

# Edublogs

(WordPress)

## An Introductory Manual



**Gail Desler**

[Drawing on/updating/expanding tutorials and explanations from James Farmer, Mike Temple, Ewa McGrail, Lorelle, Joan Boan, Alice Mercer, Kate Olson, The Edublogger (Sue Waters), and others]

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*"Blogging across the curriculum offers students and teachers not only the ability to infuse writing into all disciplines, it facilitates connections in ways that plain paper cannot."*

*Will Richardson, *Blogs, Wikis, Podcasts, and Other Powerful Web tools for Classrooms**

## Getting Started

To create your blog, go to <http://edublogs.org>, which will bring you to the registration page. Scroll to the *Sign up for FREE* button and click!



When the next screen appears, you will be asked to choose a username. You will always log into your Edublog – including future Edublogs that you create – using this original username. Your username is just about the only thing about your Edublog that you cannot later change. Add your email address, enter the verification code, and click on the *Next* button.

**Tip:** Be sure you type in a correct email because if you make a mistake, the username you originally chose will no longer be available. If you're using a school email, check that your district does not block Edublogs.

Username:  (Must be at least 4 characters, letters and numbers only.)

Email Address:  (We'll send your password to this address, so **triple-check it**.)

\*\*\*NB: Please try not to use aol.com or school email addresses as filters can stop emails from us... please use [gmail](#), [hotmail](#), [yahoo](#) or other email accounts instead.\*\*\*

TOS:  Edublogs.org is a site specifically for people involved in education - by ticking the box below you agree that you are a teacher, trainer, researcher, librarian, education student or are involved professionally in education in some way.

I Agree:

Verification:

Gimme a blog!  
 Just a username, please.

When the next screen appears, take a minute to think about what you want your URL to be. If you want to have your domain name the same as your username, that is fine. Or, if you would prefer a different URL, you can replace your username. For instance, I could swap out *edubloggerfan1* for *desler*. My URL would then be <http://desler.edublogs.org>.

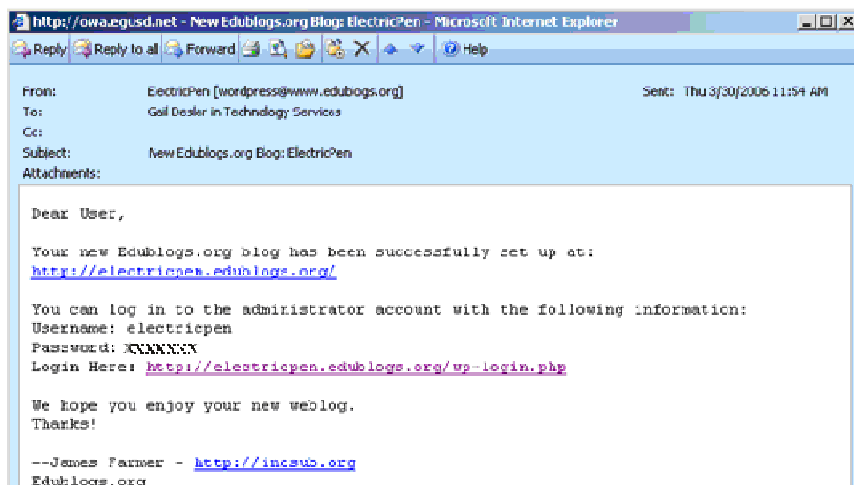
You can relax about choosing a *Blog Title* because, unlike your username, you can change the title of your blog whenever you wish. Enter your title and click on the *Signup* button.



The screenshot shows a web form for creating a new blog. It has three main sections: 'Blog Domain', 'Blog Title', and 'Privacy'. The 'Blog Domain' field contains 'edubloggerfan1.edublogs.org/' with a note below it: '(Your address will be domain.edublogs.org/. Must be at least 4 characters, letters and numbers only. It cannot be changed so choose carefully!)'. The 'Blog Title' field contains 'Connecting, Collaborating, and Creating'. The 'Privacy' section has a text box with 'I would like my blog to appear in search engines like Google and Technorati, and in public listings around this site.' and two radio buttons: 'Yes' (selected) and 'No'. At the bottom is a large 'Signup »' button.

When the next screen appears with your URL (*i.e.*, *edubloggerfan1.edublogs.org/Is Yours*), you are almost ready to start blogging! First you need to check your email for a message from Edublogs, which will have an activation link for you to click on.

Once you have activated your account, you will very quickly (hopefully) receive a second email that will contain 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*.

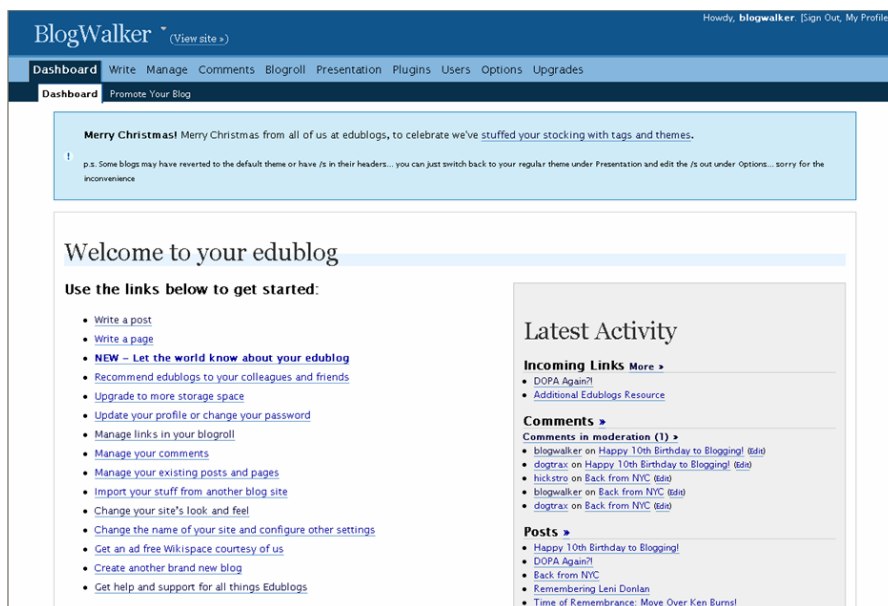
Login to your blog with the exact user name and password listed in your Edublog email. Click on the ***Login*** button.



