SETTING UP A BLOG AT EDUBLOGS.ORG

Go to http://edublogs.org/

You will need to SIGN UP FIRST – so select if you want to sign up as a Teacher, Librarian or Educator or as a K-12 School Student. Click the “start here” button. For the sake of this tutorial, we will be teachers signing up for a new blog. Click the “START HERE” button under teachers.
If you are a first time user, you will be asked to sign up for an account.

You are brought to a page where you will need to select a BLOG DOMAIN NAME. This might be your last name or some other name you have for your class/project.

**FIRST TIME USER: IF YOU ARE A FIRST TIME USER THE SIGN UP PAGE LOOKS LIKE THIS.**
NOTE: Deselect the check box beside privacy so that my BLOG is not added to search engines or posted on the edublogs website. Hit the SIGN UP button if you are a first time user.

You will get a confirmation screen like this one.

sample765.edublogs.org/ Is Yours
But, before you can start using your blog, you must activate it.
Check your Inbox at awayssmiling@hotmail.com and click the link given.
If you do not activate your blog within two days, you will have to sign up again.

ALREADY A USER: I was already a user so in my case, I put my last name and I wanted the title of my BLOG to be Ms. Berthelot’s Grade Three Busy Bees. (This can be changed later). Hit the CREATE BLOG button if you already have an account (that has been confirmed via email).

I receive a confirmation that the DOMAIN NAME was available so I can now direct parents and students to the blog address of http://berthelot.edublogs.org/ (THIS IS MY BLOG’S ADDRESS)

If your DOMAIN name is not available, you will need to try an alternative until you get a confirmation message. Because I already have an edublogs account – it tells me to use
my existing username and password.

berthelot.edublogs.org/ is Yours
http://berthelot.edublogs.org/ is your new blog. Login as "spose" using your existing password.

You will be given a username and password at this point to log in to the blog. **KEEP LOGIN INFORMATION.** You will also get an email notice that you need to confirm your email account before your username and password will work. They need to verify your email account.

THE BASICS ABOUT YOUR BLOG

I click on my blog address so that I can enter my blog and edit it to begin using it. It will appear as this type of default page. They place a sample post and comment in it as well. The links down the right can be altered later on. Let’s just go over what they are.

**Pages:** About – this page is where you will write a bit about your class or the purpose of your blog. Remember to be careful about what type of information you place up here. Keep it vague.
Archives: A blog saves each entry. It displays only a few on the first page and archives all the previous ones. You can access earlier posts at anytime by looking in your archives.

Categories: You may wish to have categories for different things – maybe a category for every subject area? Maybe a category for field trips and photos? That will be up to you and can be changes later on. (See below).

Blogroll: A blogroll is a list of links to other blogs. You can edit the name of this category to Related Links and list related websites of interest to your students.

Meta: Site Admin access is available by clicking on SITE ADMIN (then enter username and password). This gets you in behind the scene of your blog to make changes to layout, content, privacy settings, and what not. The other links there are default settings but you can remove them as well.

Back to the Blog …. 

The first page I see (above) looks like it has a few formatting issues. My title is too long. I am not happy about the formatting so I will start by changing the title of my Blog to fit a bit better.

I also want a new design.

Under the META heading on the right hand side I see the words, SITE ADMIN – click on that. You may be asked for your username and password. You will be redirected to the DASHBOARD.
On the DASHBOARD you have several options available to you. The DASHBOARD is your control panel for the backend of your blog. No one can get here without the username and password.

The top navigation bar contains the following options.

The middle of the page contains some additional options.

- Write a post
- Write a page
- Update your profile or change your password
- Add a bookmark to your blogroll
- Manage your comments
- Change your site’s look or theme
- Get help and support

The first thing I will do is RENAME my Blog to fit the page better.

I go to OPTIONS and this is what comes up.

