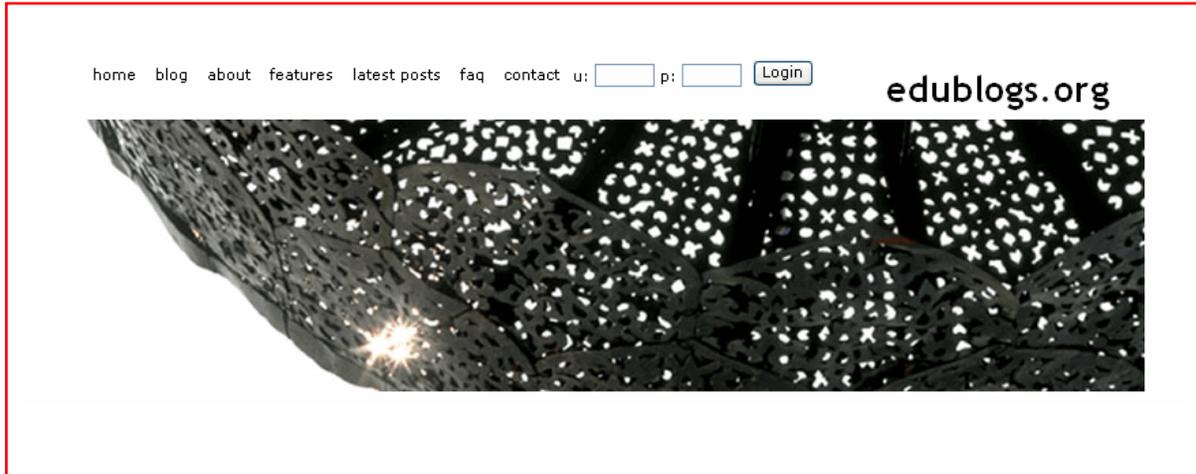# Edublogs

(WordPress)

Introductory Manual

A3WP Summer Technology Institute

May 31, 2006

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Getting Started

To create your blog, go to www.edublogs.org. Set up your blog account by scrolling down to the **Create your edublog** box and entering a user name, a title for your blog (URL), and an email address. Click on the *Create!* button.

Your user name will actually become the key part of your blog URL. For instance if I use *gdesler* as my user name, my blog URL will be *http://gdesler.edublogs.org*.

Tip: Do NOT leave any spaces in your user name (unless you like seeing % signs in your URL).

Check your email for a message from your Edublog user name. The subject will be something like *New Edublogs.org Blog: YourBlogName.* When you open the email, you will see both your assigned password (which you will soon change) and a link to your blog. Record or print out your user name and password and click on the *Login Here* link.

Each time you visit your blog, you'll need to login. From your home page, locate the *Meta* section of the navigation bar. Click on *Login*.

Note: If you're already logged in, instead of *Login*, you will see **Site Admin**.

Login to your blog with the exact user name and password listed in your Edublog email. Click on the **Login** button.
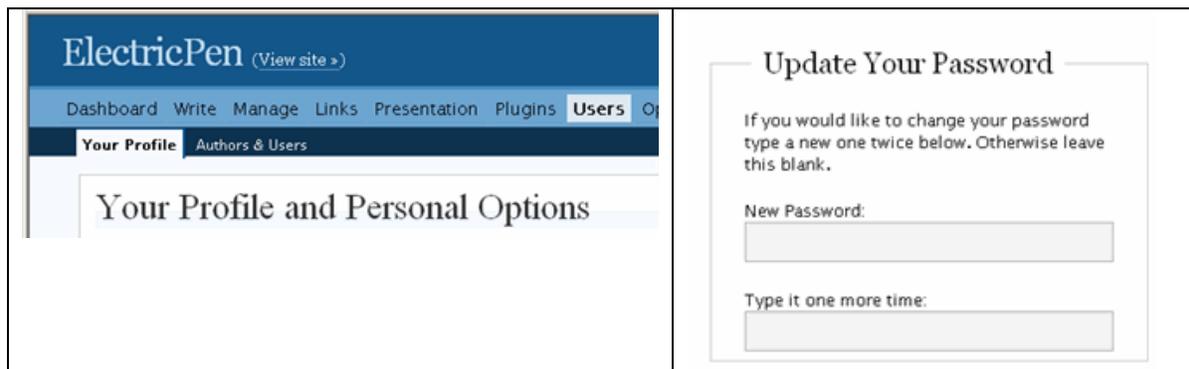

Viewing Your Blog

There are two views in an Edublog (or any blog, for that matter): the *Dashboard*, which is your working area and the *View*, which is what visitors to your blog will see. Each time you login, you will initially enter the *Dashboard*. From this page, you can see any recent activity on your site and any recent announcements for Edublogs. In the **Latest Activity** box, you'll be able to see at a glance if anyone has made new comments to any of your posts, or if there are comments that need moderation.