## Viewing Your Blog

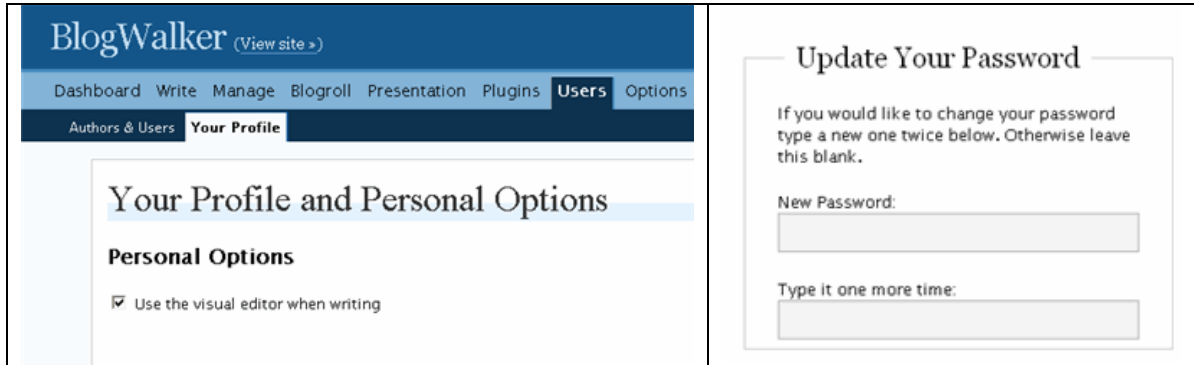
There are two views in an Edublog (or any blog, for that matter): the *Dashboard*, which is your working area, and the *View*, which is what visitors to your blog will see. Each time you login, you will initially enter the *Dashboard*. From this page, you can see any recent activity on your site and 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*, *Blogroll*, *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.

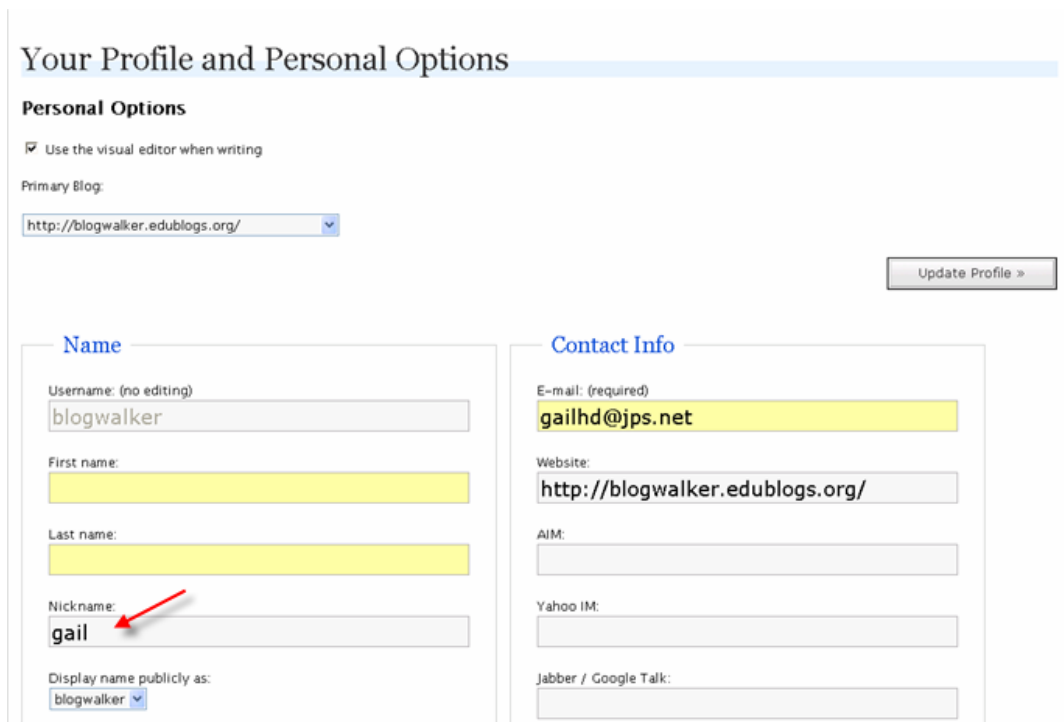


The screenshot shows the BlogWalker user interface. At the top, there is a navigation bar with the following items: Dashboard, Write, Manage, Blogroll, Presentation, Plugins, Users, and Options. Below this is a sub-menu with Authors & Users and Your Profile. The main content area is titled 'Your Profile and Personal Options' and includes a 'Personal Options' section with a checked checkbox for 'Use the visual editor when writing'. On the right side, there is a box titled 'Update Your Password' with the instruction: 'If you would like to change your password type a new one twice below. Otherwise leave this blank.' Below the instruction are two text input fields: 'New Password:' and 'Type it one more time:'.

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.



The screenshot shows the 'Your Profile and Personal Options' page. The 'Personal Options' section includes a checked checkbox for 'Use the visual editor when writing' and a 'Primary Blog' dropdown menu set to 'http://blogwalker.edublogs.org/'. An 'Update Profile >' button is located to the right. Below this are two main sections: 'Name' and 'Contact Info'. The 'Name' section contains fields for 'Username: (no editing)' (value: blogwalker), 'First name:', 'Last name:', 'Nickname:' (value: gail, with a red arrow pointing to it), and 'Display name publicly as:' (value: blogwalker). The 'Contact Info' section contains fields for 'E-mail: (required)' (value: gailhd@jps.net), 'Website:' (value: http://blogwalker.edublogs.org/), 'AIM:', 'Yahoo IM:', and 'Jabber / Google Talk:'.

