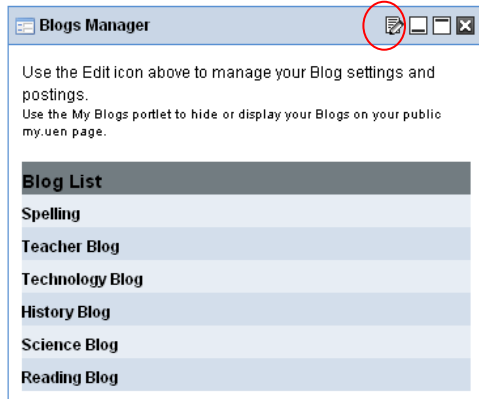


Moderating Your Blog

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.



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

Delete Selected		Posts Displayed Per Page	Truncate Posts	Add Post	Edit Blog	Delete Blog
<input type="checkbox"/>	Blogs					
<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	+		

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

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.

New Post

Search Posts

View Posts: All, Published, Unpublished, Scheduled

Date	Title	Categories	Comments	Status
<input type="checkbox"/> Unpublished	Favorite Place	General		Unpublished
<input type="checkbox"/> 5/11/10	Favorites	General		Published
<input type="checkbox"/> 5/3/10	Being Responsible	General		Published
<input type="checkbox"/> 4/26/10	Planes, Trains, and Buses	General		Published
<input type="checkbox"/> 4/19/10	Embarrassing Moment	General		Published

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

Reading Blog

Posts Links Categories

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.

New Post

Delete Selected

View Posts: All, Published, Unpublished, Scheduled

Date	Title	Categories	Comments	Status
<input type="checkbox"/> Unpublished	Favorite Place	General		Unpublished
<input type="checkbox"/> 5/11/10	Favorites	General		Published
<input type="checkbox"/> 5/3/10	Being Responsible	General		Published
<input type="checkbox"/> 4/26/10	Planes, Trains, and Buses	General		Published
<input type="checkbox"/> 4/19/10	Embarrassing Moment	General		Published

- 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.

Reading Blog

Posts Links Categories

Title	Categories	Comments	Status
05/11/2010 Favorites	General		Published

Manage Comments
Use the green checkmark or red X to to approve or unapprove a comment. Use the the 'Reply' button to reply to a comment, or the edit button to update a comment.

Delete Selected

Comment	Date	Actions
<input type="checkbox"/> ME Yeah	02/27/2012	
<input type="checkbox"/> cade My favorite book is Diany Of a wimpy kid it is a good book.My favorite. Movie is Avatar it is cool.My favorite game is soccer it is realy fun .andmost of my friends play it.My favoriteseason is summer because there is no school and wego on lots of vacations.	05/26/2010	

Reply

Reply

- 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.
- 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"

Reading Blog

Posts Links Categories

Title	Categories	Comments	Status
05/11/2010 Favorites	General		Published

Manage Comments
Use the green checkmark or red X to to approve or unapprove a comment. Use the the 'Reply' button to reply to a comment, or the edit button to update a comment.

Delete Selected

Comment	Date	Actions
<input type="checkbox"/> ME Yeah	02/27/2012	
<input type="checkbox"/> cade My favorite book is Diany Of a wimpy kid it is a good book.My favorite. Movie is Avatar it is cool.My favorite game is soccer it is realy fun .andmost of my friends play it.My favoriteseason is summer because there is no school and wego on lots of vacations.	05/26/2010	

Reply

Reply

Blog List

Reading Blog

Posts Links Categories


Edit Reader Comment
 Edit comment and use the 'Save' button.

Name:

E-Mail:

Website:

Comment:



My favoite book is Diary Of a wimpy kid it is a good book.My favorite. Movie is Avatar it is cool.My favorite game is soccer it is realy fun andmost of my friends play it.My favoriteseason is summer because there is no school and wego on lots of vactions.

Path: p

Save Cancel

9. You can also delete the post by clicking on the trash can.

Blog List

Reading Blog

Posts Links Categories

	Title	Categories	Comments	Status	
05/11/2010	Favorites	General		Published	

Manage Comments
 Use the green checkmark or red X to to approve or unapprove a comment. Use the the 'Reply' button to reply to a comment, or the edit button to update a comment.

Delete Selected

<input type="checkbox"/>	Comment	Date	Actions
<input type="checkbox"/>	ME Yeah	02/27/2012	<input checked="" type="checkbox"/>
<input type="checkbox"/>	cade	05/26/2010	<input checked="" type="checkbox"/>

My favorite book is Diary Of a wimpy kid it is a good book.My favorite. Movie is Avatar it is cool.My favorite game is soccer it is realy fun andmost of my friends play it.My favoriteseason is summer because there is no school and wego on lots of vactions.

Reply