 Toward the top of the screen is a list of menu options: *Dashboard, Write, Manage, Links, Presentation, Plugins, Users, Options*. These options are the same on every panel you work in inside the Administrative Area.
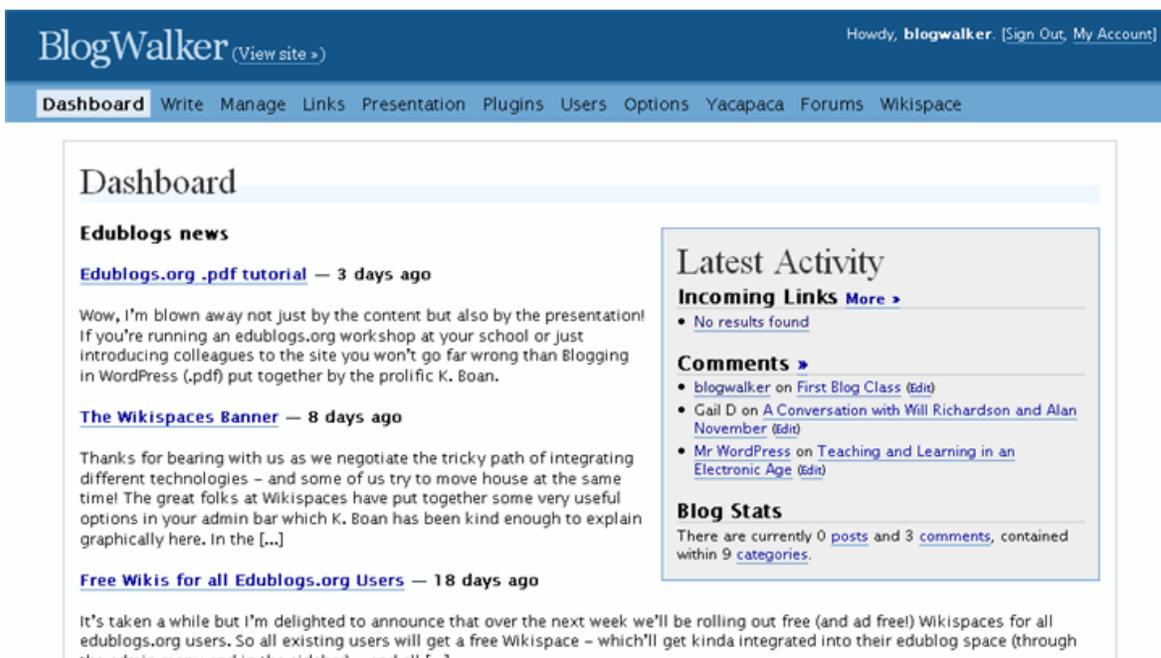
Changing Your Password
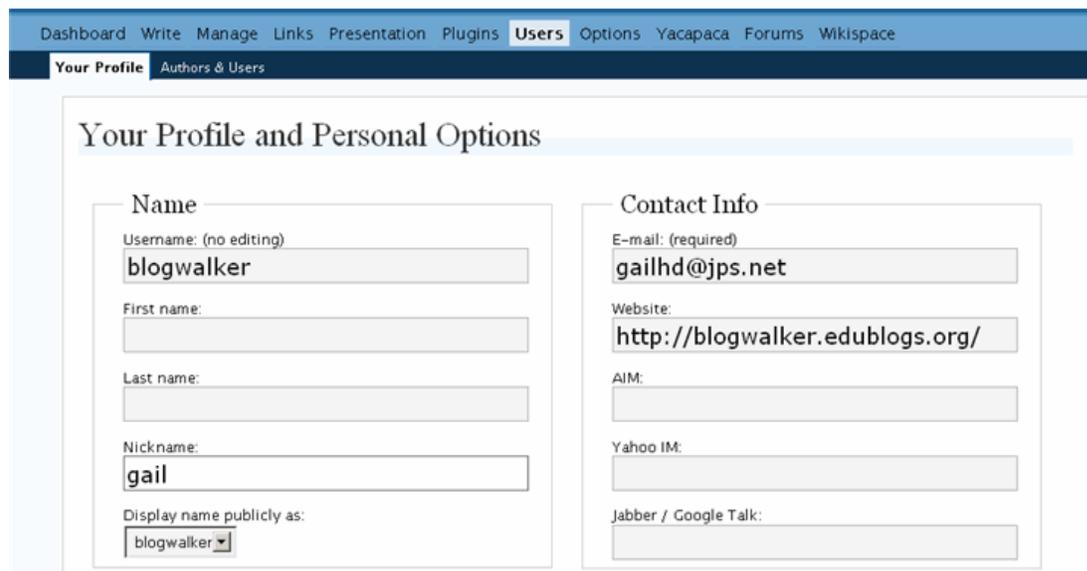
To change your password, click on the *Users* menu.