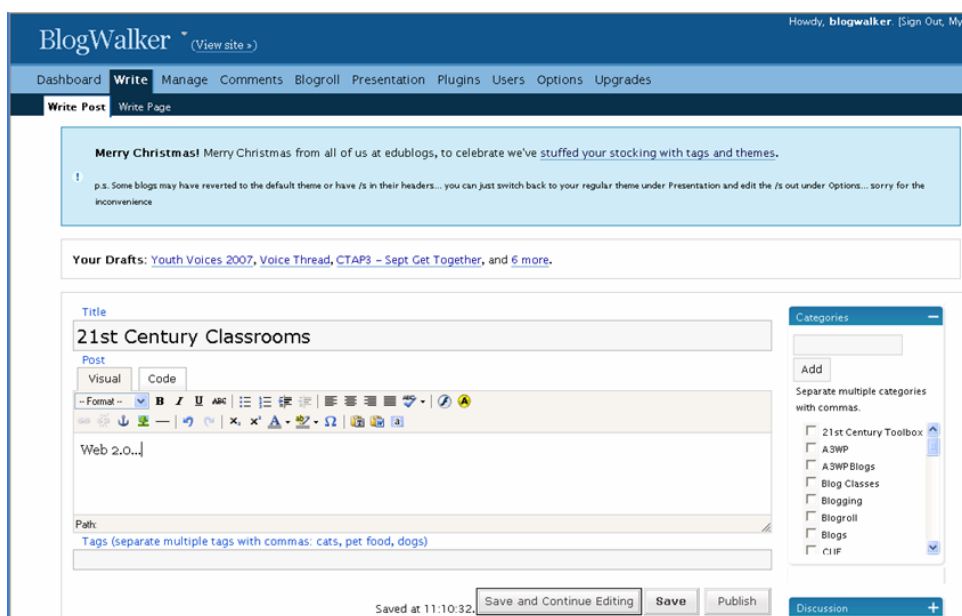
You will need to select your new display name from the drop-down menu. Press *Update Profile* once more.

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

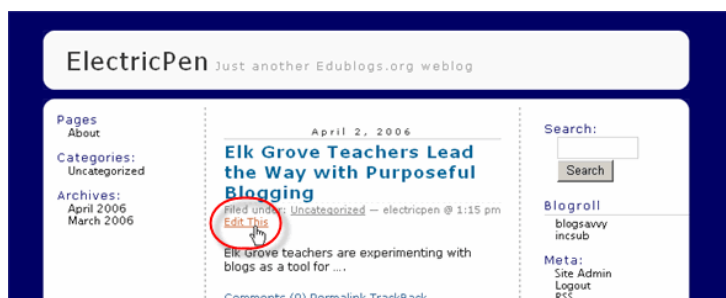
To write your first post, click on the *Write* menu, give your post a title, add your content, and click the *Publish* button if you are ready to “go live” with your piece. The *Save and Continue* option saves and keeps the post open. The *Save* option saves your post as a draft, which you can reopen whenever you wish.

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 a saved or published post, from your *Dashboard*, click on *Manage > Posts*. Click on the *Edit* link.

BlogWalker (View site >) Howdy, blogwalker [Sign Out, M]

Dashboard Write **Manage** Blogroll Presentation Plugins Users Options Wikispaces

**Posts** Pages Uploads Categories Comments Awaiting Moderation (1) Import Export Referers Subscriptions

Your Drafts: [More Teachers Enter the Blogosphere](#)

### Last 15 Posts

Search Posts... Browse Month... Browse Category...

ID	When	Title	Categories	Comments	Author			
35	2006-11-05 11:46:48 am	Podcasting - Hear you later	<a href="#">Uncategorized</a>	<a href="#">0</a>	blogwalker	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
31	2006-08-03 10:26:05 am	We do NOT need DOPA	<a href="#">Uncategorized</a>	<a href="#">2</a>	blogwalker	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
20	2006-04-16 10:40:42 am	Moving from Manila to WP	<a href="#">Blogs</a> , <a href="#">Blog Classes</a> , <a href="#">NWP</a>	<a href="#">0</a>	blogwalker	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>

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.

BlogWalker (View site >) Howdy, blogwalker

Dashboard **Write** Manage Blogroll Presentation Plugins Users Options Wikispaces

**Write Post** Write Page

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

BlogWalker (View site >) Howdy, blogwalker [Sign Out, M]

Dashboard **Write** Manage Blogroll Presentation Plugins Users Options Wikispaces

Write Post **Write Page**

### Write Page

Page Title:

Page Content:

Editor HTML

Paragraph I've been a classroom teacher for 20+ years and have been dabbling with technology in K-12 classrooms for the last 10 years. In a textbook, test-score driven climate, I am an advocate for technology integration that builds online communities and fosters critical thinking.

I currently work for the [Elk Grove School District](#) as a technology support specialist.

Path: p

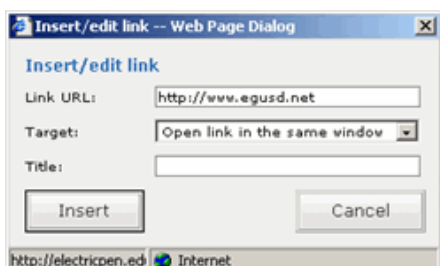
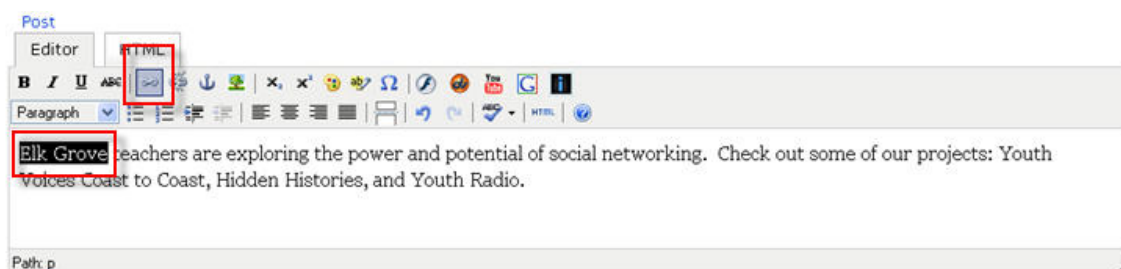
Discussion +  
Page Status +  
Page Password +  
Page Parent +  
Page Slug +  
Page Author +  
Page Order +

Save and Continue Editing Save **Publish**

Note: In the *Post Pages Panel*, the *Page Parent* feature allows you to organize your pages into subcategories. The *Page Order* option allows you to organize the order in which your pages appear. Unfortunately, this feature does not seem to work in many of the WordPress themes.


