

Blogging with Schoolwires

STEP 1: Sign in to the website and open site manager.

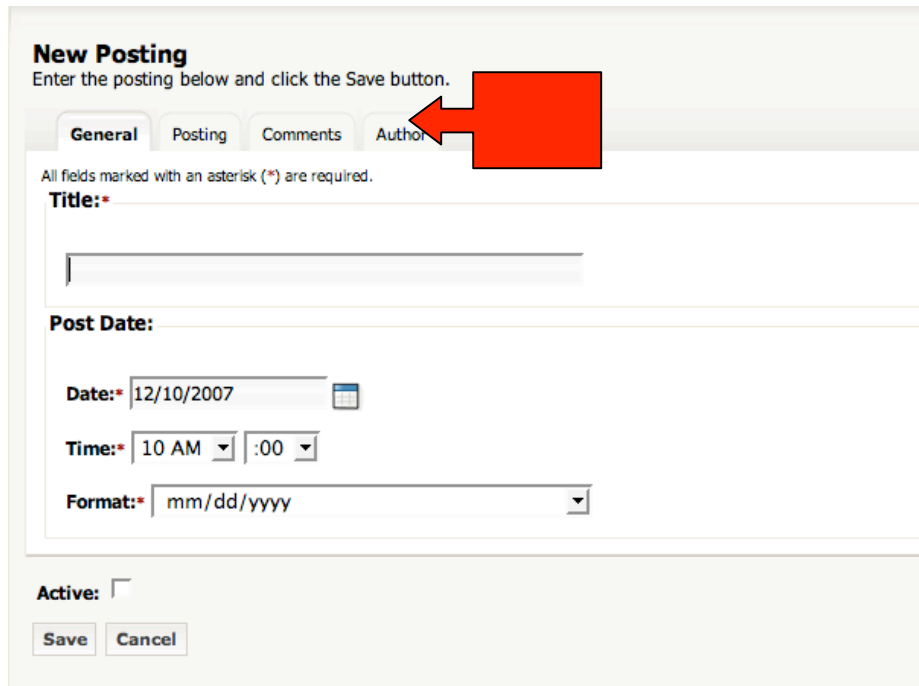
STEP 2: Select New Page and choose Blog.

STEP 3: Name your blog page and save. The name that you give your blog page will end up on the left navigation section of your website. You can have several blog entries within one blog page or you can create several different blog pages. For example, you could have My Blog page and then within that page have a monthly entry. Or you could have Math 101 blog, Math 202 blog etc to separate this out for your individual classes.

STEP 4: Find your blog page in your workspace section.

STEP 5: Open it.

STEP 6: Select New Posting. You will get the following window. I will explain each tab. See the tab areas that the red box is pointing towards.



New Posting
Enter the posting below and click the Save button.

General Posting Comments Author

All fields marked with an asterisk (*) are required.

Title:*

Post Date:

Date:* 12/10/2007

Time:* 10 AM :00

Format:* mm/dd/yyyy

Active:

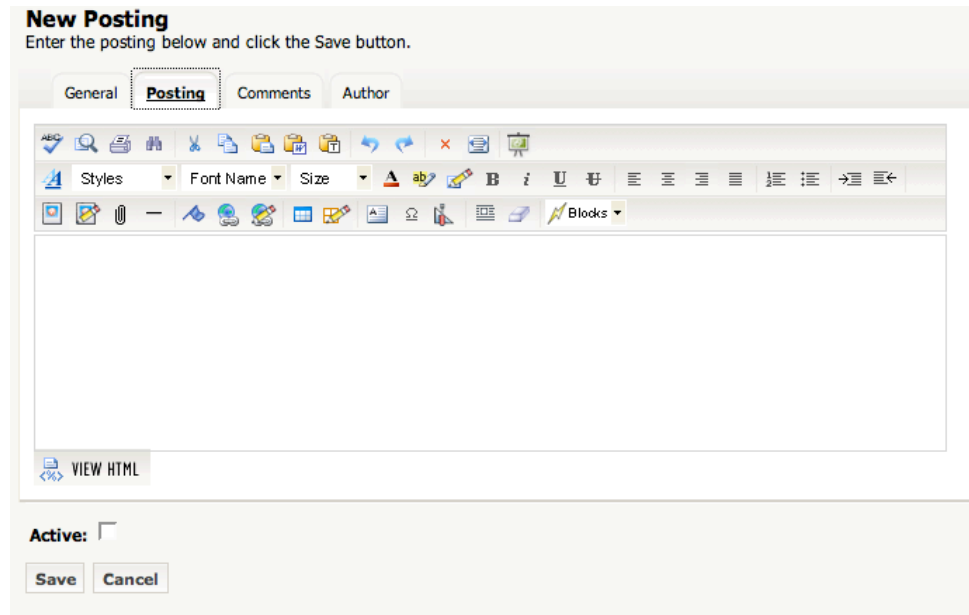
Save Cancel

STEP 7A: General Tab

Give your new posting a title. Choose a date, time and format to post your blog. This is a way that you can create several blogs at once but have them turn on automatically on whatever date you set on the calendar.

STEP 7B: Posting Tab

This is where you create your message. You can use an image, link and/or attachment. You can also set the font, size and color of your message. NOTE: The blog page does not go through content routing. Please keep the contents of our blog appropriate for the school environment.



