

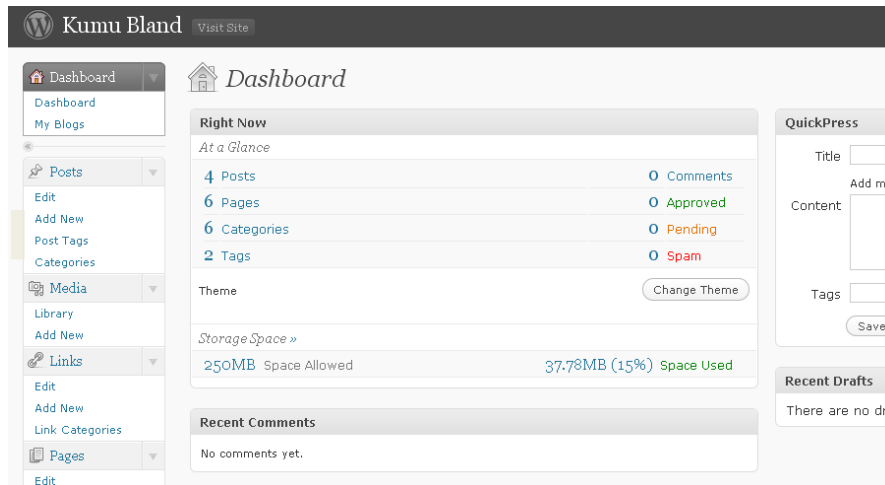
## KS Blog Instructions

Begin by logging in to your blog account:

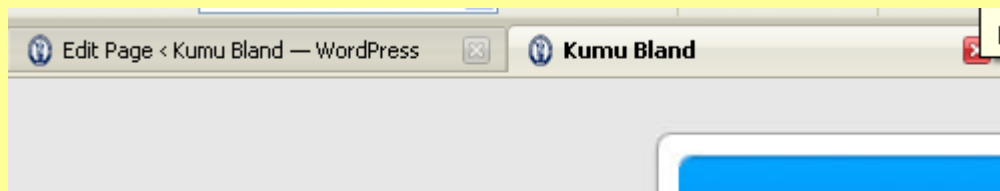
<http://blogs.ksbe.edu/username>



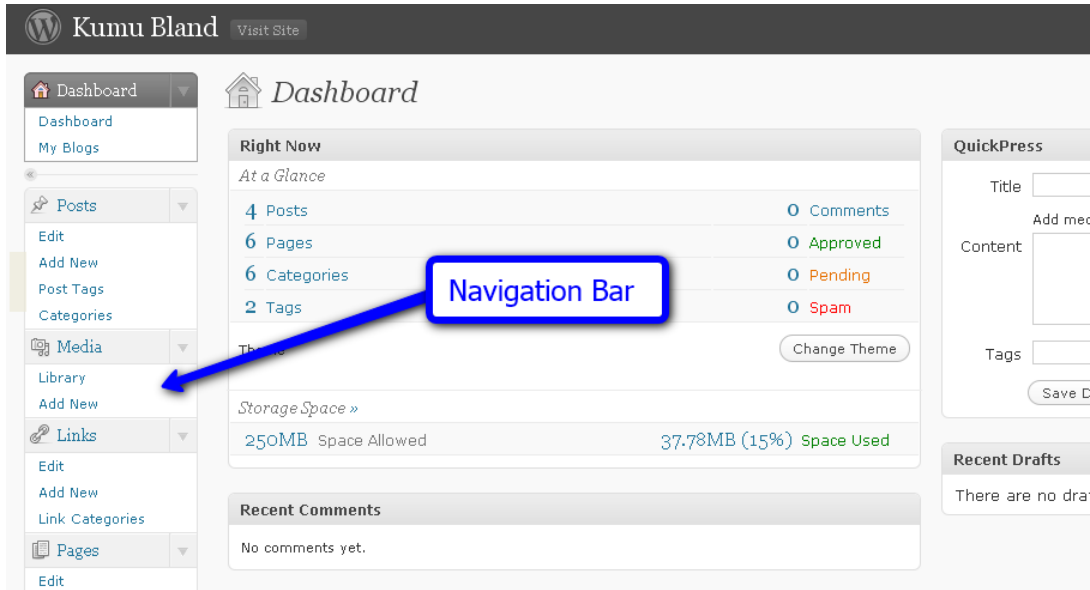
You'll see the dashboard pane once you've logged into your account.