## Adding Hyperlinks to a Post (or Page)

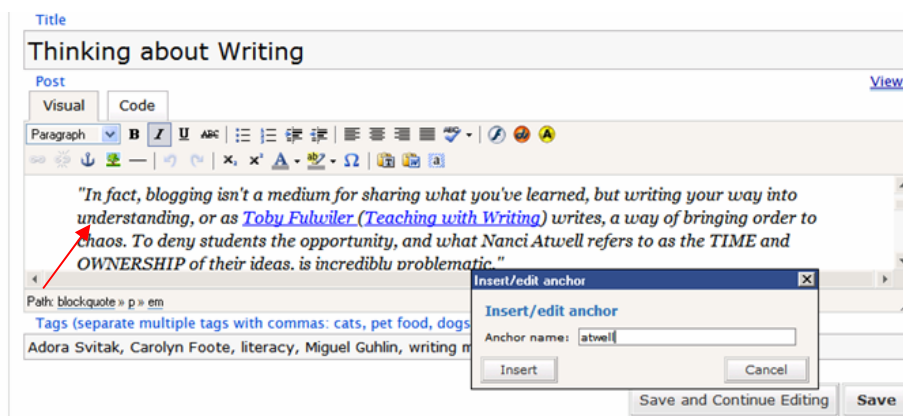
Blogs posts often include hyperlinks, which take your readers to other blogs, websites, or even to another area within your blog. To create a link from your blog to the district website, for instance, start by selecting the word or phrase you wish to turn into a link. From the formatting bar, click on the chain link icon.



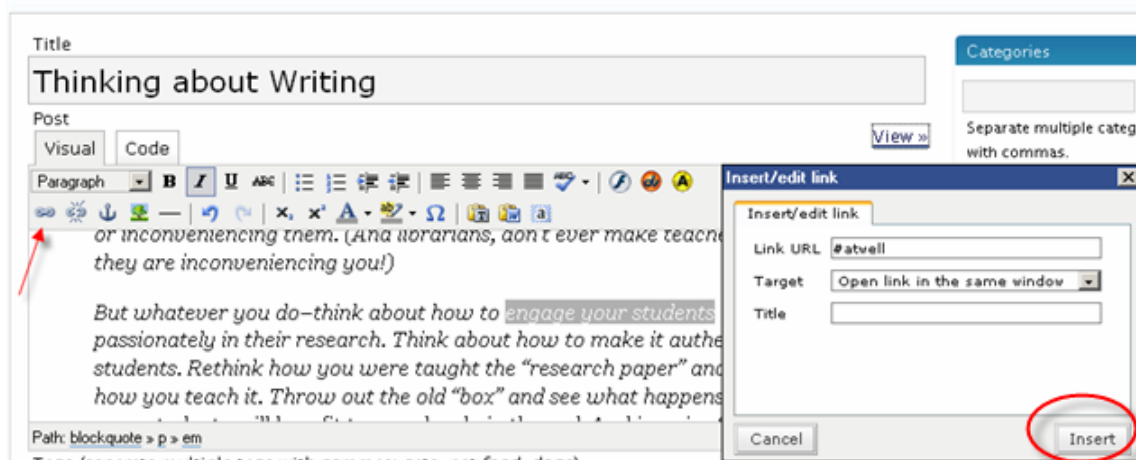
Type or – better yet – paste in the URL. Click on *Insert*. Whatever you selected in your post is now underlined. To test your link, click on *View site*.

## Adding Anchor Links

*Anchors* allow you link to a specific location on the same post or page. To insert an anchor link, position your cursor to the place you want the link to point to, and click on the anchor icon. When the *Insert/edit anchor* box appears, enter a name for the anchor. Click on the *Insert* button. A small anchor icon  should now appear in your post/page.

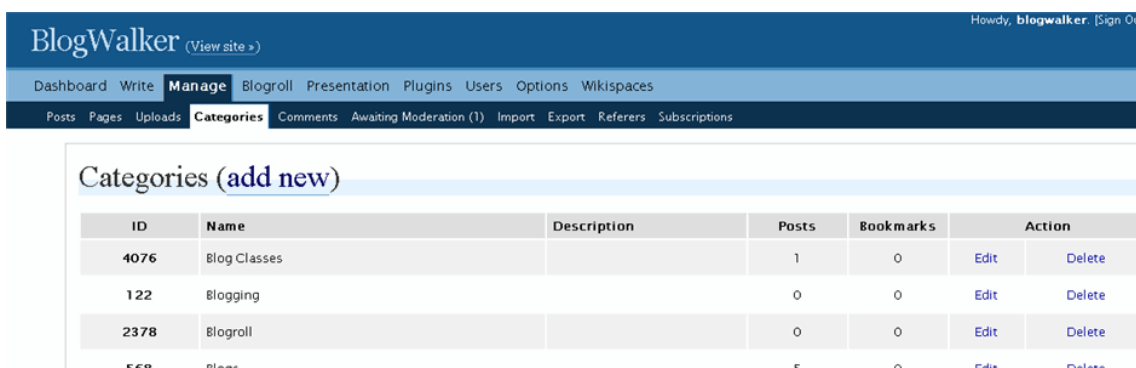


To link text somewhere else in your post back to the anchor link, scroll the text and select it. Click on the chain icon. When the *Insert/edit link* box appears, type the pound sign # and whatever you named your anchor (i.e., #atwell). Click on the *Insert* button.



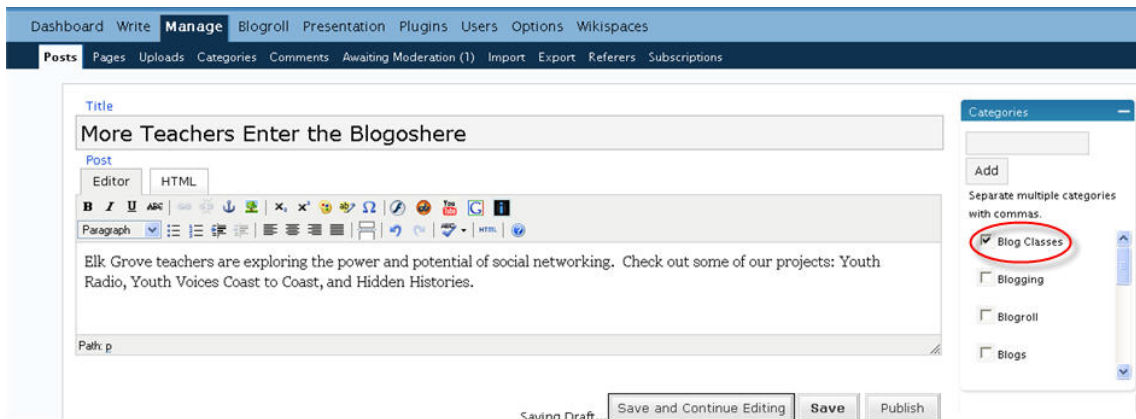
## Creating Categories

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, click on the category you wish to assign to the post. You can assign a post to multiple categories.