Scroll down to the *Update Your Password* box in the lower right corner of the panel and enter your new password. Don't forget to click on the *Update Profile* button (bottom right-hand corner) in order to save your new password.

Changing Other Information in the Users Panel

You cannot change your username. However, you can change your nickname. This is the name that is displayed by any posts that you create. Simply type your new nickname in the *Nickname* box and click the *Update Profile* button.


You will need to select your new display name from the drop-down menu. Press *Update Profile* once more.

Note: Your email address will not be displayed on your blog or in your profile. This information is used by Edublogs.

Creating a Post or Page

To write your first post, click on the *Write* menu. There are two options for posting: 1) *Write Post* or 2) *Write Page*. To write a post, give your post a title, add your content, and click *Publish* button. You have a number of options available in the formatting bar, such as bold, italic, and create a bulleted list.
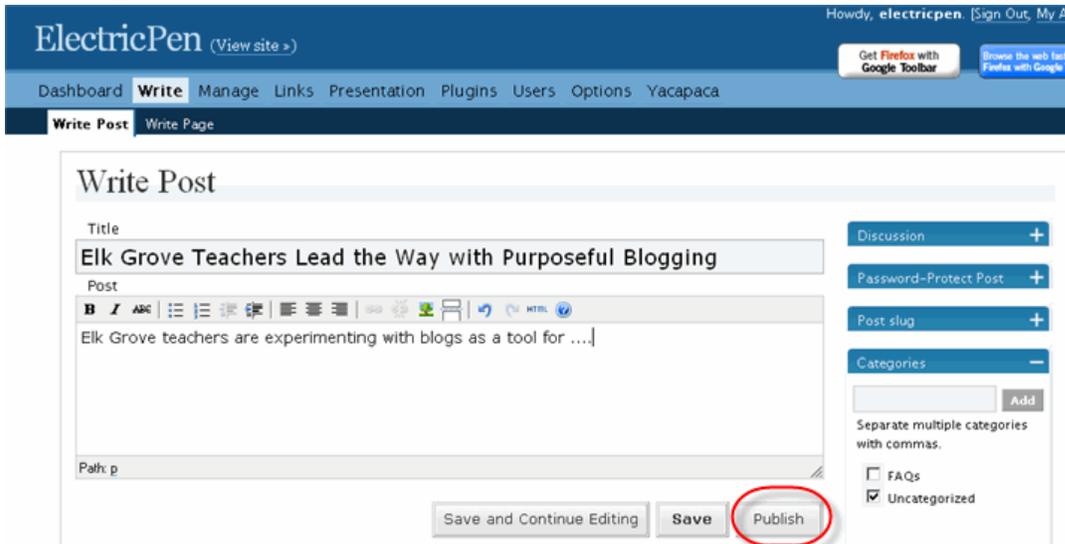
Editing a Post

You can edit any post from either the *View site* screen or your *Dashboard*. To edit from the *View site* screen, locate the post and click on the *Edit This* link.
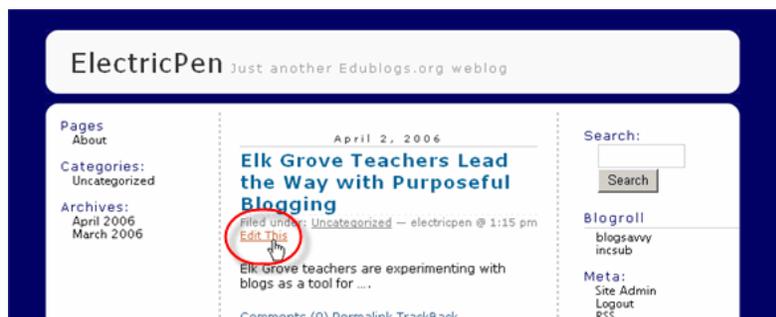
To edit from your *Dashboard*, click on *Manage > Posts*. Click on the *Edit* link.

Regardless of which screen you choose for editing your posts, remember to click on the *Save* button when you have completed editing and/or revising your post.

Creating Pages

For the most part, you will be creating posts, which tend to be short items. If you wish to post a static item that would not be open for comments, such as an *About Me* page, this is when you would write a *Page* rather than a *Post*. From your *Dashboard*, click on the *Write* menu and select the *Write Page* option.

Enter your title, type (or paste) your page content, and click on the *Create Page* button.

Note: In the Post Pages Panel, you'll notice a Page Order option on the right side of the panel. Unfortunately, this feature does not seem to work in many of the WordPress themes.