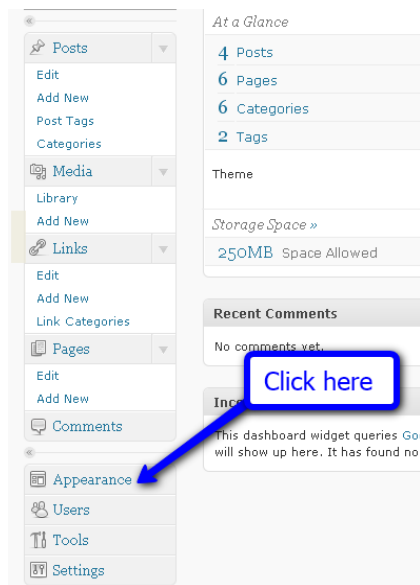
**Recommendation:** It is suggested that you work on your KS Blog in Firefox. You can download the Firefox browser at <http://www.firefox.com>. Whenever you work on your KS Blog, you may find it useful to have two tabs open in Firefox. Click on File, New Tab, to open another tab in Firefox. You can have the Dashboard open in one tab (administrator/editing side, <http://blogs.ksbe.edu/username/wp-admin/>), and the visible end open in another tab (public side, <http://blogs.ksbe.edu/username/>). This way you can easily toggle back and forth between making changes, and viewing them in your blog (don't forget to refresh to view the changes).



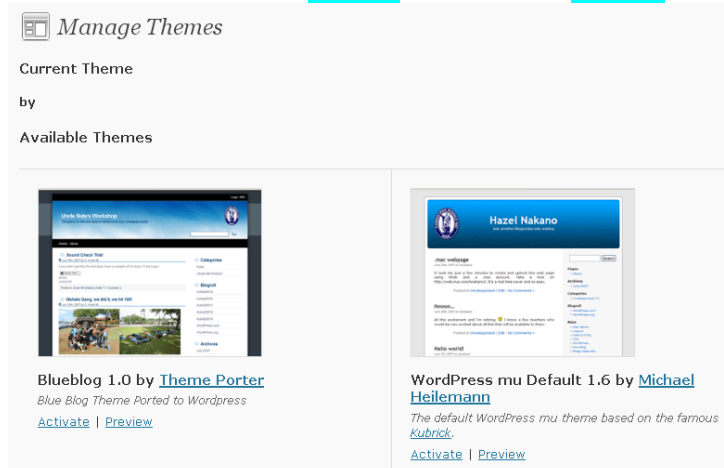
The navigation bar is on the left hand side of your dashboard



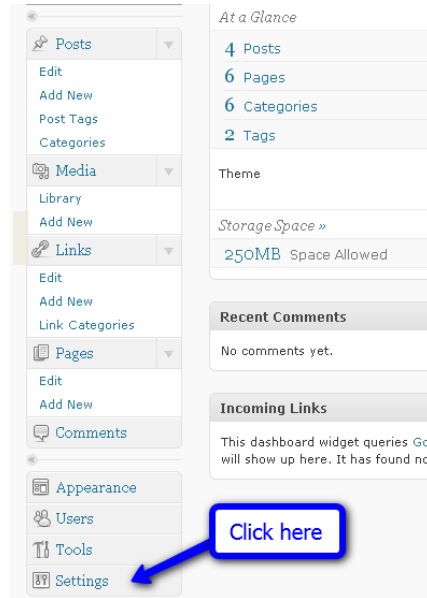
If you want to edit the theme of your blog then click on the **Appearance** button on the navigation bar.



You may choose from two themes. There is even a **Preview** button. Click **Activate** to select the theme you prefer.



In order to change the title of your blog you'll need to click on the **Settings** button on your navigation bar.

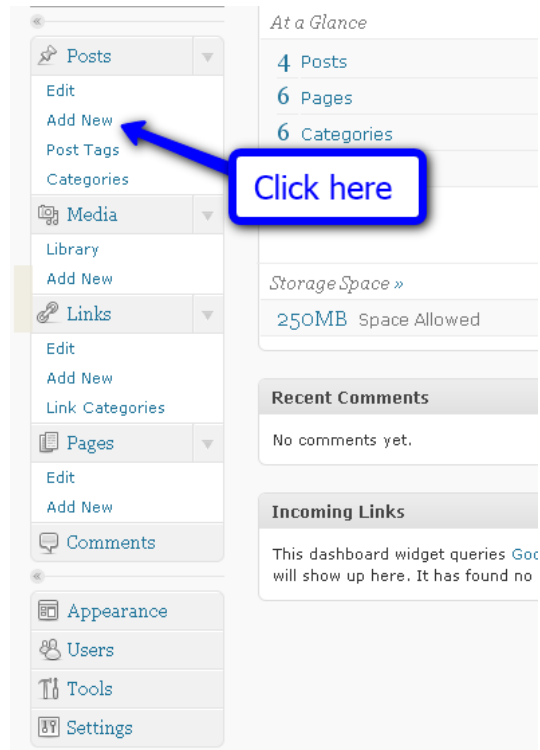


After you've clicked on the settings button you'll see this screen. You can change your title, and the tagline here. In this example, I've exchanged my first name for Kumu, and I've added my building and room number. Check out other KS Blogs for more ideas. Don't forget to click on the blue **Save Changes** button, or it will revert back to your original settings.