The screenshot shows the 'New Posting' interface. At the top, it says 'New Posting' and 'Enter the posting below and click the Save button.' Below this are three tabs: 'General', 'Posting' (which is selected and highlighted), and 'Author'. The main area contains a rich text editor with a toolbar. The toolbar includes icons for undo, redo, bold, italic, underline, text color, background color, link, unlink, list, and indent. Below the toolbar is a large text input area. At the bottom left of the text area is a 'VIEW HTML' button. Below the text area is an 'Active:' checkbox, which is currently unchecked. At the very bottom are 'Save' and 'Cancel' buttons.

STEP 7C: Comments Tab

This is where you choose whether you want people to be able to answer your blog or not. Obviously it's your decision but the main concept of a blog is for 2-way communication.

New Posting
Enter the posting below and click the Save button.

General Posting **Comments** Author

Allow comments on this posting?

Yes No

Do comments need to be approved?

Yes No

Who can comment on this posting?

Click in the checkbox to the left of each role you wish to allow to comment on this posting.

<input type="checkbox"/> Administrators (110)	<input type="checkbox"/> Student (108)
<input type="checkbox"/> BusRole#1 (114)	<input type="checkbox"/> Teacher (106)
<input type="checkbox"/> CDT Articles (117)	<input type="checkbox"/> TeacherSectionAdmin (115)
<input checked="" type="checkbox"/> General Public (ALL) (1)	<input type="checkbox"/> Technical Staff (113)
<input type="checkbox"/> Parent (107)	
<input type="checkbox"/> PIF Steering Committee (116)	
<input checked="" type="checkbox"/> Registered Guest (2)	
<input type="checkbox"/> Staff (109)	

Active:

Save Cancel

Answer the 2 questions with a yes. KRSD is requiring (for now) that you must approve comments to your blog before they are posted live. We don't want anyone from anywhere in the world to be able to post inappropriate comments on our school website. If someone responds to the blog, you will get an email and you will have to **moderate** your blog.

Also note that you can set roles of who can respond to your blog. The two that are checked are the default. I would stay with this for now.

STEP 7D: Author Tab

This is who will get the email notifications. It is set to your information automatically.

New Posting
Enter the posting below and click the Save button.

General Posting Comments **Author**

All fields marked with an asterisk (*) are required.

Author:

Author Name:* Laurie Prewandowski

Author Email:* lprewandowski@kearsarge.org *(Will not be published.)*

Active:

Save Cancel

STEP 8: Put a check in the box marked Active and select Save. Our blog is now live and set to go.

STEP 9: Posting to a blog on our website

Even though it asks for a name and an email, your students do not have to fill this in completely. In fact, we don't want students to use their last names. Consider having students select a screen name and have them use that or caution them in your blog to reply with only using a first name. For the email address have them use a generic one. You can't leave the section blank but you don't have to use a real email. I sent one with fakeemail@yahoo.com

Post a Comment

All fields marked with an asterisk (*) are required.

Name:*

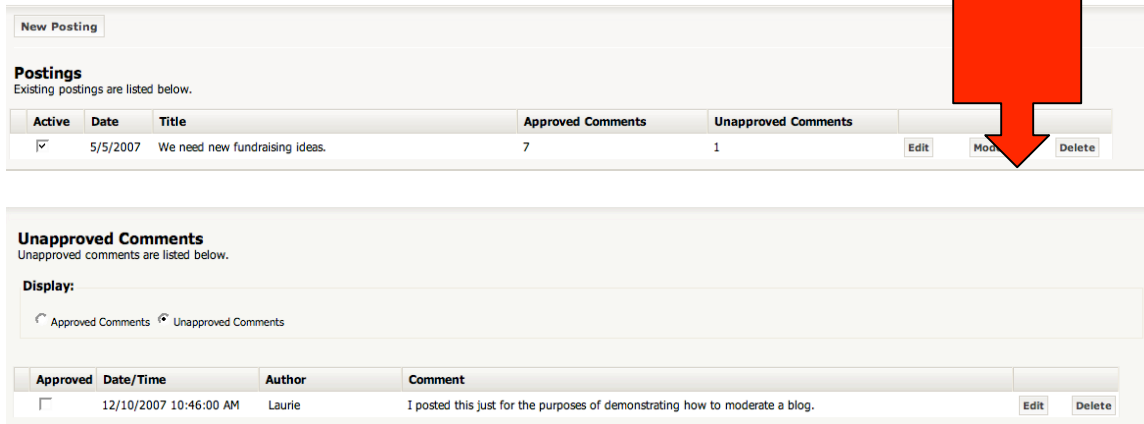
Email (will not be published):*

Comments:*

Post Comment

STEP 10: Moderating your blogs

Once you receive an email that you have a posting, go to your site manager and find your blog. Open it and you will see the window below. Select moderate. Then you will see the comments. Select edit to read the full comment. You can then approve the comment or not.



New Posting

Postings
Existing postings are listed below.

Active	Date	Title	Approved Comments	Unapproved Comments	
<input checked="" type="checkbox"/>	5/5/2007	We need new fundraising ideas.	7	1	Edit Moderate Delete

Unapproved Comments
Unapproved comments are listed below.

Display:
 Approved Comments Unapproved Comments

Approved	Date/Time	Author	Comment	
<input type="checkbox"/>	12/10/2007 10:46:00 AM	Laurie	I posted this just for the purposes of demonstrating how to moderate a blog.	Edit Delete