Adding Hyperlinks to a Post (or Page)

Blogs posts often include hyperlinks, which take your readers to other blogs, websites, or even to another area within your blog. To create a link from your blog to the district website, for instance, start by selecting the word or phrase you wish to turn into a link. From the formatting bar, click on the chain link icon.
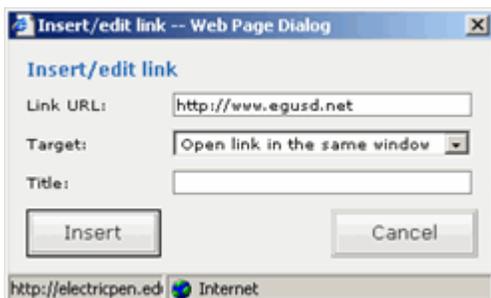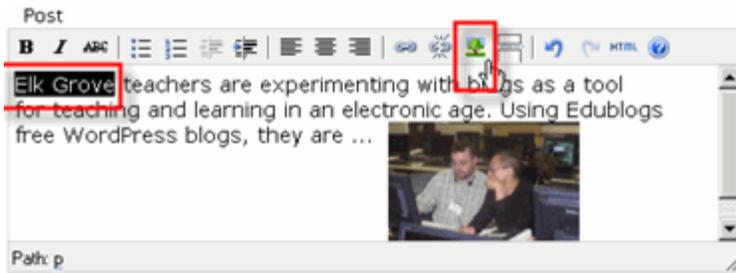
Type or – better yet – paste in the URL. Click on *Insert*. Whatever you selected in your post is now underlined. To test your link, click on *View site*.

Creating Categories

Categories make it possible, at the click of the mouse, to reorganize your chronological postings according to themes or subjects. To set up categories for your blog, click *Manage > Categories*. Scroll to the *Add New Category* box, enter your new category, and click on the *Add Categories* button (bottom right-hand corner).
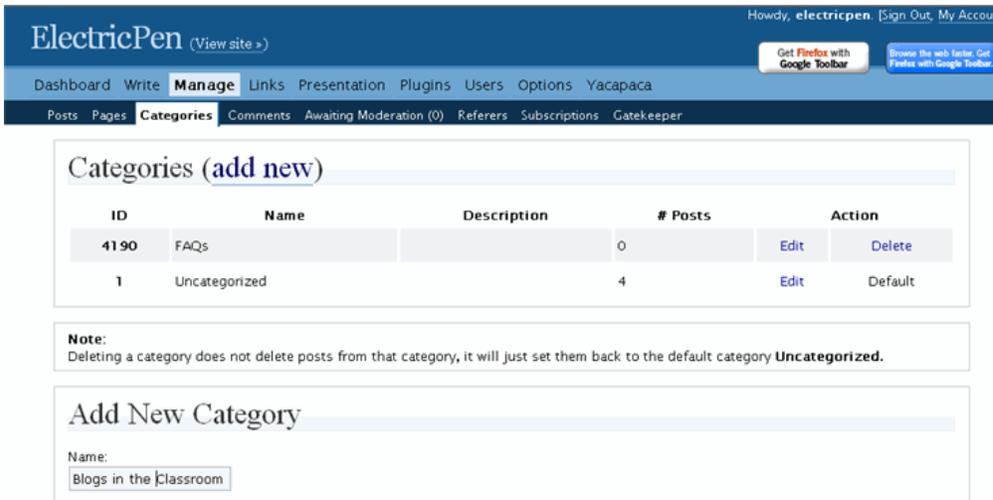
Assigning Categories

The default category for any post is *Uncategorized.* To assign a different category, de-select *Uncategorized* and click on your new category. You can assign a post to multiple categories, if you wish.
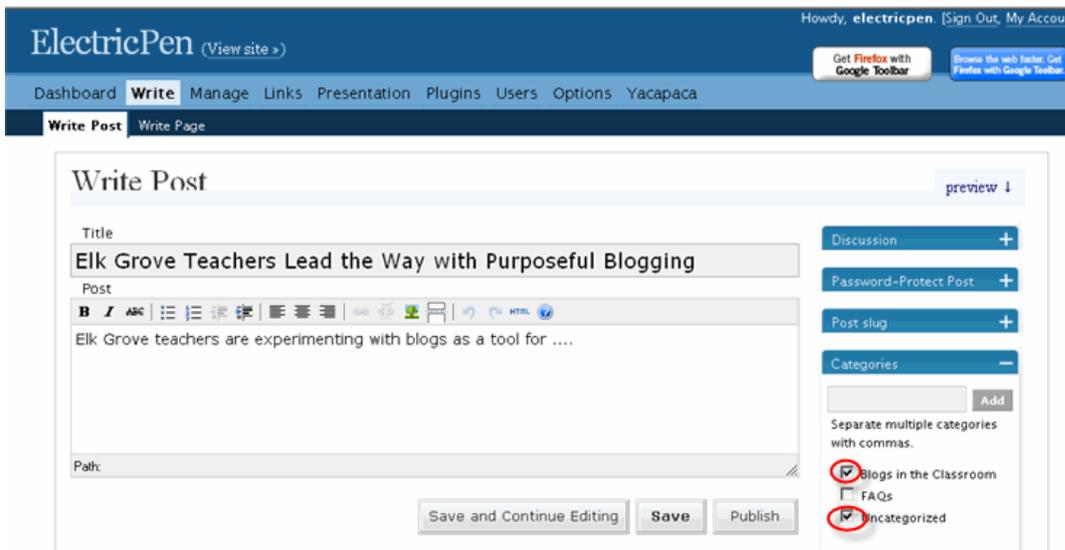
Adding Links to Your Navigation Bar

