## **Moderating Your Blog**

It is important to moderate your blog. I did not change spelling or punctuation on student posts but if something was inappropriate I wanted to catch it before everyone saw it.

- 1. Go to your personal page on myUEN.
- 2. Click "Edit" on your Blogs Manager.

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Use the Edit icon above to manage your Blog settings and postings. Use the My Blogs portlet to hide or display your Blogs on your public my.uen page.
Blog List
Spelling
Teacher Blog
Technology Blog
History Blog
Science Blog
Reading Blog

3. Click on the blog that you would like to moderate.

Delete Selected					
Blogs	Posts Displayed Per Page	Truncate Posts	Add Post	Edit Blog	Delete Blog
Spelling	2	Yes	+		Û
Teacher Blog	3	Yes	+		Û
Technology Blog	1	Yes	+		Û
History Blog	5	Yes	+		Û
Science Blog	5	Yes	+		Û
Reading Blog	5	Yes	+		1

4. A screen will show up with all the posts for that blog. In the comments column there are icons that look like little people. If there is a grey icon it means no one has posted anything. If there is a green icon it means that people have posted and you have approved at least one post. If there is a red icon it means that there are posts that need to be reviewed or there are posts that were not made public.

Reading Blog Posts Links (	Categories				Ø				
Edit/Create Posts Use the New Post button to create a new blog post. Use the Edit icon or the post title to edit an existing post.									
Delete Selected View Posts: All, Published, Unpublished, Second									
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5/11/10	Favorites	General		Published	D 🗊				
5/3/10	Being Responsible	General	<b>6</b>	Published	D 🗊				
4/26/10	Planes, Trains, and Buses	General	66	Published	D 🗊				
4/19/10	Embarrassing Moment	General		Published	2 🕯				

5. To approve posts, click on either the green or red icon.

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Posts Links	Categories						Q24			
Edit/Create Posts Use the New Post button to create a new blog post. Use the Edit icon or the post title to edit an existing post.										
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6. You now see all the posts that were made. If it has a green check next to it, it means that it has NOT been made public. Either you didn't want others to read the post or you haven't made it public yet. If it has a red X that means the post has been approved and it is publicly displayed on your UEN page.

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						Reply

- 7. You need to read over the posts with a green check and decide to approve them or not. To approve them just click on the green check and it will turn into a red X. That post is now public.
- 8. You can also edit the post by clicking on the "edit" button. Now you can make changes if you would like. Don't forget to click "Save"

Rea	ading Blog Posts Links Categories							
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Reading Blog Posts Links Categories			
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9. You can also delete the post by clicking on the trash can.

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