

# BlogHelp

## Tips and Tricks for Teacher Blogs

*Remember... to edit your Blog, you must sign in.  
Do this by clicking the Sign-In link at the top right hand corner of the page.*

### Changing the Color Scheme

Click on the Site Actions button and select Site Settings from the dropdown menu.

Locate the Look and Feel section and click on Site Theme (See Figure 1)

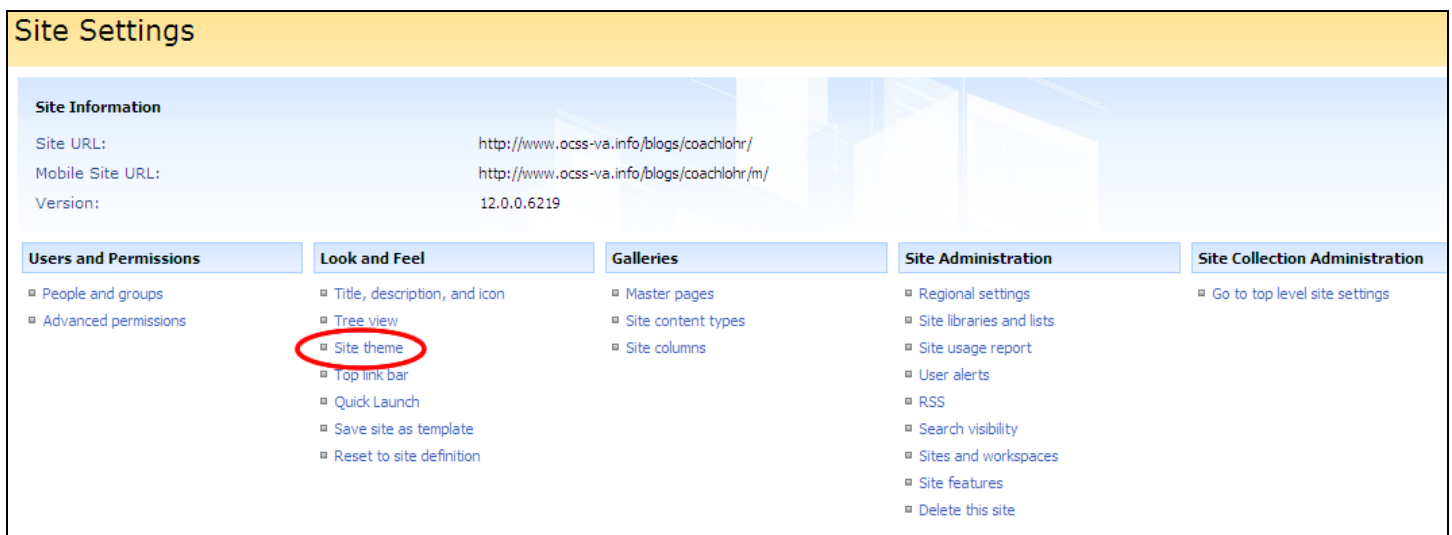


Figure 1

In the following screen, you will see choices for themes. This can be changed at any time and the new colors and icons will be applied to your blog.

## Editing Description

Click on the Site Actions button and select Site Settings from the dropdown menu.

Locate the Look and Feel section and click on Title, description, and icon (See Figure 2)

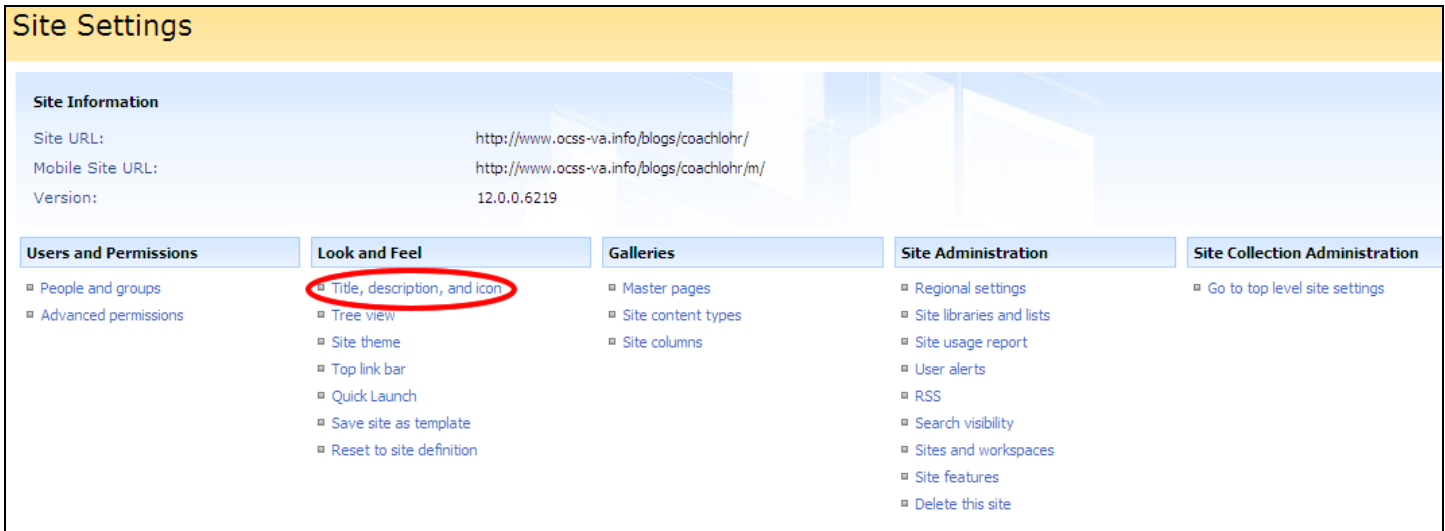


Figure 2

On the following screen, you can edit the Title, Description, and Icon for your blog. (See Figure 3)