To add a link, start by clicking on the *Links* in your *Dashboard* navigation bar. Choose the *Add Link* option. Type or copy and paste the *URL* and add the *Link Name* (this is what your readers will see when they view your navigation bar rather than the actual http://www.egusd.net/ web address). Click on the *Add Link* button.
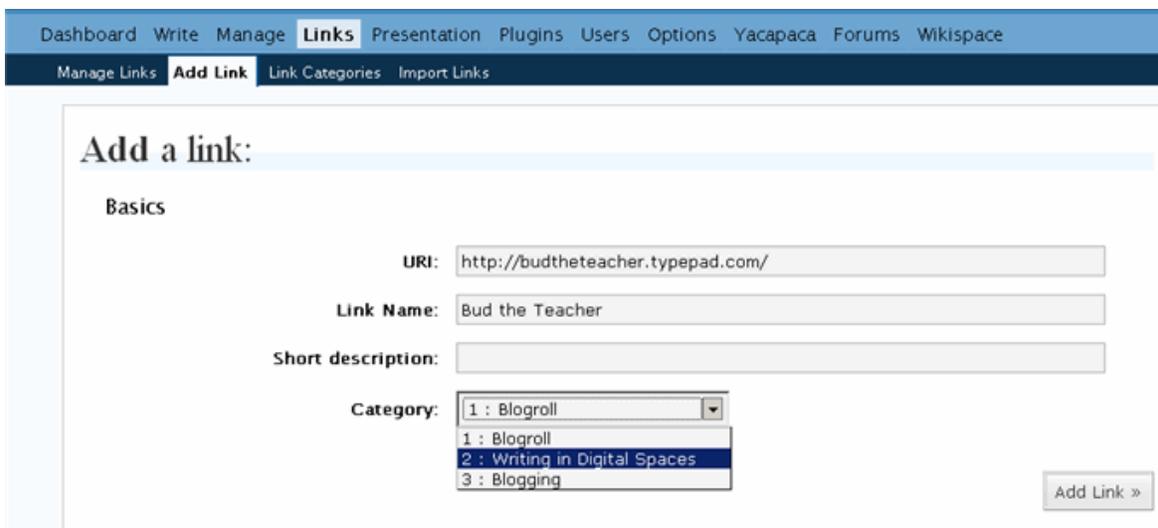
The default category for navigation bar links is *Blogroll*. If you are planning on adding many links, you'll probably want to create categories for your links. Click on the *Link Categories* menu to add your categories. Once you have added Link Categories, you can assign all your links to the appropriate link categories.

Changing the Presentation (Theme)

From your *Dashboard* screen, click on the *Presentation* menu.
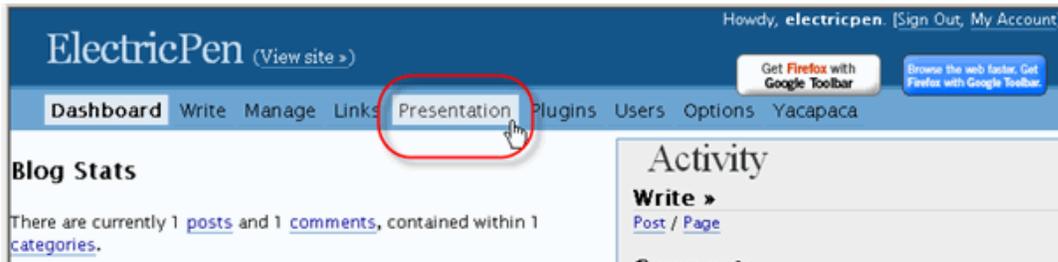
Click on any of the themes to update your blog. To see what your new theme looks like on your site, click on the *View site* link (top of your blog, next to your blog name). To return to the *Dashboard* from the *View site* screen, look for the *Site Admin* link on your navigation bar. *Note*: The location of your navigation bar and *Site Admin* link varies according to theme design.
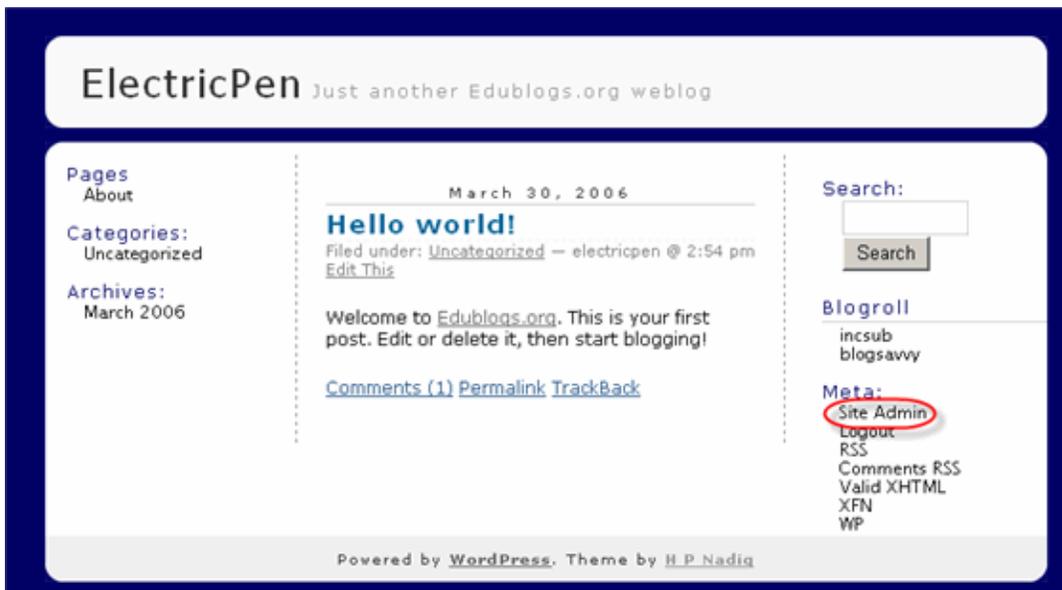
Adding Images to Your Blog