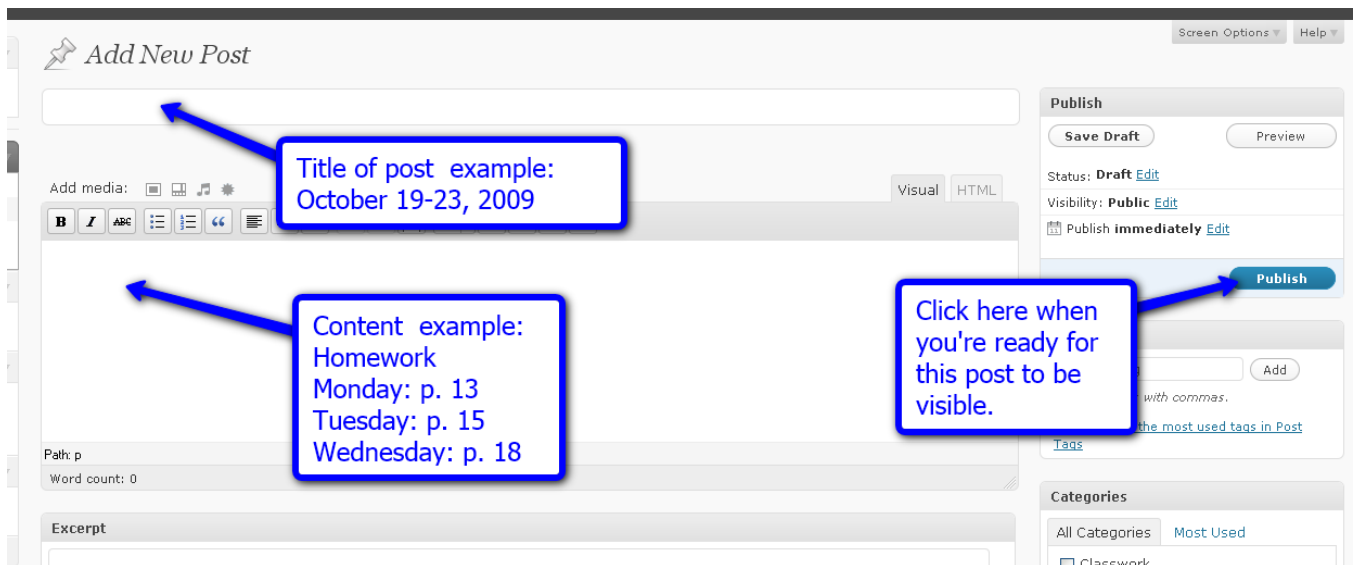
A screenshot of the WordPress 'General Settings' page. The page has a light gray background and a white content area. At the top left, there is a wrench and screwdriver icon followed by the text 'General Settings'. Below this, there are several settings fields: 'Blog Title' with the value 'Kumu Bland'; 'Tagline' with the value 'Nāhi'ena'ena G-101' and a small 'In a t' text to the right; 'E-mail address' with the value 'vabland@ksbe.edu' and a small 'This e' text to the right; 'Timezone' with a dropdown menu set to 'UTC -10:00' and a small 'UTC time is 2009-10-19' text to the right; 'Date Format' with radio buttons for 'October 19, 2009', '2009/10/19', '10/19/2009', '19/10/2009', and 'Custom: F j, Y October 19, 2009'; 'Time Format' with radio buttons for '10:11 am', '10:11 AM', '10:11', and 'Custom: g:i a 10:11 am'; and 'Week Starts On' with a dropdown menu set to 'Monday'. At the bottom left, there is a blue button with the text 'Save Changes'.

## Adding a Post

In order to add a new post, click on **Add New** under Posts on the navigation bar.