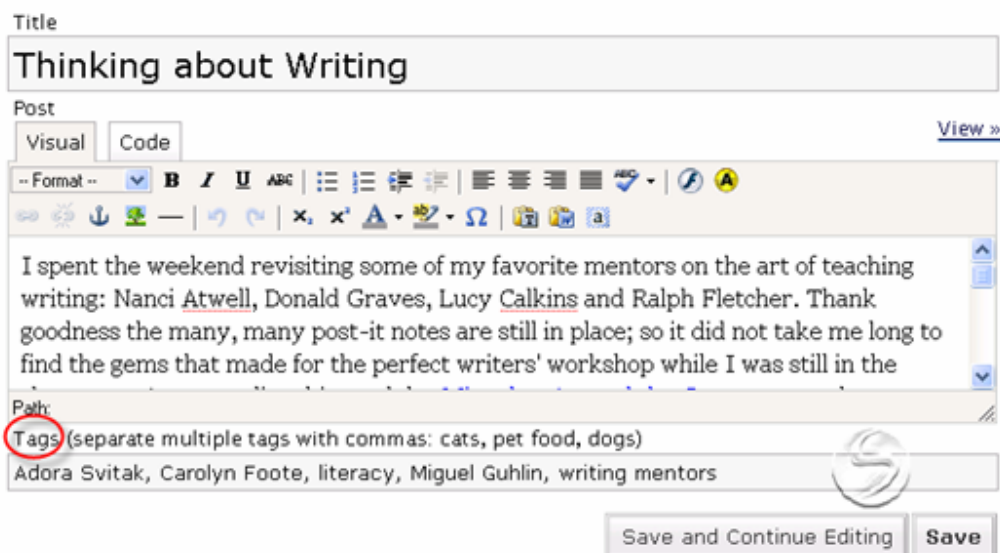
## Adding Tags to a Post

Let's start by looking at the difference between a *category* and a *tag*:

“Categories are your blog’s table of contents. Don’t remove them, thinking tags are a better option. They aren’t. Your posts must be categorized. Remove them and they will be categorized as “uncategorized”, something you do not want, trust me.

Tags are like your blog’s index. They are keywords that represent the micro-categorization of your blog’s content. To work effectively, they need to be words that people search for, called *search terms*.

Categories are automatically marked as tags in WordPress. Theoretically, your blog doesn’t need tags. But many like the notion of breaking down the words that describe their content beyond categories, and tags offer that ability.” \*

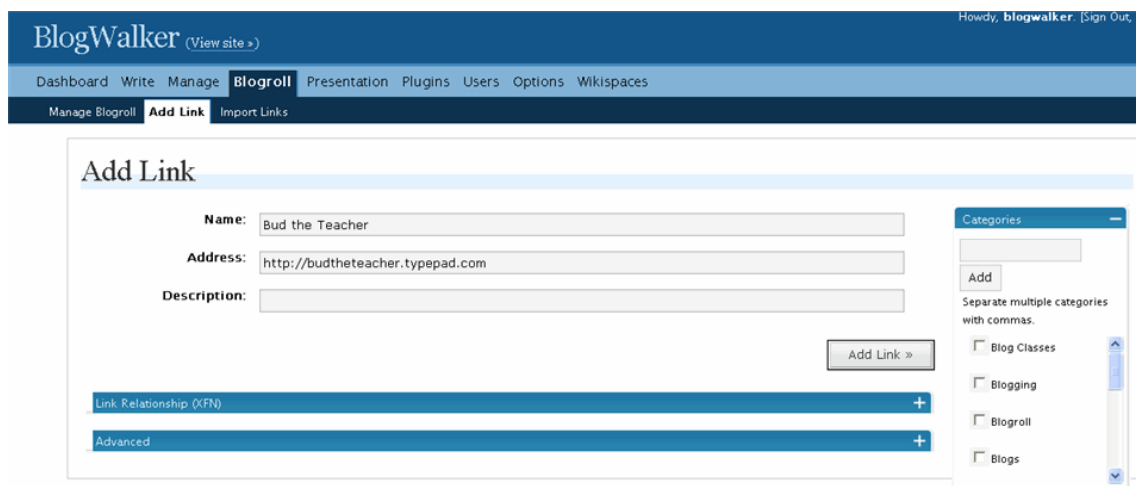


To add tags, type in your keywords, separating multiple tags with commas.

\*Explanation copied with permission from Lorelle on WordPress-  
<http://lorelle.wordpress.com/2007/09/21/tags-arrive-on-wordpresscom-blogs/>

## Adding Links to Your Blog Roll

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*. A description is not required, but if you add one, it will appear when visitors hover over the link.

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.

If you don't feel the *Blogroll* has enough space for all your links, you could also create Pages for your links, such as a Math Page with links, or a Teacher's Resources Page.

## Adding Your Blog Roll to the Sidebar

If your Blog Roll does not appear in the side, you will need to include a Links widget in your sidebar (for further explanation, read the section below on customizing a theme).

## Changing the Presentation (Theme)

From your *Dashboard* screen, click on the *Presentation* menu. This is where the fun really begins! New themes, along with great widgets (doodads that appear in your sidebar, such as calendar, text boxes, archives, etc.), are added to the Presentation menu on a regular basis.

Note: For a comprehensive introduction to Edublogs widgets, visit Sue Water's, "The Edublogger," online explanation "*Limits to Customizing Widgets*" at <http://theedublogger.edublogs.org/>.

## Current Theme



Thoughts by [Lisa Sabin-Wilson](#)

A muted blueness.

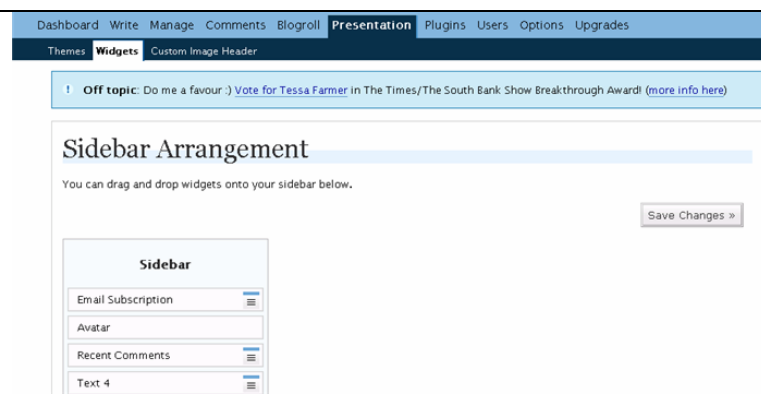
## Available Themes

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). Many themes are customizable, making it possible for you to change color themes, upload an original graphic in the header, etc. Most all themes have a selection of widgets that you can drag and drop onto your sidebar.