The first step to adding an image is to browse to and upload the image to your blog. From the *Write Post* or *Write Page* panel, scroll down below the post area until you see the area for uploading images. Click the Browse button and navigate to wherever you have saved the image(s) you wish to upload. You may put a title for your image or leave this line blank.
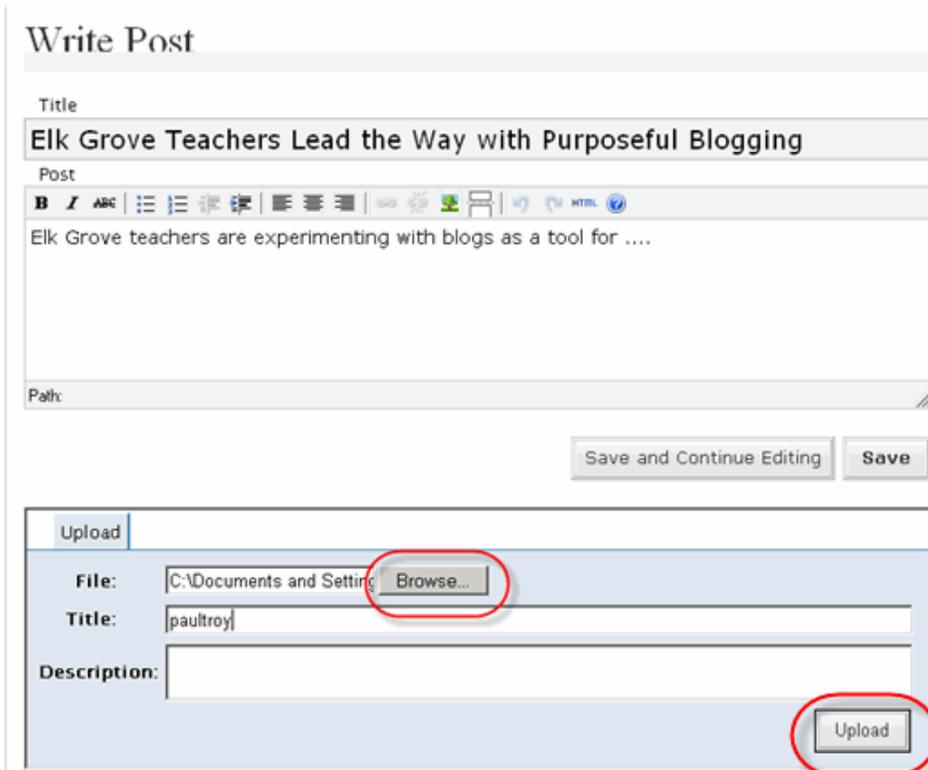
When you click on the **Upload** button, the image appears in the image bin.

After your image has been uploaded to the bin, click on it and you'll see the options shown to the left. Basically, you can choose to insert the *Original* full-size image or a *Thumbnail* of the image. You can link the image to a larger version. To use the *Send to Editor* option, place your cursor where you would like the image to appear and click on the *Send to Editor* link – or just drag and drop the image into your post.

Formatting Images

To re-position your picture, click on the tree icon and select an alignment option. The typical alignment is either left or right.