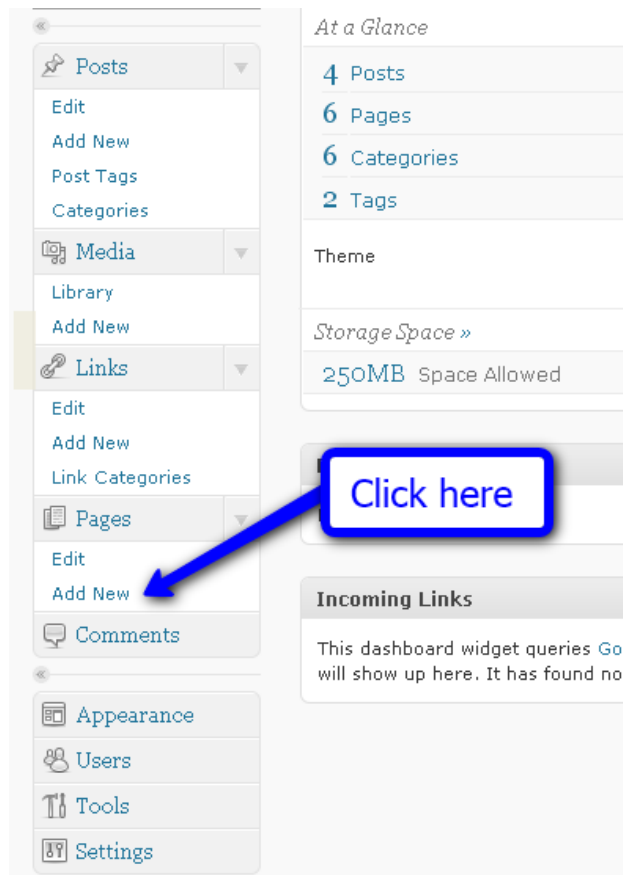


Next, you'll see the following screen. Add whatever content you'd like to add, then click on **Publish/Save Draft** when you're done.

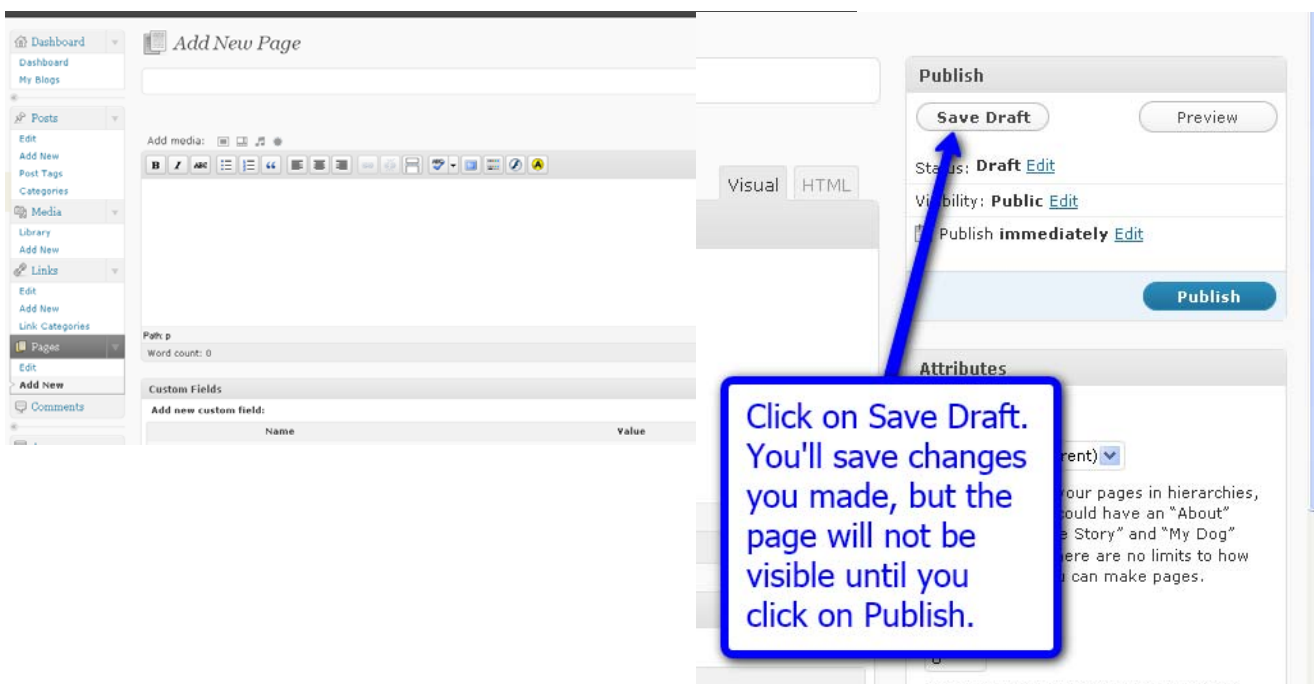


## Adding a Page:

In order to add a new page, click on **Add New** under Pages on the navigation bar.



Next, you'll see the following screen. Add whatever content you'd like to add, then click on **Publish/Save Draft** when you're done. You may save as a draft so that you may continue working on the page at a later time, and the page won't be visible until you click on **Publish**.



With your KS Blog it is also possible to password protect a page. A common page to password protect is a Photo Gallery page.

