

## Tutorial for Edublog for the Intel® Teach Essentials Online Course Facilitator

This document outlines the steps and suggestions for setting up a blog site for the Intel Teach Essentials Online Course or for your own personal classroom. These instructions apply to the Edublog (<http://edublogs.org/>) site. Edublogs is specifically designed for education use. Setup will be similar on other blog sites, but features and specific instructions may vary. You may choose another blogging site if you wish, or if you state has their own blogging site, it is recommended that you use theirs, if possible. On the blog homepage classroom news, assignments, favourites links, and so forth can be added. As you become more familiar with using a blog you will find many other useful features to add to your blog.

### Registering for a Blog

1. Obtain email addresses for your students or course participants.
2. Go to: <http://edublogs.org/wp-signup.php>
3. Complete the required details in the information boxes. Select **create your own blog**
4. Select **next**

Edublogs - education blogs - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://edublogs.org/wp-signup.php>

**edublogs** "one of the best professional development tools available"  
Alice Barr - The Digital Classroom

HOME ABOUT FEATURES BLOG TESTIMONIALS SUPPORT PREMIUM - for your school

Blog Domain:   
(Your address will be domain.edublogs.org!.Must be at least 4 characters, letters and numbers only. It cannot be changed so choose carefully!)

Blog Title:

Privacy:  I would like my blog to appear in search engines like Google and Technorati, and in public listings around this site.

COPYRIGHT ©2007 EDUBLOGS | PRIVACY STATEMENT

Done, but with errors on page. Internet

5. Choose a **domain name** (this will appear as part of the blog URL)
6. Select a **title** for your blog
7. **Deselect** the privacy box so your blog will NOT appear in search engines such as Google.
8. Select **signup**
9. You will receive a message telling you to **activate** your account by checking your email account.
10. Once your account is activated, you will receive an email message with a user name and a **password**. Record the user name and password for future use.

## Using the Tool Bar

1. Look underneath the title of your blog. There you will see a tool bar beginning with the word Dashboard. As you select each of these words along this tool bar a second tool bar will appear underneath the first.

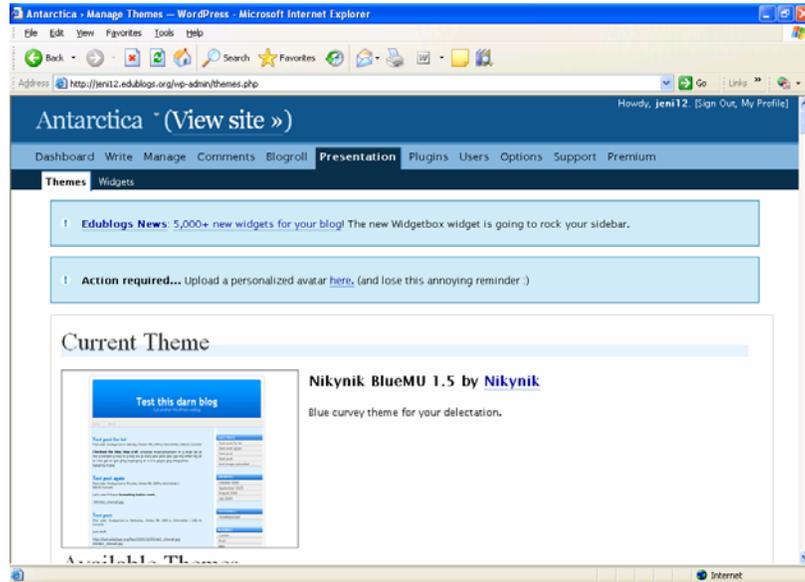
2. In the screen shot below manage has been selected and another toolbar has appeared with more menu items. You can use these menu items to develop your blog site.