If you need to re-size the image, just select it and drag on one of the corner handles.

Note: To add multiple images to the same post, click on *Upload* and browse to the next image. Do not delete the other image(s).

Monitoring Your Blog

Concerned about the possibility of someone from the general public posting inappropriate comments to your blog? No need to worry because you have complete control of what is actually published to your blog. For maximum control, make sure all three options for *Before a comment appears* box are checked.

By selecting the *E-mail me whenever anyone posts a comment* option, you will receive an email message that looks something like this:
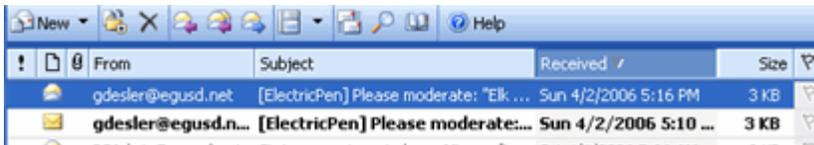
Moderating Comments

To moderate comments, go to *Manage > Awaiting Moderation* (Note the (2), which indicates two comments are awaiting your approval or deletion.
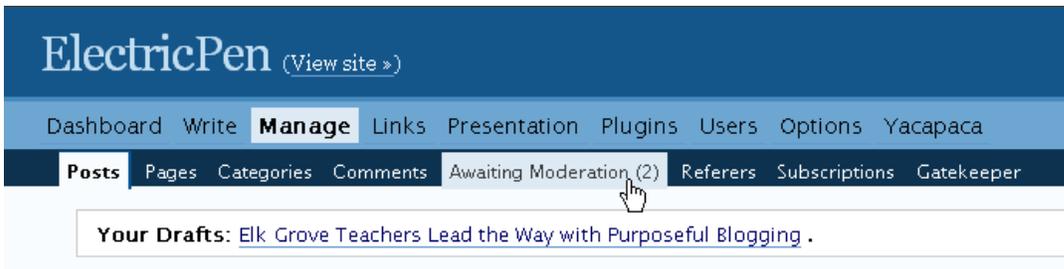
Approving Comments

To approve a comment, click on the *Approve* radio button and click on the *Moderate Comments* button. If you click on the *View site* link, you will see that the approved comment now appears under the *Comments* link of that particular post.

Adding Edublog Community Users

If you wish to limit posting comments on your blog to Edublog members only or to provide greater posting privileges to certain individuals, you will need to add their login names to your *Users* list. From your *Dashboard*, click on the *Users* menu > *Authors & Users*. Scroll down to the *Add User From Community* box.

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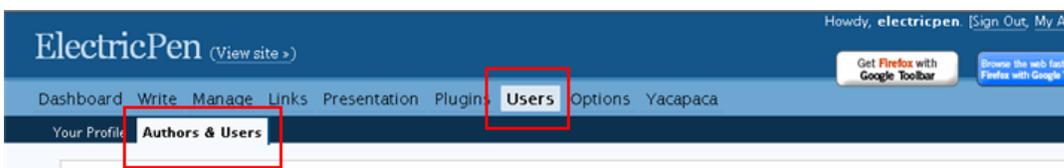
When you add users, you can also determine what their permissions (capabilities) are by assigning one of five roles from the *Role* drop-down box. The default selection is *Subscriber*. A *Subscriber* can see the *Dashboard* and edit his/her own profile. That is all. A *Contributor* can draft posts but cannot publish them. An *Author* can publish posts. An *Editor* can edit other people's posts and can manage categories, links, comments, and pages. An *Administrator* can do everything. Each role is simply a set of capabilities. The *Editor* and *Administrator* roles have the capability to edit posts that do not belong to them. They can edit anyone's posts, including each other's.

Limiting Comments to Edublog Community Members

If you wish to limit posting only to members you have added to your Edublog community, go to your *Options* menu > *General*. Click in the *Membership* checkbox to require that users are registered (members of your community) and logged in in order to comment. By selecting the *Membership* option, anyone who clicks on the comment link for any post, will be redirected to a WordPress login box.
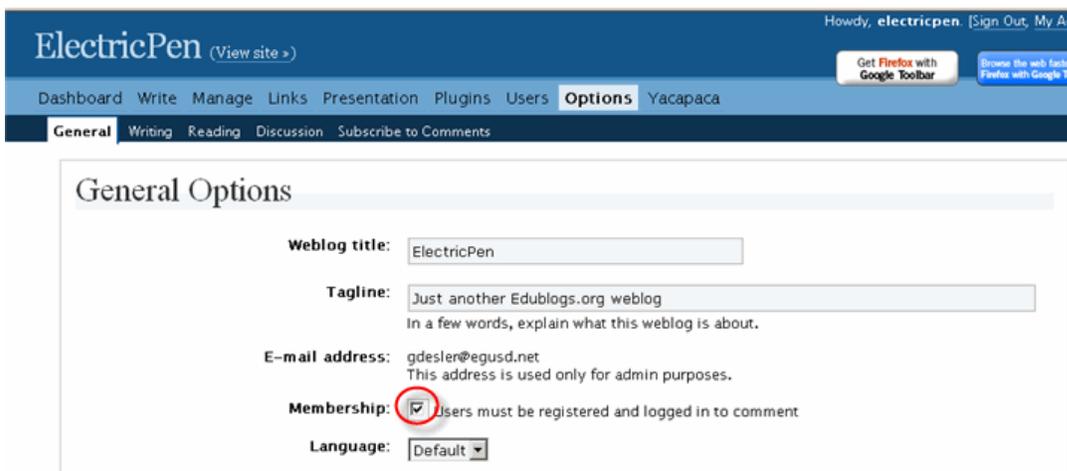
Removing the Wikispaces Banner from Your Sidebar

