

WordPress

Blogs overview: <http://bloggingwithwordpress.wikispaces.com/>

1. Log in Ten Tools – Tech/Media – Blogs /Word Press
 - a. Click on Setup Your Account (First Time In unless already added to a blog)

Blog Logon
Please use your Server username/password.
Last(6) First(2) (SmokerJo for John Smoker)
MT Blog >> <http://blogs.mtwp.net>

Blog Listing

Blog Name	Description	URL	Users
Tech Integrator	Instructional Technology @ MTSD weblog	http://blogs.mtwp.net/greiner/	
Blogs @ MTSD	Technology & Other Topics	http://blogs.mtwp.net/	
Tech Leadership Academy	Training for MTSD Leaders in Social Networking	http://blogs.mtwp.net/techleaderacademy/	

Create a new Blog

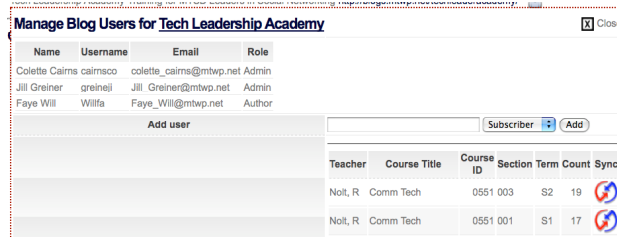
Blog Title

- b. Click on MT Blogs to begin. Click on Steele Stuff.
 - c. Log in to Word Press using Novell username (greineji) and Novell password
 - d. Leave a comment – click on No Comments/Comments and add comment – Submit Comment (must be logged on to do this).
2. Create Own Blog
 - a. TEN Tools – Tech/Media – Blogs- Word Press
 - b. Create a New Blog
 - c. Type in a Name
 - d. Click Check Title
 - e. Click Create – name becomes link name without spaces
 - f. Click on link name to go to the blog
 - g. Login to blog with Novell name and Password
3. Add Users – Click Users on left - Discussion of roles – mostly add subscribers or contributors - (*do not add students as editors – could use authors if working in group – most likely as contributors or subscribers*)
 - a. Subscriber - join and read
 - b. Contributor – write and upload files - and wait for approval
 - c. Author – write and PUBLISH post and can delete
 - d. Editor – Moderate comments, Manage categories, edit own and other author’s posts, edit links
 - e. Administrator – change any administration options and settings
 - f. Go to Ten Tools – Tech/Media – Blogs- Word Press

- g. Click on Users (on right of blog name)

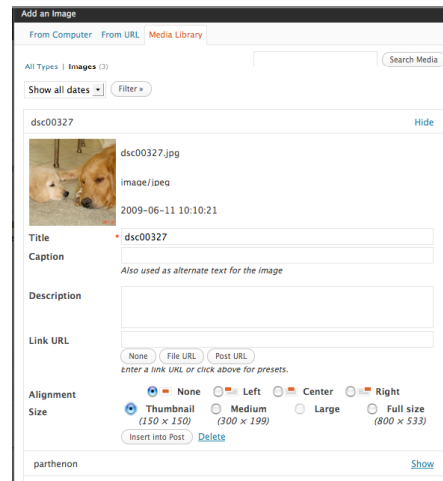
- 4. Add a Post on your own blog - describe the use you will have for this Blog
- 5. Add Media to library

- a. Media - Add New
- b. Add Image
- c. Select Files – navigate to file (small file)
- d. Select
- e. Save All Changes



- 6. Add Media to posting

- a. Edit Posting
- b. Add Media – choose Add Image
- c. To upload new - Select Files – navigate to file (small file)
- d. To use from library – Click Media Library Tab
- e. Show
- f. Description, size, title and caption
- g. Save All Changes

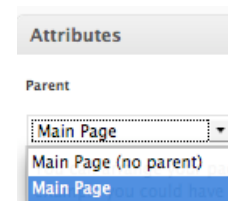


- 7. Add Links

- a. Links Menu
- b. Add new
- c. Name, URL, Description
- d. Add category or Blogroll
- e. Set Target - _blank
- f. Add Link – top right

- 8. Add Pages – for different units, topics, students, departments

- a. Pages Menu
- b. Add New
- c. Scroll down to add comments
- d. Can create the subdirectories for different subtopics – Choose a parent not no parent
- e. Publish – top right



LOG OUT!

Introduction to Blogging - <http://wordpress.org/>