To add widgets to your sidebar, click on the *Presentation* link and select the *Widgets* tab.

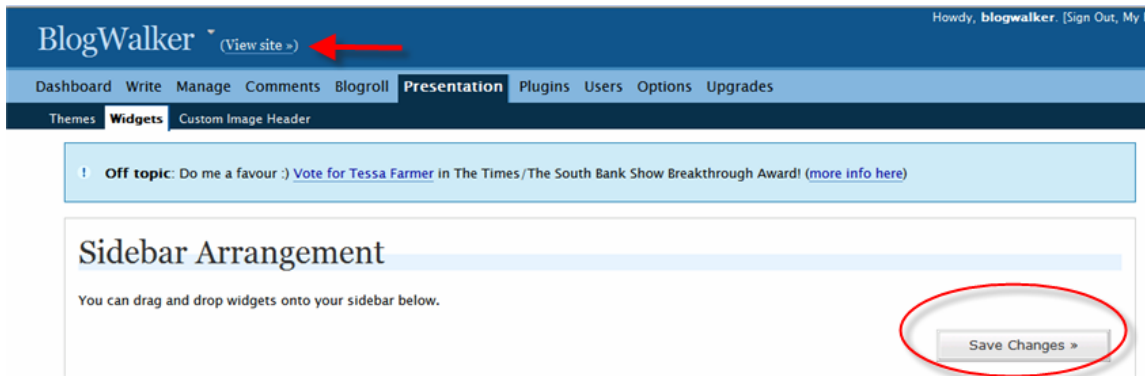
Scroll down to view the available widgets.

You can drag and drop the widgets up to the sidebar(s).



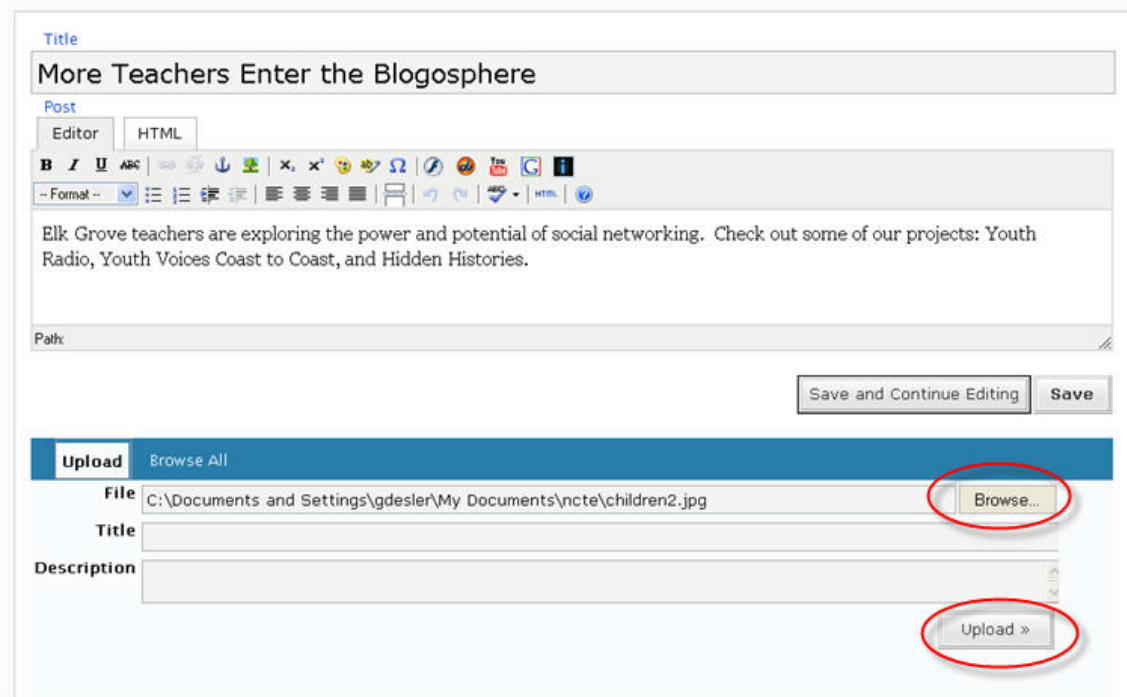
Below the Available Widgets box are options to choose how many *Text* (these are really handy in a sidebar!), *RSS Feed*, *Widgetbox Widgets* and *Video Widgets* you would like.

When you have finished selecting and customizing a theme, click on the Save Changes button. To view your new theme, click on the (*View site*) link.

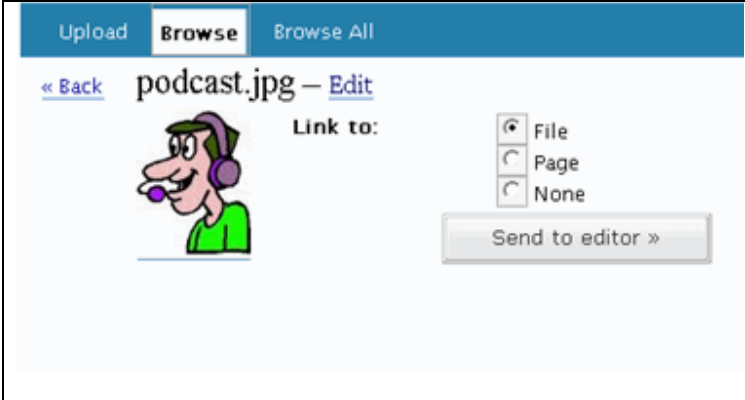


## Adding Images or Documents to Your Blog

The first step to adding an image file (jpg, gif) or document file (Word, Excel, PowerPoint, PDFs) is to browse to and upload the file to your blog. From the *Write Post* or *Write Page* panel, scroll down below the post area until you see the area for uploading. Click the Browse button and navigate to wherever you have saved the file(s) you wish to upload. You may put a title or leave this line blank. **Note:** If you leave it blank, Edublogs will use the file name for the title.

