Reader Comments:

Yes, with moderation
 Yes, without moderation
 No

Comment Notification Email:

We will email you at this address when a reader leaves a comment on your blog. Leave blank if you don't want to receive these emails.

Password Protect All Of Your Posts:

Setting a password will require people who visit your blog to enter the above password to view all posts and comments. (Password must be 3 to 20 characters long.) Note: If you do not want to password protect all of your posts, use the create / edit Posts screen to password protect individual posts.

6. You can also give your blog a description. On blog settings I usually leave it at 3 posts on the main page. You probably want to choose Yes on Truncate Posts (this just means that after a certain number of characters it will put a ... and you have to click on it to read the rest of the post).

Blogs Manager Close

Create a New Blog

Name:

Description: (optional)

Blog Settings

Number of Posts Displayed on Main page: Truncate Posts on Main Page?: Yes No

Default Comment Moderation

Allow Reader Comments:

Yes, with moderation
 Yes, without moderation
 No

Comment Notification Email:

We will email you at this address when a reader leaves a comment on your blog. Leave blank if you don't want to receive these emails.

Password Protect All Of Your Posts:

Setting a password will require people who visit your blog to enter the above password to view all posts and comments. (Password must be 3 to 20 characters long.) Note: If you do not want to password protect all of your posts, use the create / edit Posts screen to password protect individual posts.

7. Where it says “Allow Reader Comments” I would highly suggest that you choose “Yes, WITH moderation.” If you choose WITHOUT moderation then whatever students write will go straight to you website for everyone to read. If you choose WITH moderation then it comes to you before it goes to the website and you can choose to have it go to the website or not. Also, you

can choose to get an email when someone posts to the blog.

Blogs Manager Close

Create a New Blog
Name:
Description: (optional)

Blog Settings
Number of Posts Displayed on Main page: 3
Truncate Posts on Main Page?: Yes No

Default Comment Moderation
Allow Reader Comments:
 Yes, with moderation
 Yes, without moderation
 No

Comment Notification Email:

We will email you at this address when a reader leaves a comment on your blog. Leave blank if you don't want to receive these emails.

Password Protect All of Your Posts:

Setting a password will require people who visit your blog to enter the above password to view all posts and comments. (Password must be 3 to 20 characters long.) Note: If you do not want to password protect all of your posts, use the create / edit Posts screen to password protect individual posts.

8. Where it says "Password Protect All of Your Posts" you can choose a password so that only those that have the password can read the blog.

Blogs Manager Close

Create a New Blog
Name:
Description: (optional)

Blog Settings
Number of Posts Displayed on Main page: 3
Truncate Posts on Main Page?: Yes No

Default Comment Moderation
Allow Reader Comments:
 Yes, with moderation
 Yes, without moderation
 No

Comment Notification Email:

We will email you at this address when a reader leaves a comment on your blog. Leave blank if you don't want to receive these emails.

Password Protect All of Your Posts:

Setting a password will require people who visit your blog to enter the above password to view all posts and comments. (Password must be 3 to 20 characters long.) Note: If you do not want to password protect all of your posts, use the create / edit Posts screen to password protect individual posts.

9. Then remember to click “Save.”

Blogs Manager Close

Create a New Blog

Name:

Description: (optional)

Blog Settings

Number of Posts Displayed on Main page: Truncate Posts on Main Page?: Yes No

Default Comment Moderation

Allow Reader Comments:

Yes, with moderation
 Yes, without moderation
 No

Comment Notification Email:

We will email you at this address when a reader leaves a comment on your blog. Leave blank if you don't want to receive these emails.

Password Protect All Of Your Posts:

Setting a password will require people who visit your blog to enter the above password to view all posts and comments. (Password must be 3 to 20 characters long.) Note: If you do not want to password protect all of your posts, use the create / edit Posts screen to password protect individual posts.

10. Follow steps 4 – 9 if you want to create more than one blog.

11. Now you are on the blog list and you need to add posts. Click on the + sign under “Add Post”

This screen is where you will add posts for your students to comment on.