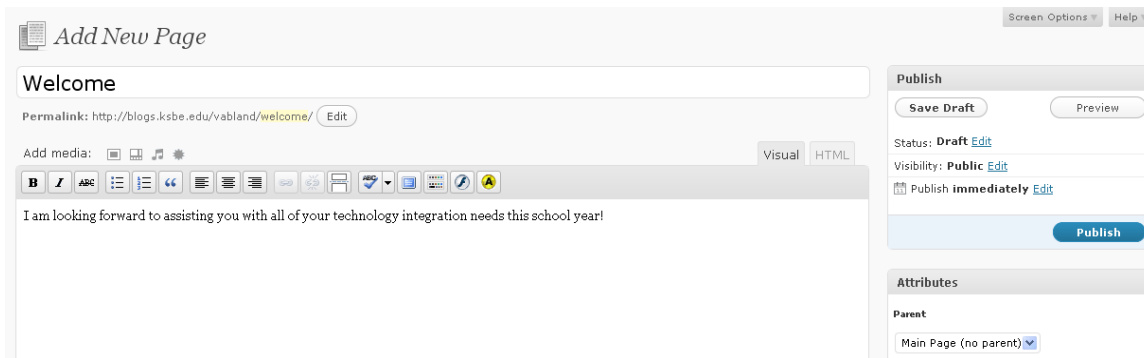
If you would like to password protect the page, when you are editing your page (or adding a new page), click on the blue **Edit** in the publishing pane (always on the right hand side). Then you'll see the following screen.



Once you've inputted your password select either **Publish** or **Save Draft**.

### Adding Photos/Images

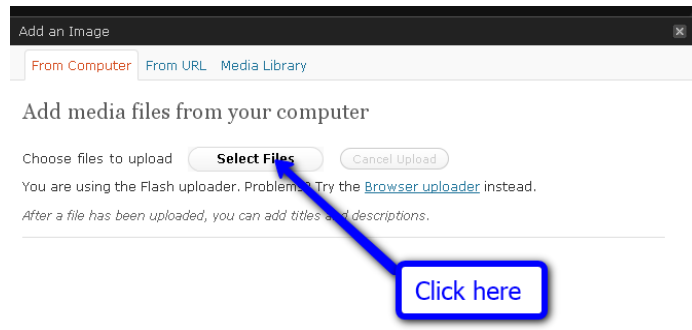
What's next? Well, photos of course! Let's add a photo to our Welcome Page.



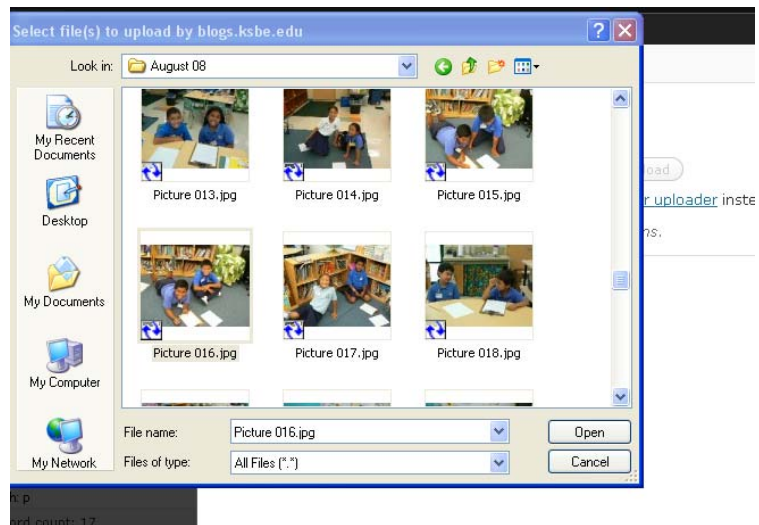
Click on the first button to the right of Add Media:



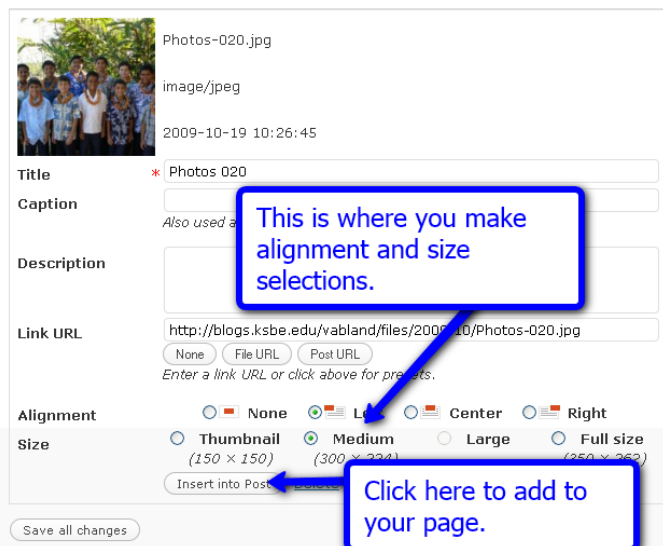
Next you'll see the following screen. Select **From Computer** tab if the image is on your computer. Select **From URL** tab if it a image hosting site (Flickr, Shutterfly, Picasa, Photobucket, Snapfish, etc.). Select **Media Library** tab if you previously uploaded the image to your media library.



