

Setting Up and Editing a Blog through SchoolCenter

Setting Up a New Blog

Choose Edit Mode

Choose Add a Page

Choose Blog

Choose Add Page

Under the General Tab choose to Manually Approve Post

You can also choose your Threads per Board and Posts Per Thread (default is 25)

Threads Per Board (total # posts on a board)

Posts Per Thread (total # of posts per questions/statement)

Choose **Edit** and **Page Settings** and under the **General Tab** you can choose to **Password Protect** the Page if you only want certain individuals to be able to access the blog.

Under the **General Tab** by placing your e-mail address in the box labeled **E-Mail Address** you will receive an e-mail when someone posts to your blog.

You can show a **Hit Counter** by placing a check mark in front of that choice.

Under the **Details Tab** choose **Allow Public to Subscribe to This Page** (this allows individuals to subscribe.) Subscribing to a blog allows the administrator of the site to send you, as a subscriber, an e-mail informing you the blog has been updated.

Under the **Meta Tab**, if you'd like to add Key Words that if used in a Search Engine will provide quick access to your site place those words in the Meta Tab.

(Example: blog, comments, posts).

Choose Done

Choose the **New Blog** icon located in the upper right of your blog.

In the **Dialog Box** under the **General Tab** choose a title for your New Blog.

Give your blog post a **title** and type your **message post**. **Choose Done**.

Choose **Edit** from the Admin. Tab and choose **Manage Blog**

Under the **Options Tab** leave the check mark in

1. Anonymous Users May View this Blog

Place a check mark in

2. Anonymous Users May Post in this Blog

Choose Done (If both these items don't have a checkmark in front the viewer of your blog will be unable to view or post to your blog.)

Posting to the Blog:

Log onto Blog Site

Choose **Post Comment**

Add your Name and Message

Choose Done

Approving Post as Administrator:

Choose Edit Mode

Choose Edit

Choose **Unapproved Posts**

Place a check mark in boxes in front of the blog comment after you have read and approved the post.

Choose Approve

Choose Done

Choose Done

Place a check mark in **Blog Category**

Choose Done

Subscribing to a Blog :

In the bottom right corner of the page click on **Subscribe to this Page**.

Type in your e-mail address

Choose **Subscribe to Page**

Click Next

Choose Done

(This will allow the administrator of the blog to notify you by e-mail anytime something is added to the blog.)

As Administrator, Notifying Subscribers of Blog Changes:

The administrator of the blog will log onto SchoolCenter

Choose **Edit**

Choose **Notify Subscribers**

You will receive a dialog box

In the box provided, type your message to the subscriber

Click Send Message

Select Done

NOTE: If you click on “The following message will be delivered to... You will see the number of subscribers if you click to view.) Do this before sending you message if you want to see how many subscribers you have to your blog.

As Administrator, Unsubscribing a Subscriber to your Blog:

To remove a Subscriber from your Blog

Choose **Edit** and **Notify Subscribers**

At the top of the page click on message that reads: “The following message will be delivered to _____ subscribers (**Click to View**)

When you select Click to View you will receive a list of subscribers to the blog (**e-mail addresses**)

Scroll down through the e-mail addresses and find the one that you need to delete.

Highlight the e-mail address you want to delete and Right Click and Copy the address

Close the dialog box by clicking on the “X” in the upper right corner of the dialog box.

Scroll down to the bottom of the blog page and choose Subscribe to this Page. A Dialog Box will open. Paste the address that you copied in the box and choose Unsubscribe.

Choose Submit.