The screenshot shows the WordPress admin interface. At the top, the browser title is 'Community Blog - Posts - WordPress - Windows Internet Explorer'. The address bar shows 'http://jeni13.edublogs.org/wp-admin/edit.php'. The main navigation bar includes 'Dashboard', 'Write', 'Manage' (selected), 'Comments', 'Blogroll', 'Presentation', 'Plugins', 'Users', 'Options', 'Support', and 'Premium'. Below this, a secondary toolbar shows 'Posts', 'Pages', 'Uploads', 'Categories', 'Import', and 'Export'. Two notification boxes are present: one for 'Edublogs News' and another for 'Action required... Upload a personalized avatar here'. The 'Last 15 Posts' section includes search and filter options. A table of posts is visible below.

ID	When	Title	Categories	Comments	Author			
1	2007-08-18 7:48:21 pm	Hello world!	<a href="#">Uncategorized</a>	<a href="#">1</a>	jeni13	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>

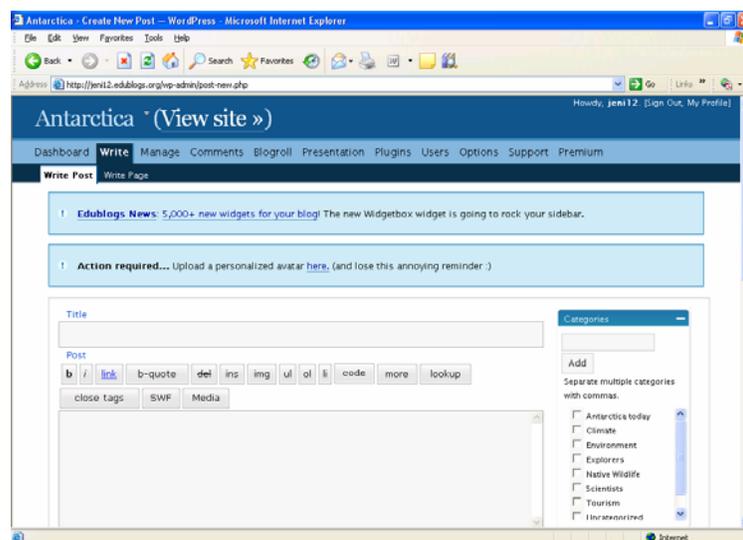
## Editing your blog's home page using the tools in the tool bar

1. You can change the appearance of your blog by selecting **appearance** from the tool bar and scrolling down the page to select from a variety of page themes.
2. Select **view** to see if this appearance theme is suitable for your needs.
3. You can repeat this process until you have found the appearance you prefer.



## Adding text

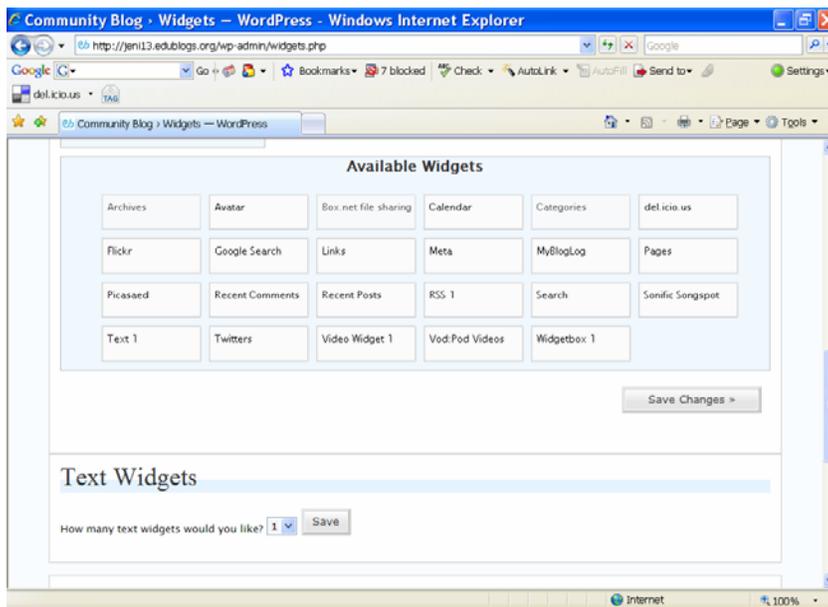
3. To type text to add to the blog page you are presently working on, select **write** at the tool bar. You will then be able to enter text and save it to your blog. This tool contains some basic word processing features. You will also be able to hyperlink to useful sites.



