

PS 130 Blogging

How to Use the PS 130 Blog at wordpress.com

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Overview

PS 130 is developing web logs or "blogs" for use by staff and students in the classroom, starting with <http://ps130.wordpress.com>. PS 130 staff members who will use the blog can sign up for an account at wordpress.com, or use the ps130teacher user login (see below).

The blogs can be used to post and manage assignments for students, student writing and other productions, staff announcements, info on school events, lesson plans, and for correspondence with other online schools.

If you need additional help, talk to a member of the Technology Committee, or contact our media education consultant from The Media Spot, via the contact page on <http://themediaspot.org/>.

STEP 1: Get an Account at Wordpress.com

User accounts allow you to publish content to blog websites you are a member of.

1. To sign up for a user account go to <http://wordpress.com/signup/> (SELECT the "Just a user name please" option)
2. Check the box next to "Legal Flotsam"
3. Check the option for "Just a username, please"
4. Email your blog administrator (Ms. Hindy , JHindy@schools.nyc.gov; or Mr. Stegman, mstegman1@verizon.net) with the email address that you used to create your account and they will add you to the PS 130 blog as an "Editor" so you can add Posts and edit students' blog contributions
5. If you do not have your own user account, you may log in with the PS 130 teacher account – username: ps130teacher, password: 130teach.



The screenshot shows the WordPress.com sign-up page. At the top, it says "WORDPRESS.COM" and "Get your own WordPress.com account in seconds". Below this, there are input fields for "Username" (with the example "yourname"), "Password" (with a strength indicator showing "Strong"), and "Confirm" (with a strength indicator showing "Strong"). There is also an "Email Address" field (with the example "your_email@schools.nyc.gov") and a "Legal flotsam" checkbox. The page includes navigation links like "Sign Up", "Features", "Support", "Story", and "Advanced".

Log In to Wordpress.com

You should make sure you're **logged in** to your account whenever you're using the blog (you will see a blue bar with links across the top of the page), and **log out** when you're finished.

To Log in:

1. Browse to <http://yourblog.wordpress.com>, find the heading in the right/left column that says "**Log in HERE!**" and click the link under it that reads "**Login**" (OR go there directly: <http://PS130.wordpress.com/login>)
2. Type in the username and password you created for your account. **NOTE:** When you log in from a public computer never click "Remember me" or "remember my password on this computer", or else someone could post as you by accident
3. Once logged in, return to the blog home page (<http://ps130.wordpress.com>), and you should see : **a)** a blue navigation bar across the top of the page with "My Account" listed on the far left, and **b)** the links under "**Log in HERE!**" should have changed to "**Site Admin**" and "**Logout**", where it used to say "Login"

NOTE: If the blue bar does not show up, click your browser's "Refresh" button (ctrl/R, or AppleKey/R), or click "Login" again and you will be directed to the blog's admin section, where it will say "Howdy, Your Name" in the upper right, from this section you can click "**View Site**" at any time to return to the blog home page.

4. Log out when you are finished blogging by clicking "**Logout**" or choosing "**Log Out**" from the dropdown menu under "**My Account**" on the upper left of the blue bar at the top of the screen.



PS130's Student Account at Wordpress.com

These policies are important for assuring student privacy! Students should never enter any personal information, last names, or email addresses.

- All students will share one user account – **username: ps130student, password: 130stud** to add a posts or comments to the blog (see below)
- Students are required to sign their first name (only!) and class number at the end of every post or comment they publish (i.e. Joaquina, 4-303)
- Post the site URL: <http://yourschool.wordpress.com>, and the student login info (username ps130student, password: 130stud) in your classroom near your computers.