As of April, all Edublogs come with Wikispaces, a free wiki. We'll be working with wikis in our Advanced Blogging class (coming soon). In the meantime, if you would like to turn the Wikispaces banner off, click on the *Wikispace* link in your *Dashboard* toolbar. Deselect the *Show Badge on Edublog* box.

Frequently Asked Questions

1. Do you establish a user account for each student (or SI Fellow) to login and post to the blog?

> Yes ... or they can create their own if you have permissions set to let them register for the blog. The benefit here is that they can track their own posts, and you can, too.

2. Has anyone had success setting up multiple users on Edublogs? The help forum was a bit confusing to me, but I couldn't seem to set up other users. Wouldn't this limit the usefulness of the blog if multiple authors are not permitted?

> Edublogs uses WordPressMU (Multi-User), a slightly modified release of WordPress. A normal WPMU install lets you create your own users in your own blogs. For some reason, Edublogs only lets you bring users in who have registered with their site, effectively giving all users their own blog just so that you can log them into yours. This seems like a really bad idea for teachers. You might email Edublogs and ask them to change this ... I'm not sure of the logic they're using if they're trying to get teachers to use the site -- surely they don't want to create 100+ new blogs just so on teacher can have her students all working on her one blog ...

3. For those using WordPress, what level of user do you set for your students?

> In WordPress 2.0, which WPMU uses, you'd want them to be "contributors" or possibly "editors" ... Contributor will let them post their work and edit their own work; Editor lets them edit each other's work. There are good reasons for both, but mostly, they just need to edit their own posts and comments ... I'd think...

Affiliate Marketing Tools and Resources

Domain Registration

Go Daddy - Stop paying too much for domains! Go Daddy sells .com starting at $1.99 and .info for only 89 cents! You also 1 year of free hosting with domain.

Powweb - FREE 2 Years Domain Registration when you purchase 2 years of hosting.

Hosting

Go Daddy – Prices start at $4.95 per month and include lots of extras, like free blogs, forums, picture galleries, and shopping carts.

BlueHost – Prices start at $6.95 for Unlimited Space, Unlimited Transfer and Unlimited Domains. A great solution if you're always looking to expand your business.

HostGator - hosting service with CPanel, WordPress friendly, scripts and statistics tools.

Website Editors

X Site Pro - Great tool for creating little review websites for marketers with no knowledge of web design and HTML. Free templates, 3 clicks to a complete website!

DreamWeaver – Adobe is the industry standard in professional HTML editors. Many professional products that plug in like PhotoShop and Illustrator.

Keyword Research

KeywordElite - A desktop tool with many keyword research features. This tool will collect you keywords from various places into numbers of thousands. It is used by most top SEO and PPC marketers.

MoreNiche Affiliate Program
http://moreniche.com

Search Engine Optimization

SeoElite - Is one of most popular SEO tools with multiple functions, from competition research down to automatic link exchange approaches and more.

Google Sniper - The main reason why this product is called Google Sniper is because you will be learning how to build niche websites to dominate the front pages of Google and earning affiliate commissions with them quickly.

Time Saving Tools

Mass Article Control - New Article Submission Software Lets You Instantly Submit your Articles to 668 High Quality Articles Directories!

Tiger Submitter – Tiger Submitter Has Cron Job System That will submit your website to 1000 Web Directories automatically in under 60 seconds.

RSS Submission Tool - Submit your RSS Feeds and blogs to over 58 Directories.

Bookmarking Demon – Get Targeted Traffic, High Pr Backlinks Set it and forget it.

DupeCop – Compares two pieces of text and calcs the difference. Ideal for rewriting PLR articles & other content. Change advisor provides insight into which areas of content should be changed to reach target % unique.

Email Marketing Tools

Aweber - one of the best email marketing services – allows capturing emails, creating multiple campaigns, double opt-in function, great partnership with major internet providers to ensure your emails gets delivered and read.

Join MoreNiche Now!!!

MoreNiche Affiliate Program
http://moreniche.com