Here I can rename the site to something a bit shorter so it fits the page better. I type in my new changes and click UPDATE OPTIONS to save the changes I make.
I then click on **PRESENTATION** so that I can select a **DIFFERENT THEME** for my blog.

If you scroll down you will see many to select from. I choose “Almost Spring” – I select it and then I get a confirmation message and it displays the new theme.

If I select “view site” I can see what it looks like now with the new title and theme.
Here it is – I am happy with it so let’s get busy creating a first entry and editing some other points on the blog.

**Please note – each theme may lay out the page differently. Some options may not be available or may be in another location. This is just a guide.**

Ms. Berthelot's Grade 3 Busy Bees

Hello world!
May 15, 2007 #1:07 pm - Filed under Uncategorized - Edit

Welcome to Edublogs.org. This is your first post. Edit or delete it, then start blogging!

Permmalink Comments (1)

Go back to the DASHBOARD ....

I will go back to my DASHBOARD by clicking on the SITE ADMIN option under the META heading on the right hand side.

I select “Write a Post” and I begin ....

- Write a post
- Write a page
- Update your profile or change your password
- Add a bookmark to your blogroll
- Manage your comments
- Change your site’s look or theme
- Get help and support
PLEASE NOTE: On the right hand side – create a category for this message/post. If I know I will be doing Daily Greetings, that seems to be a good name for the category it will be filed under. I type Daily Greetings and hit ADD. Later I might post a Field Trip notice and then I would create a category called “Field Trips”. I can manage my categories later too.

So far so good. My post is as I want it.
CATEGORY MANAGEMENT

You can manage your categories at any time by going through MANAGE / CATEGORIES. Here you can add new ones and edit or delete old ones. If you delete a category, the posts under it will automatically go to the UNCATEGORIZED category – that way you don’t lose them.

If I want to edit my Blogroll Category (a blogroll is a term that means a bunch of links to other blogs – it is displayed on the side of your blog) to be Related Links instead, I simply select the EDIT button next to Blogroll. A new box pops up and I can change the name now. At this stage I can create sub categories as well if I want to be more detailed.
If I want to manage the content of my blogroll – there are several default links in there already. I can go in and delete them and at the top navigation bar I can add my own links.

### CONTROLLING COMMENTS

If I want to control who can comment on my site, I do that by selecting the OPTIONS tab and DISCUSSIONS. Go through the options and select the ones you want in regards to comments on your blog.
PRIVACY SETTINGS

Select OPTIONS and then PRIVACY to exclude your blog from search engines. If people know the address of your blog, they will still be able to view it.

INSERTING PODCAST FILES INTO POSTS

Let’s say we have recorded some MP3 files and we want to upload them to the blog.

Start out by selecting “Write Post” - Type in what you want people to know about the podcast.

(You will need to go in under OPTIONS/AMP and click on provide download link for MP3 files if you want people to be able to download your files to go - if you just want them to be able to listen in the blog - you will likely need no changes to the settings.)

Now upload the MP3 file. Below the text box in the “Write Post” page - BROWSE for the file (MP3) and upload it. In the title box - type a title. I will type SAMPLE SOUND FILE. I type no description. Click UPLOAD.
Another screen pops up ….

Click link to **FILE** and hit **SEND TO EDITOR** when the next screen pops up. Then the sound file will be inserted with the title you had types as a link in your post box. Publish your post and test the link.

To test the link ……
Below is what my blog will look like to visitors.

The AUDIO MP3 button has a + symbol on it. If I select that it will open a flash player in the blog on which the sound file will play.

If I want people to be able to download the sound file and play it on mobile media devices, I will need to go into the OPTIONS/AMP section and make sure that the Enable MP3 download links box is checked. Make sure to hit the UPDATE OPTIONS button to save your changes.
Now on my blog the sound file appears playable within the blog and downloadable by RIGHT-CLICKING and selecting SAVE TARGET AS to save the file on my hard drive or portable media device.