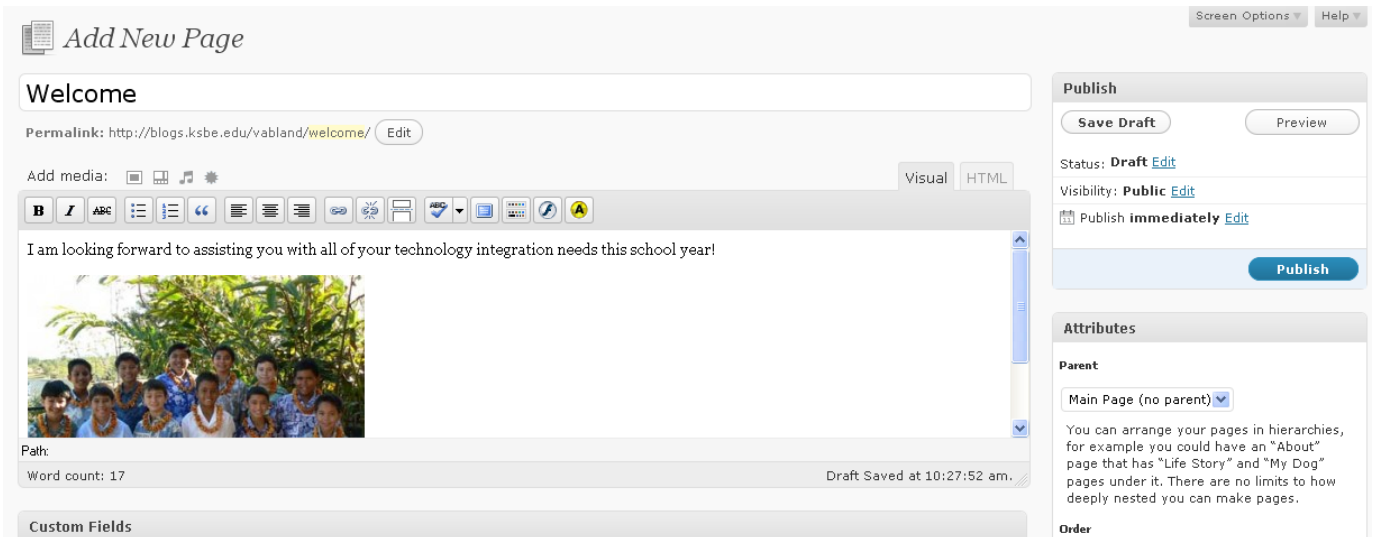
Select the photo(s) you would like to upload to you KS Blog. Don't forget to resize your photos first prior to uploading. You have limited storage on your blog. Photographs which are not resized can take up a lot of server space. For further directions on resizing photos refer to the Batch Resizing of Images handout.



You are using the Flash uploader. Problems? Try the [Browser uploader](#) instead.  
 After a file has been uploaded, you can add titles and descriptions.



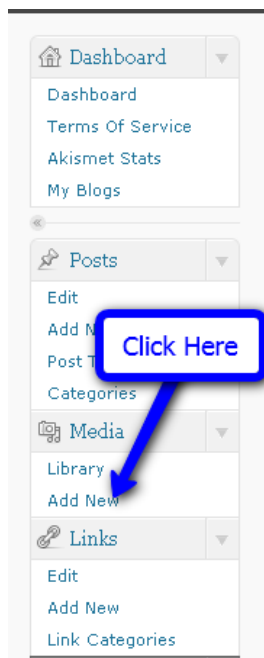
Once you've clicked Insert into Post, you'll see the photo on your page.



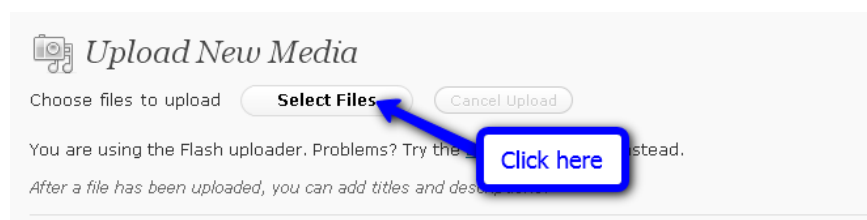
Don't forget to click on **Publish** or **Save Draft**, or all of your changes will be lost.