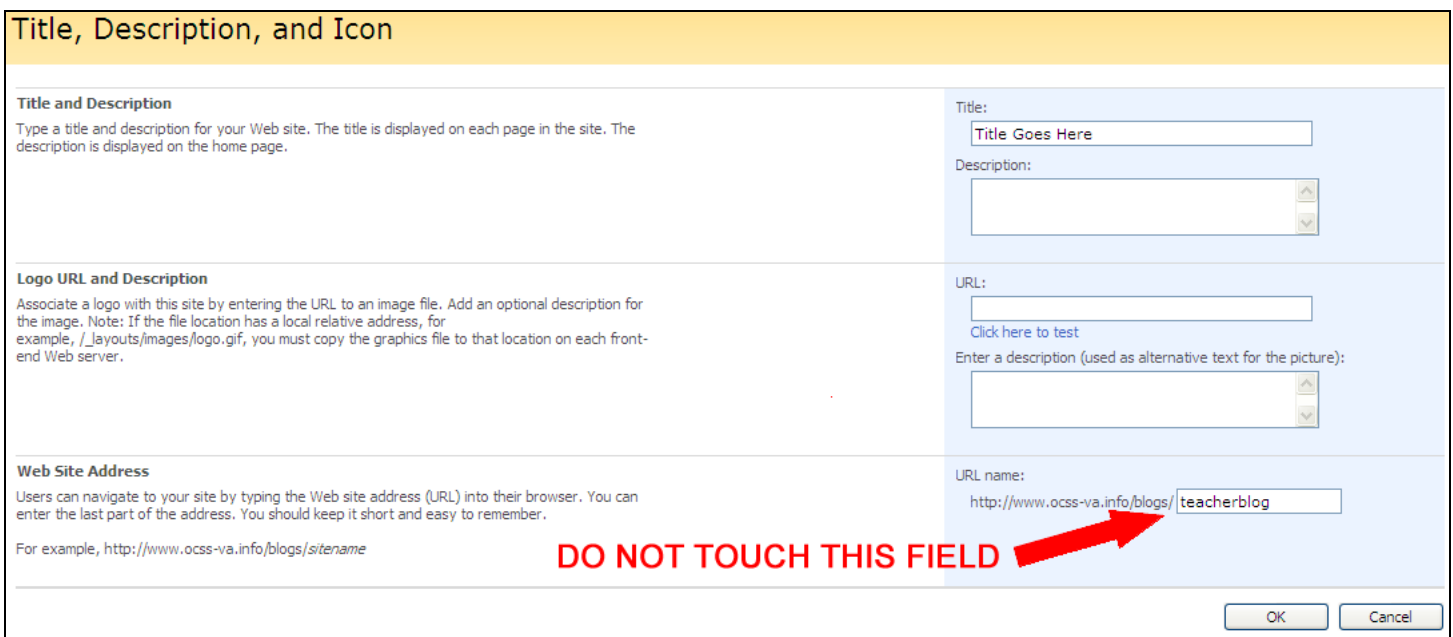


Figure 3

## Setting Up Categories

Categories are ways of organizing blog posts.

For example, if you have several classes or blocks, you could create a category for each one. This will allow users to view all of the posts for a category by clicking the Category link.

Another example would be if you have only one class, your Categories could be “Homework”, “Announcements”, etc.

Categories are NOT required. They only serve as a way of quickly sorting blog posts.

To add or edit your Categories, click on the main Categories link. (See Figure 4)



Figure 4

To edit or delete your Categories, click on the dropdown arrow on the far right and make the appropriate selection. To create a new Category, click the New link on the navigation bar. (See Figure 5)