Delete Selected					
<input type="checkbox"/> Blogs	Posts Displayed Per Page	Truncate Posts	Add Post	Edit Blog	Delete Blog
<input type="checkbox"/> Spelling	2	Yes	+		
<input type="checkbox"/> Teacher Blog	3	Yes	+		
<input type="checkbox"/> Technology Blog	1	Yes	+		
<input type="checkbox"/> History Blog	5	Yes	+		
<input type="checkbox"/> Science Blog	5	Yes	+		
<input type="checkbox"/> Reading Blog	5	Yes	+		

12. First, you need to give your post a name, such as Favorite Place.

Reading Blog DRUG LIST

Posts Links Categories

Create New Post Save Cancel

After creating your post use the 'Save' button.

Title:

Published
 Unpublished

Post:

Path: p

Allow Reader Comments:

Yes, with moderation
 Yes, without moderation
 No

Comment Notification Email:

We will email you at this address when a reader leaves a comment on your blog. Leave blank if you don't want to receive these emails.

Password Protect This Post:

Setting a password will require people who visit your blog to enter the above password to view this post and its comments. (Password must be 3 to 20 characters long.) Note: If you want to password protect your whole blog, not just individual posts, visit the main Blog edit screen.

Select Categories:

To add or edit a Blog Category, use the Categories tab above.

General

To schedule a post for publication on a future time or date, change the settings to the desired time and date.

Author Date/Time: 01 : 00 am

Save Cancel

13. Now you will type what you want your students to comment on. For example, describe your favorite place. What does it look like? Why do you like it?

Reading Blog DRUG LIST

Posts Links Categories

Create New Post Save Cancel

After creating your post use the 'Save' button.

Title:

Published
 Unpublished

Post:

Path: p

Allow Reader Comments:

Yes, with moderation
 Yes, without moderation
 No

Comment Notification Email:

We will email you at this address when a reader leaves a comment on your blog. Leave blank if you don't want to receive these emails.

Password Protect This Post:

Setting a password will require people who visit your blog to enter the above password to view this post and its comments. (Password must be 3 to 20 characters long.) Note: If you want to password protect your whole blog, not just individual posts, visit the main Blog edit screen.

Select Categories:

To add or edit a Blog Category, use the Categories tab above.

General

To schedule a post for publication on a future time or date, change the settings to the desired time and date.

Author Date/Time: 01 : 00 am

Save Cancel

14. Again it asks you if you want readers to comment and it will default to what you chose for the blog but you can change each post if you want.

Reading Blog

Posts Links Categories

Create New Post

After creating your post use the 'Save' button.

Title:

Published
Unpublished

Post:

Path: p

Allow Reader Comments:

Yes, with moderation
 Yes, without moderation
 No

Comment Notification Email:

We will email you at this address when a reader leaves a comment on your blog. Leave blank if you don't want to receive these emails.

Password Protect This Post:

Setting a password will require people who visit your blog to enter the above password to view this post and its comments. (Password must be 3 to 20 characters long.) Note: If you want to password protect your whole blog, not just individual posts, visit the main Blog edit screen.

Select Categories:

To add or edit a Blog Category, use the Categories tab above.

General

To schedule a post for publication on a future time or date, change the settings to the desired time and date.

Author Date/Time: 01 : 00 am

Save Cancel

15. You can choose to password protect just this one post. If you want to make sure to type a password. Then only those that have the password can comment and can read it.

Reading Blog

Posts Links Categories

Create New Post

After creating your post use the 'Save' button.

Title:

Published
Unpublished

Post:

Path: p

Allow Reader Comments:

Yes, with moderation
 Yes, without moderation
 No

Comment Notification Email:

We will email you at this address when a reader leaves a comment on your blog. Leave blank if you don't want to receive these emails.

Password Protect This Post:

Setting a password will require people who visit your blog to enter the above password to view this post and its comments. (Password must be 3 to 20 characters long.) Note: If you want to password protect your whole blog, not just individual posts, visit the main Blog edit screen.