2. When you have finished typing, select **save** and continue editing or save. You can then select **publish**.

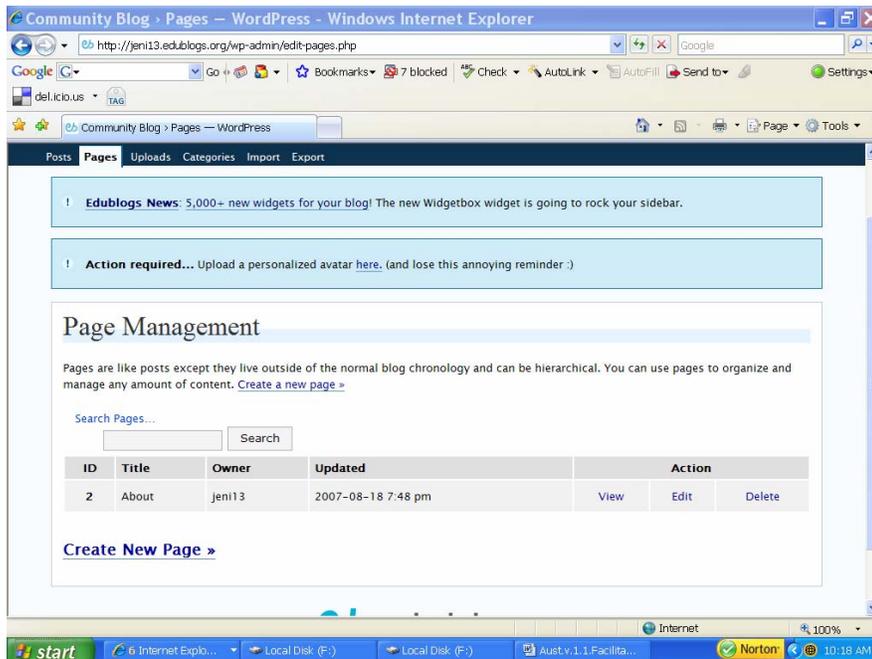
### Adding functionality to your page

1. **Widgets** are links to other web tools, and sections of your blog. They are very useful and can be easily added to your blog page. Links such as Google, del.icio.us and recent posts can be added.
2. To add a widget to your page, first select **presentation** and then **widgets**.
3. Choose the widget you wish to include and **select and drag** it to the toolbar on the side of the blog page.



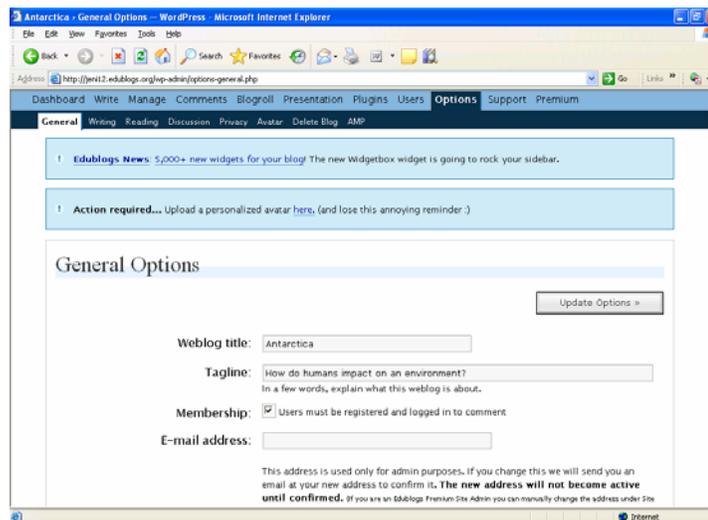
## Adding a new page

1. To add a new page to your blog, select **manage** then **pages**.
2. Select **create new page**.
3. Give your new page a title and add any new text and other features required.



