

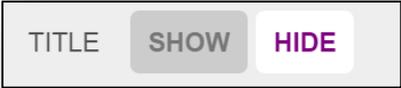
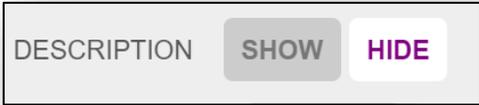
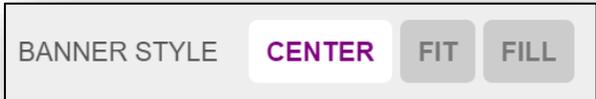
Creating Blog Posts in My Site

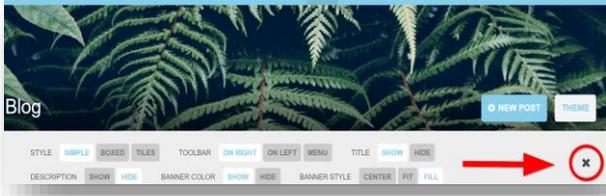
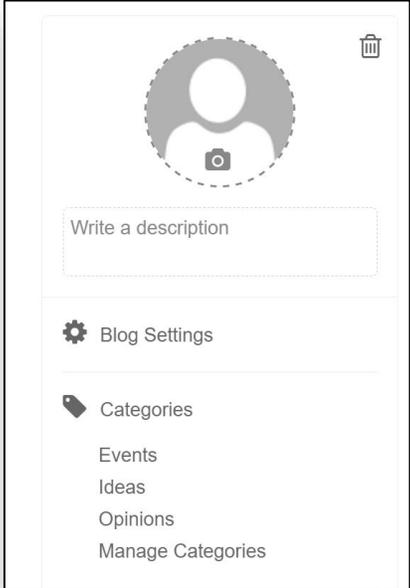
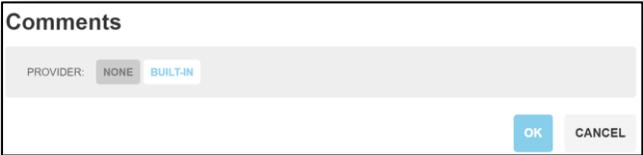
Introduction

The blog on your My Site Website is a simple and effective way to communicate with students and parents. Some teachers use the blog to share events that are taking place in class, some use it for discussions, some to share pictures and others use it simply to share the homework that they have assigned.

Setting up Your Blog Page

<p>1</p> <p>Open up your My Site web page.</p> <p>Click on Blog on your navigation bar.</p> <p>Click on Theme on the right side of your blog to set up your page.</p>	
<p>2</p> <p>To change the name of your blog, move your mouse around the word Blog until you see the pen symbol to the right of it. Click on the pen. Whatever you change it to will show up as a link on the Navigation Bar so I recommend you do not make it too long.</p> <p>When you are done, click on the check mark.</p>	
<p>3</p> <p>Choose the layout of your blog posts.</p> <p>Simple has no border around it.</p> <p>Boxed has a box around each post.</p> <p>Tiles will make the posts appear as tiles on the screen that you click on to open and read.</p>	
<p>4</p> <p>The toolbar (contains your profile, blog categories and archived posts) can appear on the right or left of your screen. If you choose Menu, your blog will have a symbol at the top left that you can click on to open the menu.</p>	

		
5	<p>If you choose to HIDE your title, it will not show up on the image at the top of the page.</p>	
6	<p>If you choose to SHOW description, a description of the blog that you write will show up underneath your blog heading.</p>	
7	<p>Clicking SHOW will add a background colour for your banner.</p>	
8	<p>CENTER will center the image. FIT will fit the entire image into the banner. FULL stretches the image to extend the full width of the page.</p>	
9	<p>DEFAULT uses the theme image chosen from the images listed below. This keeps the same image throughout the blog. POST IMAGE uses the first image uploaded to the post and will display a different image for each post. If there is</p>	

	<p>no image in the post, the default image will be used.</p>	
10	<p>Now you need to decide if you would like an image at the top of your blog as a banner. If not, click No Image.</p> <p>Click the camera symbol to either take a picture for your blog banner or find one saved on your computer.</p> <p>You can also choose one of the other images that are provided.</p>	
11	<p>When you are finished, click on the X on the right side of your screen.</p>	
12	<p>You can also fill in your profile:</p> <p>Click on the image placeholder to either take a picture or find a picture.</p> <p>Click on "Write a Description" and add some information about yourself or add a quote that inspires you.</p>	
13	<p>Click on Blog Settings to choose to turn the ability to comment on or off. If you click on NONE, readers will not be able to comment. Clicking on BUILT IN will allow anyone who is logged in to comment.</p>	

Creating a Blog Post

1

Click on +New Post in the top right.



2

Type the title of your post where you see Post Title.

Click on the pen to the right of the date to change the date.

You can choose to save the post as a DRAFT meaning that no one can view it yet or save as a PUBLISHED post which means that it is viewable.

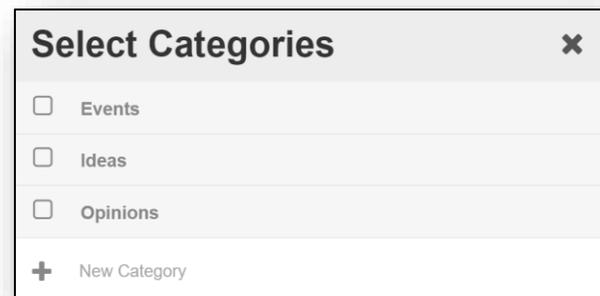


3

You can also choose CATEGORIES.

Readers will be able to select a category to read all posts that are tagged with that category.

You can also click on +New Category to create one of your own.



4

Click in the body space to start writing. The controls at the top work almost the same as a word processor.

5

When you are finished, click Save at the bottom to save your draft. If you selected PUBLISHED at the top, you will see Publish at the bottom. If you would like people to see your post, you need to have PUBLISHED selected at the top and click PUBLISH at the bottom.