Customizing your "Profile"

To add a picture to an account, change your password, or change the name that appears with your posts:

- After you log in, click "**My Account**" in the blue navigation bar at the top of the screen then select "**Edit Profile**"
- If you are already in the "Dashboard" section of the site, click the "**Users**" link on the top right of the page, and select "**Your Profile**" from the menu that appears under it
- Make the changes you want, then press the "**Update Profile**" button
- NOTE: Type your name as you want it to appear publicly under "Nickname" then click "Update Profile", then go back and select your new name from the dropdown menu next to "Display name publicly as" and click "Update Profile" again.
- You should see a confirmation note that reads: "Profile Updated"

Publishing a Blog Post

A "Blog Post" is a published entry on your web site, written by a registered user. New blog posts are automatically posted to the top of the "blog" which is a list of all posts in reverse chronological order. Posts can be categorized within a site to help people find specific info, so choose your categories carefully.

To publish a post:

1. Log in to <http://ps130.wordpress.com> (see above)
2. Find the "Write" page in the admin section in one of 3 ways:
 - a) Select the appropriate blog name under "**New Post**" in the blue navigation bar at the top of the screen (if you are not a user of more than one blog, there will be no dropdown menu, just click "New Post")
 - b) Click the "**Site Admin**" link in the right or left column of your blog, and then click the "**Write**" link at the top of the admin section
 - c) Go directly to the "Write" page: http://your_blog.wordpress.com/wp-admin/post-new.php
3. Enter the title of your post under "**Title**"
4. Check the boxes of the appropriate categories for your post under "**Categories**" to the right of the Title field
5. Write the post itself in the bigger text box under "**Post**"
6. "**Save**" your post if it's not ready to be published:
 - a) If you plan on coming back to it later, click "**Save**"
 - b) To save for safety while you're typing your post, click "**Save and Continue Editing**" as many times as you like
7. When you've finished typing, and you've saved click the "**Preview**" link in the upper right, or just scroll down the page to see a preview of how the post will look when it's published Make any changes to your post based on the preview (the preview will update each time you save)
8. Click the "**Publish**" button immediately under the "Post" text box to publish your work to the blog. If you've finished working on your post, but aren't ready to "Publish" it yet, click "Save" to create a "**Draft**" of your post that you can retrieve from the "**Write**" or "**Manage**" pages later.

Publishing a Comment to a Blog Post

A "Comment" is a published response to a post on a blog. Comments can come from registered users, or from the public (if approved by your blog's administrator).

To publish a staff comment:

1. Log in, go to your blog, and click the title of the post you want to comment on
2. Scroll down to the bottom of the page where it says "**Leave a Comment**"
3. Above the text box where you'll type your comment, it should say: "**Logged in as** " and then your name
4. If it shows the wrong name, click the "**Logout**" button in the right-hand column, then log in again
5. If it shows a field to enter your name, stop and log in before adding your comment
6. Type your comment in the text box, then press the "**Submit Comment**" button

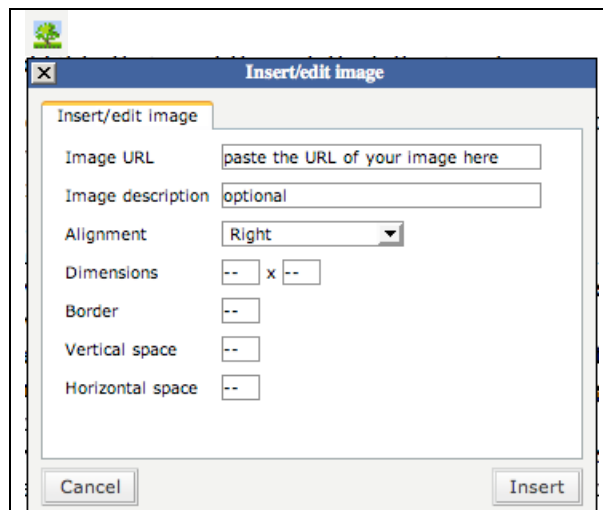
To publish a student blog post:

1. Log in as the "**yourschool_student**" user, go to the your blog, and click the title of the post you want to comment on
2. Above the text box where they'll type their comment, it should say: "**Logged in as Your School Student**"
3. If it shows the wrong name, click the "**Logout**" button in the right-hand column, then log in again
4. If it shows a field to enter your name, stop and log in before adding your comment
5. Type your comment in the text box. **NOTE:** Students should "sign" their comment using their first name and class number (i.e. Joaquina, 5-403)
6. Press the "**Submit Comment**" button

Adding an Image from the Internet to your Blog Post

A "Comment" is a published response to a post on a blog. Comments can come from registered users, or from the public (if approved by your blog's administrator).

1. Open your blog, log in, start a new post, type your post then click "Save and Continue Editing"
2. Open a new Internet window by going to the "File" menu at the top of the screen and selecting "New Window"
3. Search for an image you like in your new window, then "right click" (on a Dell) or "apple key/click" (on a Mac) and select "View Image" -- you should see only the image now with no page around it
4. Highlight the URL (web address), by dragging the mouse over the URL or clicking on the URL 3 times, then "Copy" the address by clicking the "Edit" menu at the top of the screen and selecting "Copy"
5. Click on your original window with your blog post in it, and click on the button Wordpress "Add Image" button with the little green tree on it above the Post window (see right)
6. A box like the one on the right will pop up for you to Paste the URL Wordpress "Add Image" window (address) you Copied for your image into the box that says "Image URL:" by putting your cursor into that box and clicking the "Edit" menu, then selecting "Paste". Select "Right" from the "Alignment" dropdown, then click "Insert". Your photo should appear within your post now.
7. Adjust the size of the image by clicking on any corner, holding down the "Shift" key and dragging the corner inward or outward to make the photo the appropriate size.
8. Click "Publish" beneath the Post box where you typed your post, then click "View Site" at the top of the page to see your post on the blog.



Managing Comments (For Blog Administrators)

The general public will be able to post comments on your blogs if you allow it (they are required to provide their name and email address to do so)

- Before comments will appear on the blog, **they must be approved by a blog administrator** (normally all appropriate teachers will be administrators capable of such approval) -- this ensures that no offensive content can be posted
- If you want to be notified when new comments are posted you must go to the admin section of your blog, click "**Options**" and "**Discussion**", then check both boxes under "Email me When"
- Whenever a new comment is posted, an **email notification** will be sent out to all users who are moderating the blogs to let them know -- the email will include links to "**moderate**" the comment (approve it, delete it, etc)
- To moderate comments at any time, first log in and go to the appropriate blog
- Then click the "**Site Admin**" link in the right-hand column, and click the "**Manage**" link at the top of the resulting admin screen
- In the second row of links, click the "**Awaiting Moderation**" link
- For each comment in the queue, click the button with the appropriate action: "**Approve**", mark as "**Spam**" (junk), "**Delete**", or "**Defer until later**"

- Then press the "**Bulk Moderate Comments**" button under the list of comments to take the specified action on each comment
- The comment notification email will also include shortcuts moderation options for that particular comment -- simply click the appropriate link in the email

Adding Users (For Blog Administrators)

Those who have registered for accounts at Wordpress.com can be added to any Wordpress blog. There are different levels of users, Administrators, Editors, Authors and Contributors, each with different "roles" on the site. In general, technology leaders in the school should be "Administrators", Teachers should be "Editors", and Students "Authors" (read more about user roles here: <http://faq.wordpress.com/2006/05/12/what-are-the-different-roles/>).

To add a new user:

1. Log in
2. Go to your blog's admin section by clicking "Site Admin" or "Dashboard" from <http://ps130.wordpress.com>
3. Click "**Users**" in the main menu
4. Scroll past the list of registered users and find "Add User From Community"
5. Type the email address your user used to create their Wordpress.com account, select the "role" you want this user to have, and click "**Add User**"
6. The new user will receive an email invitation to start adding content to your blog.