## Managing your blog

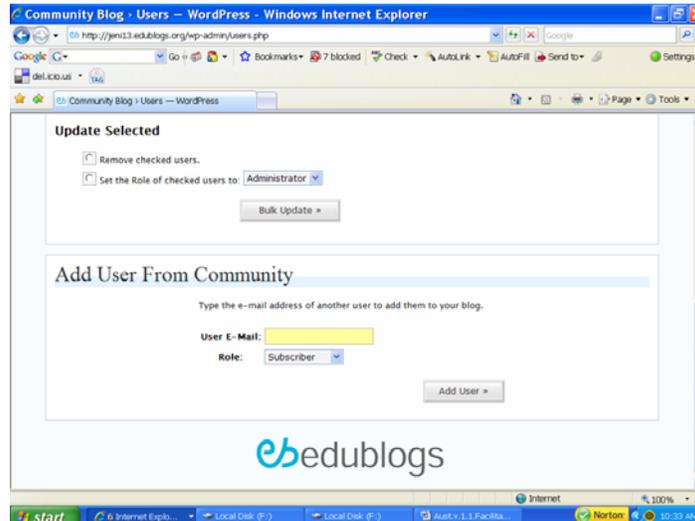
1. Select **options** from the tool bar.
2. Select **general options**. Enter the weblog title tagline, email address and check date and time information.
3. Select the box: **users must be logged in and registered to comment**.



4. Select **update options**.

## Adding members to you blogging community

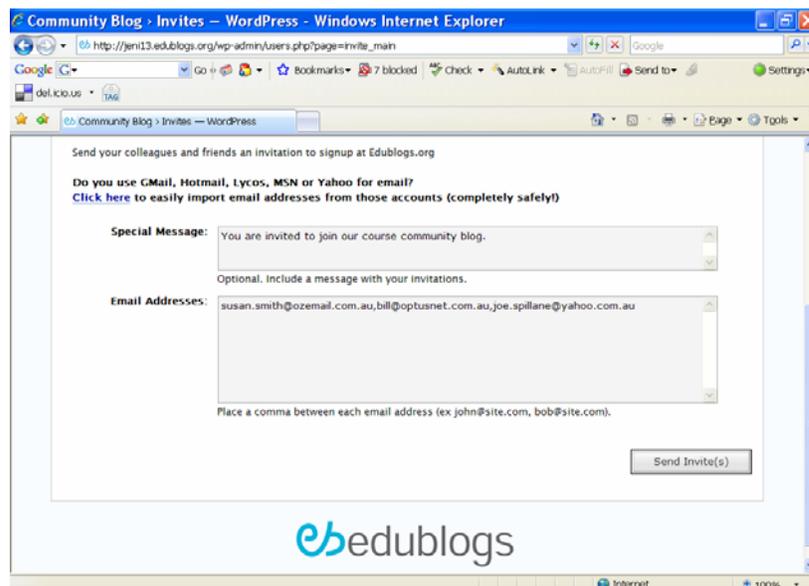
1. From the tool bar select **authors and users**.
2. As the administrator of the site you can add new members by typing in their email address and assign them to different levels of access. For now, choose **subscribers**. At this screen you can also remove checked users if you no longer wish them to have access to the blog.



## Sending invitations to course participants to join your blog

1. From the users toolbar, select **invites**.
2. Type a short message to your participants inviting them to join the blog.
3. Enter email addresses as instructed.
4. Send your invitations. The URL for your blog will automatically be included in the email to each participant.

Your Edublog is now ready to use. You will need to send the invitations to your course blog before the face to face portion of your course begins.



For further information on using Edublogs go to <http://edublogs.org/videos/> to access a range of easy to follow videos on how to set up a blog.