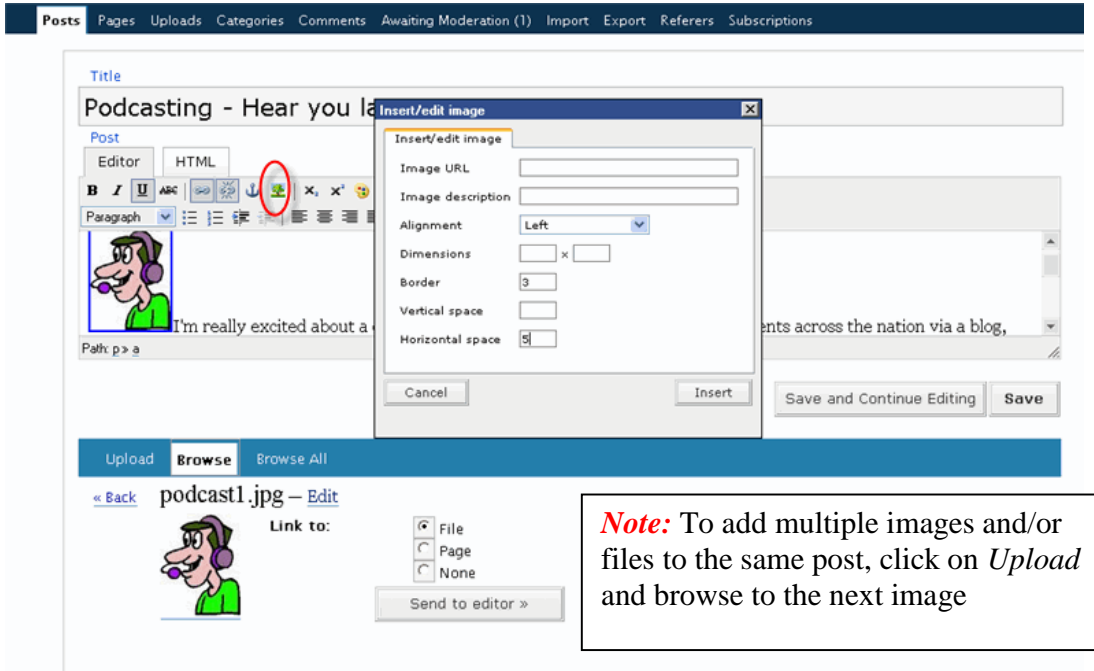


When you click on the **Upload** button, the image or document appears in the bin.

	<p>After your image or document has been uploaded to the bin, click on the <i>Send to Editor</i> link – or just drag and drop the image into your post.</p> <p>To resize an image, click once on the image to select it. Then drab one of the corner handles.</p>
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## Formatting Images

To re-position an image, click on the tree icon and select an alignment option. To add some padding around your image, add a few pixels to the *Vertical space* and/or *Horizontal space* boxes.

	<p><b>Note:</b> To add multiple images and/or files to the same post, click on <i>Upload</i> and browse to the next image</p>
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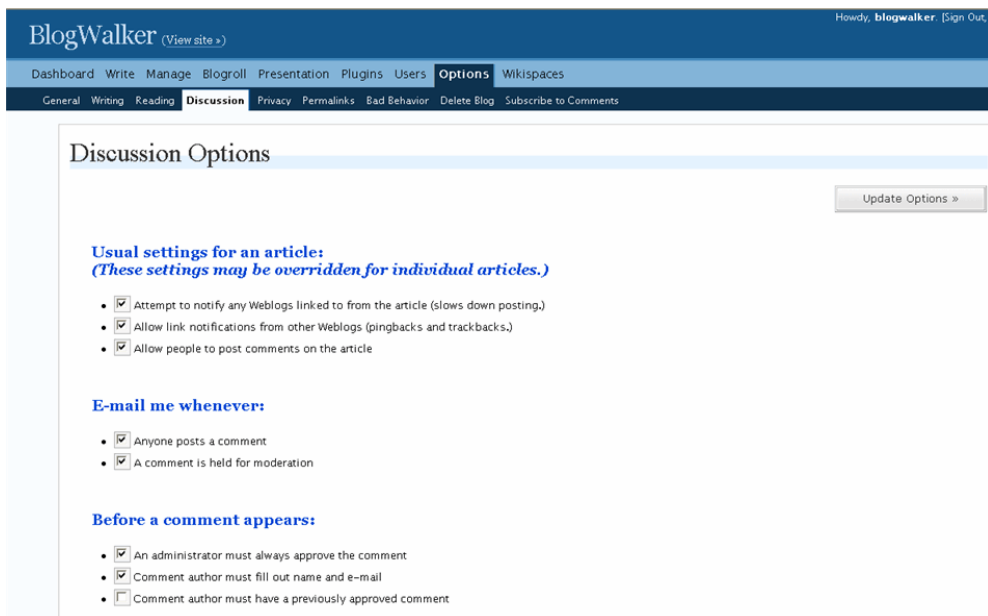
## Changing Your Blog's Tagline

If you have selected a theme that includes a tagline, the default tagline is “*Another Excellent Edublogs Blog.*” To edit the tagline, go to your *Dashboard* and click on the *Options* tab. Check to see that you are in the *General* screen. Scroll down to the *Tagline* window and add your own tagline. Click on the *Update Options* button.

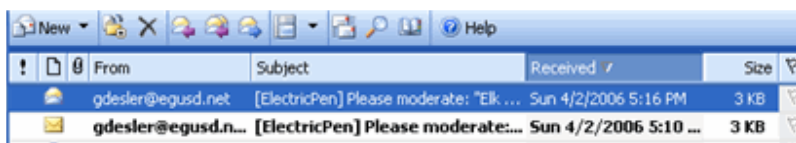


## Monitoring Your Blog

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.