Select Categories:

To add or edit a Blog Category, use the Categories tab above.

General

To schedule a post for publication on a future time or date, change the settings to the desired time and date.

Author Date/Time: 01 : 00 am

Save Cancel

16. There are two more important options on this screen. You can choose to have it published or unpublished. If it is unpublished it will not show up on your website. But you can have it automatically publish on a certain date. I loved this feature because I had my students comment on a blog every week as part of their language arts grade. I could sit down one Friday and write

5 or 6 blogs and then just put in the dates that I wanted them to appear on my blog. Then I wasn't scrambling to put together a blog post on Monday morning.

Reading Blog Drug List

Posts Links Categories

Create New Post Save Cancel

After creating your post use the 'Save' button.

Title:

Post:

Path: p

Allow Reader Comments:

Yes, with moderation
 Yes, without moderation
 No

Comment Notification Email:

We will email you at this address when a reader leaves a comment on your blog. Leave blank if you don't want to receive these emails.

Password Protect This Post:

Setting a password will require people who visit your blog to enter the above password to view this post and its comments. (Password must be 3 to 20 characters long.) Note: If you want to password protect your whole blog, not just individual posts, visit the main Blog edit screen.

Select Categories:

To add or edit a Blog Category, use the Categories tab above.

General

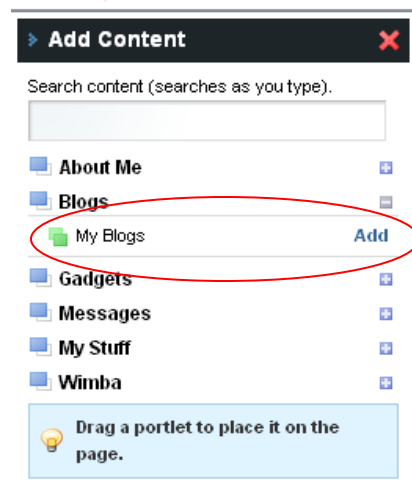
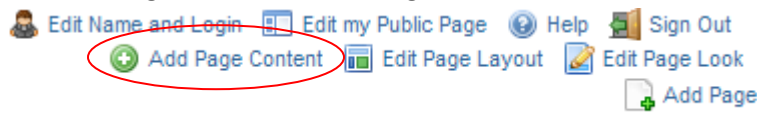
To schedule a post for publication on a future time or date, change the settings to the desired time and date.

Author Date/Time: : 01 : 00 : am

Save Cancel

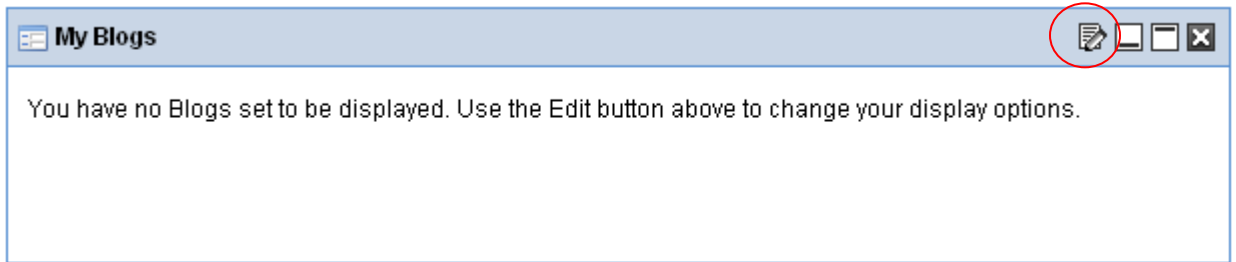
17. Remember to click "Save"

18. Now you need to add the blog to your public site. Go to your public page and the page that you want the blog on. Click on "Add Page Content"



19. Click on "Blogs" and select "My Blogs"

20. Click on Edit.



21. Choose the blog that you want on that page from the dropdown list. Save and close. Once you have added your blog to your public website, you do not need to do anything with the posts. They will just automatically show up.