### Adding Media:

You may find it easier to upload any media you want to add to your blog first prior to adding it any page or post. In order to do this you will click on **Add New** under the Media button in the navigation pane.

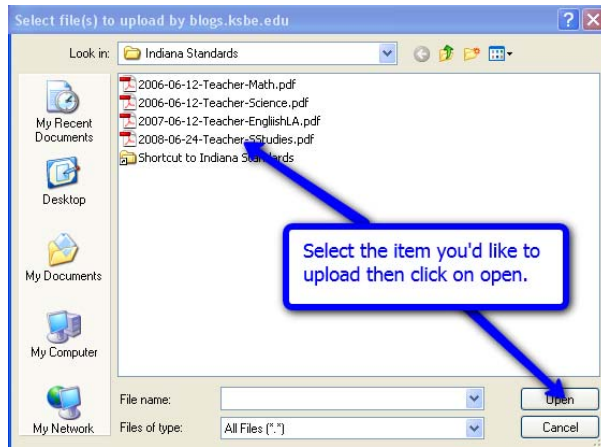


Next you'll see the Upload New Media screen. Please click on the **Select Files** button.

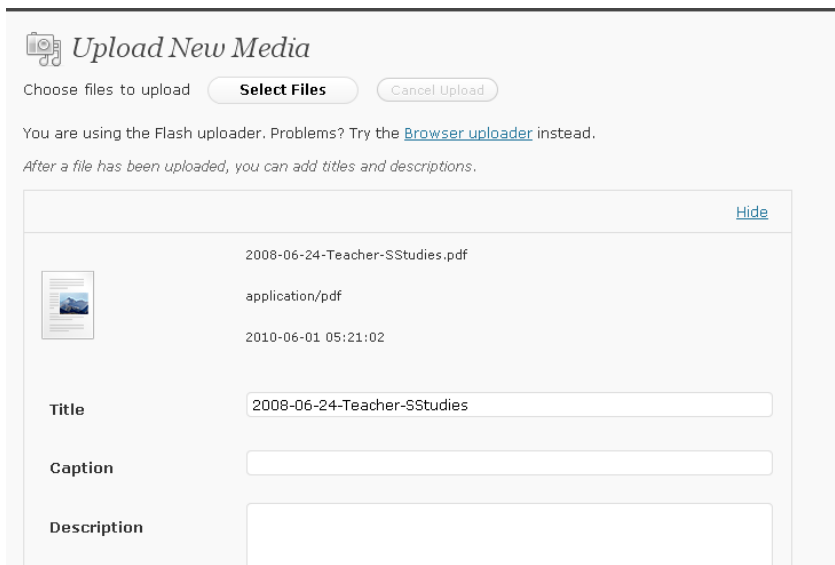




Navigate to the item you'd like to upload.  
Then click on **Open**.

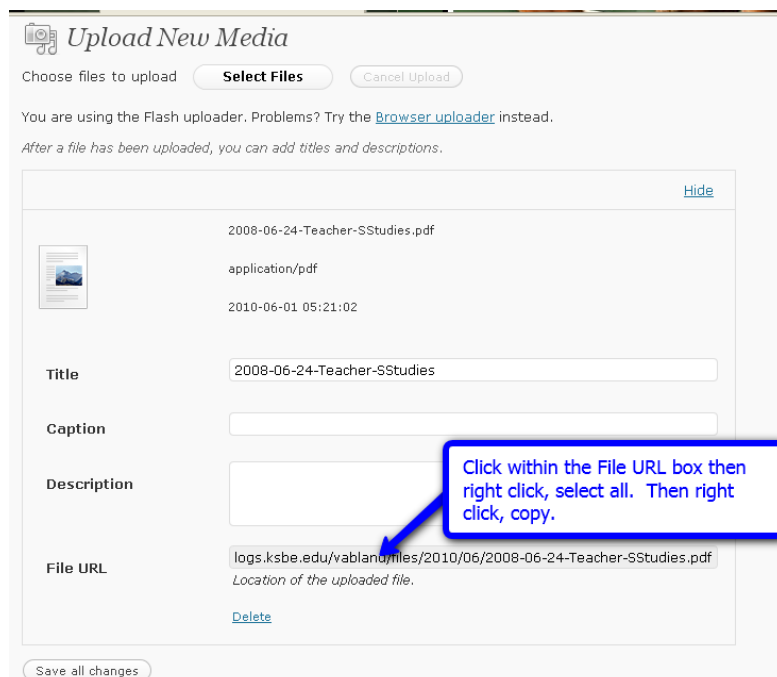


You'll then see the following screen.