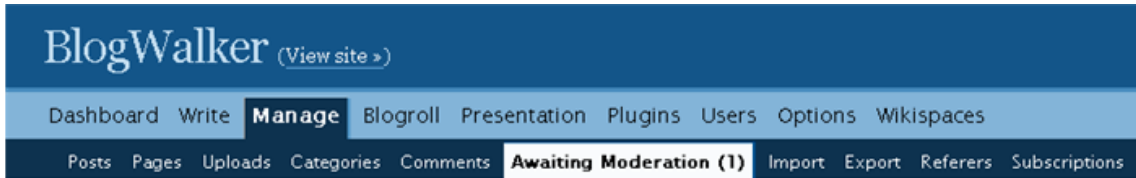


By selecting the *E-mail me whenever anyone posts a comment* option, you will receive an email message that looks something like this:



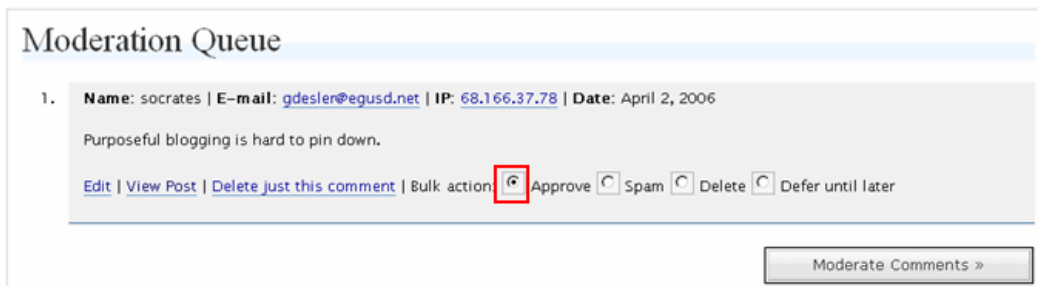
## Moderating Comments

To moderate comments, go to *Manage > Awaiting Moderation* (Note the (1), which indicates one comment is 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.



## Editing Comments

Edublogs does not currently offer the option of commenting on a comment. But Edublogger Alice Mercer has a solution for those times you would like to respond directly to a specific comment. From your *Dashboard*, click on the *Comment* tab, locate the comment you want to respond to and click on the *Edit* link.



When your code view opens, select *italic* and/or **bold** so that your comment will be noticeably different from your student's comment, and add your comment. When you've finished, select *italic* and/or **bold** to close your comment, and click on the *Edit Comment* button.

Comment

**b** / link b-quote del ins img ul ol li code more lookup close tags

Your class did a great job with your podcast! I love the way you used a variety of words! After listening to your podcast, I'm even more excited than before to start posting!!

-Helen

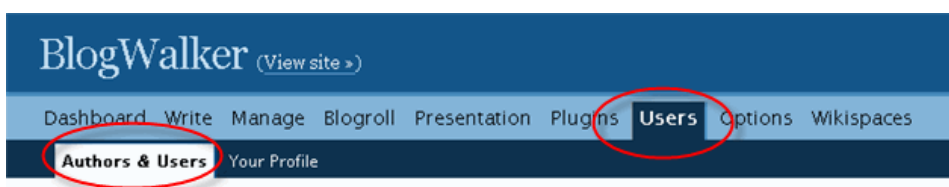
<strong><em>Helen, I too am very much looking forward to Butler's upcoming podcasts!

Hope to hear you soon,  
Mrs. Desler </strong></em>

[Personal Narratives from New Jersey >](#) [Edit Comment >>](#)

## 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 email to your *Users* list. From your *Dashboard*, click on the *Users* menu > *Authors & Users*. Scroll down to the *User Email* box and type the email address. Before clicking on the Add User button, think about the permission level you wish to give an individual user.



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.

## Add User From Community

Type the e-mail address of another user to add them to your blog.

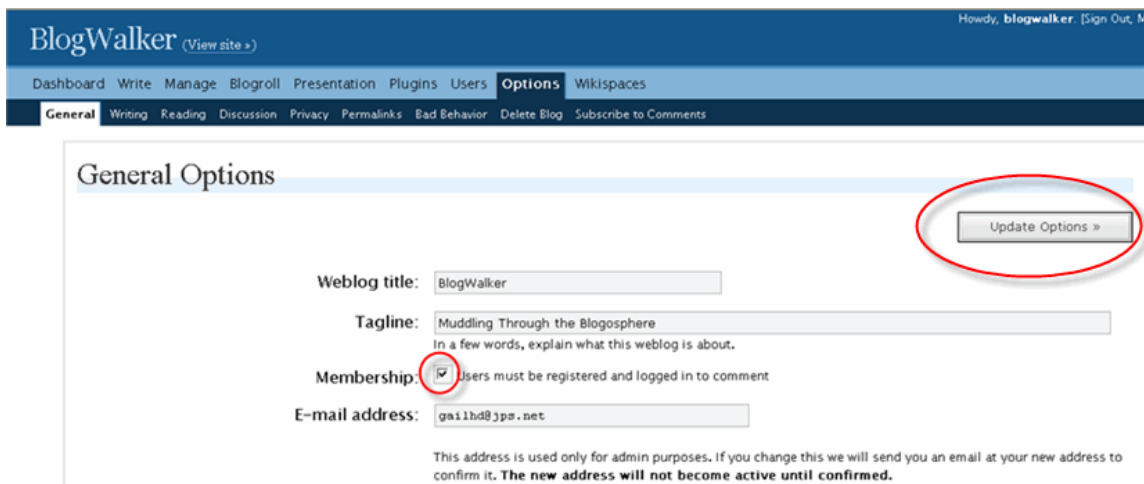
User E-Mail:

Role:

[Add User >>](#)

## 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 on 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. Don't forget to click on the *Update Options* button.



The screenshot shows the WordPress dashboard's 'Options' page, specifically the 'General' tab. The page title is 'BlogWalker' with a '(View site >)' link. The user is logged in as 'blogwalker'. The navigation menu includes 'Dashboard', 'Write', 'Manage', 'Blogroll', 'Presentation', 'Plugins', 'Users', 'Options', and 'Wikispaces'. The 'Options' menu is expanded, showing 'General', 'Writing', 'Reading', 'Discussion', 'Privacy', 'Permalinks', 'Bad Behavior', 'Delete Blog', and 'Subscribe to Comments'. The 'General Options' section contains the following fields:

- Weblog title:** BlogWalker
- Tagline:** Muddling Through the Blogosphere  
In a few words, explain what this weblog is about.
- Membership:**  Users must be registered and logged in to comment
- E-mail address:** ga11hd@jps.net

Below the E-mail address field, there is a note: "This address is used only for admin purposes. If you change this we will send you an email at your new address to confirm it. **The new address will not become active until confirmed.**" The 'Update Options >' button is circled in red.

## Ready for Advanced Edublogs Tutorials?

Edublogger Mike Temple offers tutorials for the advanced user at his Edublogs Tutorials site - <http://miketemple123.edublogs.org/>.