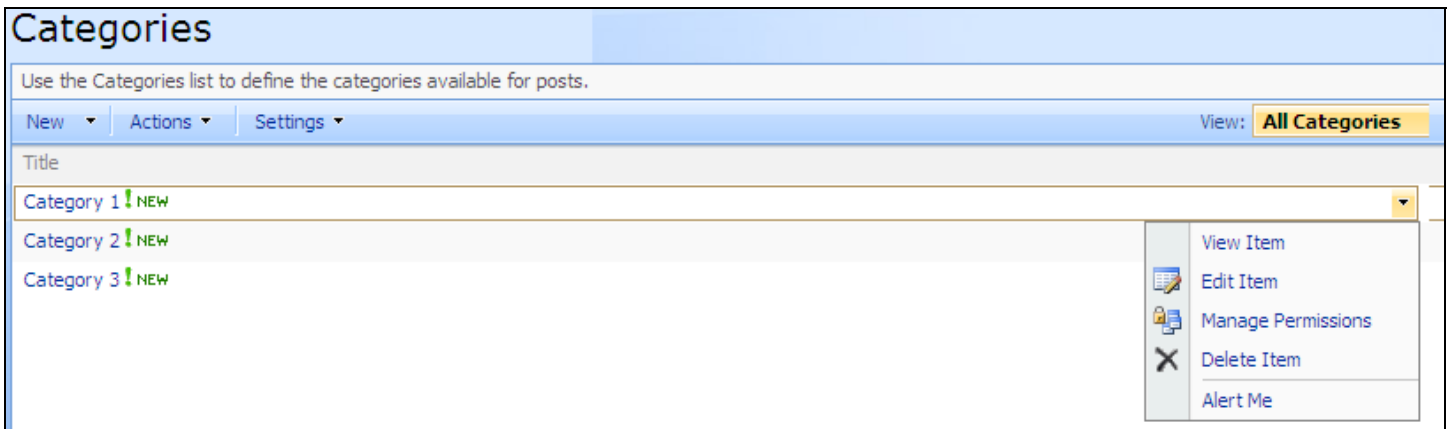


Figure 5

## Creating and Managing Posts

When you have signed in, the admin links will appear in the right hand column of the screen. To create a new posting, click Create a Post. To edit a previously existing post, click Manage Posts. The Comments function has been disabled.

The Archive link takes the user to a list of links to all of the individual blog postings. The Archive (Calendar) link takes the user to a calendar view of links to all postings.

## Document Library

The Document Library is a place where you can upload documents such as worksheets, study guides, news items, etc.

To upload documents, click on the Document Library link. Then click on the Upload button on the navigation bar. (See Figure 6)

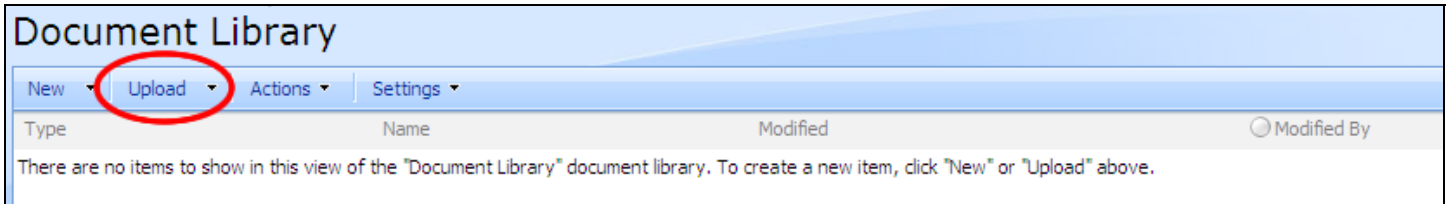
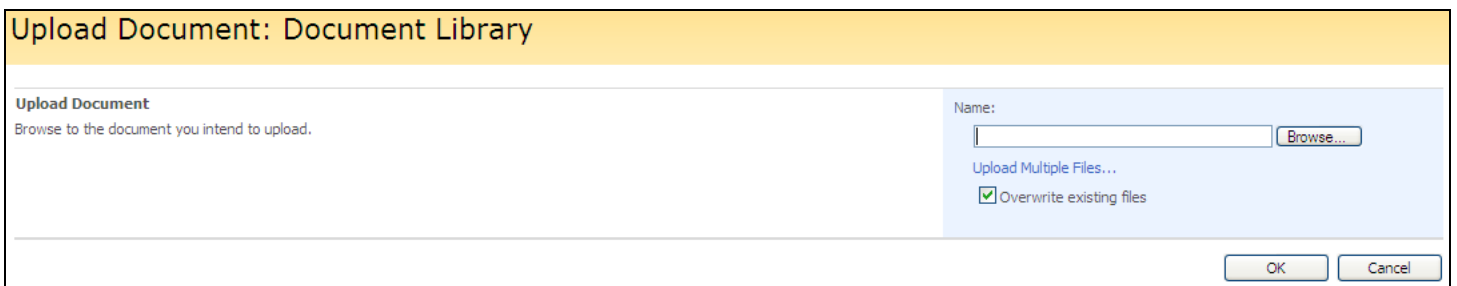


Figure 6

You will then see a screen with the option to upload a single document or multiple files (See Figure 7).

Note also that if you click the New button on the navigation bar, you will get an option to create a new folder. You organize documents in folders just as you would if the documents were on your own computer or on a network drive.



## Photos

The Photo Gallery works just like the Document Library. Although photos can be uploaded to a Document Library, it is much better to upload them to a Photo Gallery.

## PDF Files

When uploading files to the Document Library, it is best to use PDF files since they can be read using any browser or operating system.

If you do not have a PDF writer software, you can download Cute PDF. This is a free PDF writer. The file and simple installation instructions can be found on our K:\ drive at:

K:\Software\Cute PDF