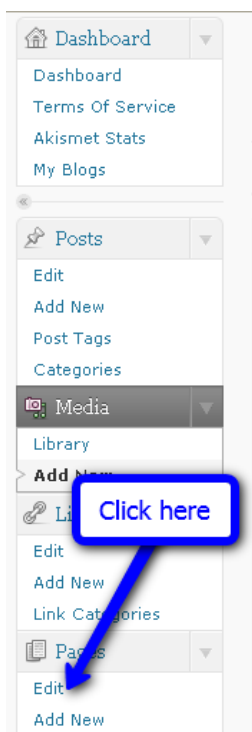


You can continue to upload more media, or add this media to an existing page. If you would like to add more media, repeat the first three steps. If you would like to add this media to an existing page, continue on.

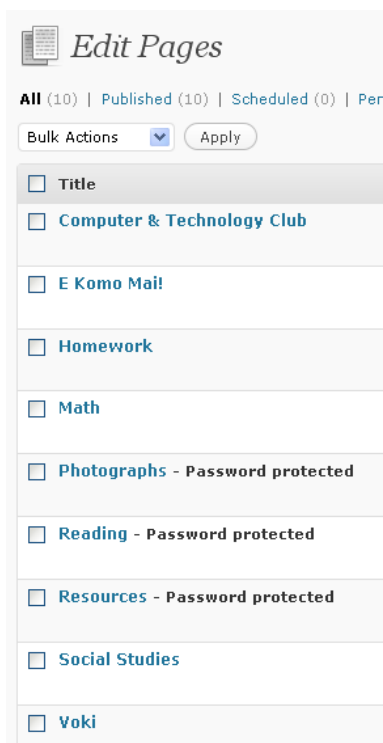
Copy the File URL from the File URL box.



Next, navigate to the page that you would like to add the media to. Underneath Pages in the navigation pane, click on **Edit**.



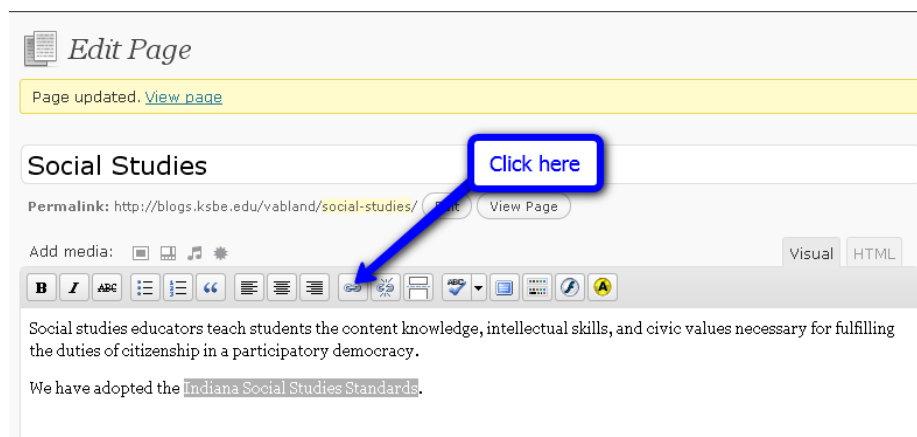
You'll then see the pages that you've already created. Click on the page you'd like to add the media to.



For this example we'll select Social Studies. Click on the page name (in this case Social Studies). You'll then see the Social Studies page open up.



Add the text you'd like to link the document to. Highlight the section you would like to link then click on the chain links.



Paste in the File URL for the document. Then click on **Insert**.

Please remember to click on **Update Page** to save the changes that you've made to this page.

**Edit Page**

## Social Studies

Permalink: <http://blogs.ksbe.edu/vabland/social-studies/> [Edit](#) [View Page](#)

Add media:

**B** *I* ABC

Social studies educators teach students the content knowledge, intellectual skills, and the duties of citizenship in a participatory democracy.

We have adopted the [Indiana Social Studies Standards](#).

**Publish**

[Preview Changes](#)

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Published on: **Jun 1, 2010 @ 5:42** [Edit](#)

[Delete](#) [Update Page](#)

**Attributes**

**Parent**

Main Page (no parent)

You can arrange your pages in hierarchies.

If you would like for your document to show in your blog as an image rather than as a link, follow the directions for inserting a photo. Be sure to change your document to an image file first (JPEG, TIFF, PNG). Don't forget to click on **Update Page** to save your changes.

**Math**

Permalink: <http://blogs.ksbe.edu/vabland/math/> [Edit](#) [View Page](#)

Add media: Visual HTML

**B** *I* ABC

October 19-23, 2009

This week practice your [multiplication facts](#) to 6.

**COMPLETE MULTIPLICATION TABLE, BASE OF 12**

|   | 2 | 3  | 4  | 5  | 6  | 7  | 8  | 9  | X  | G  | 10 |
|---|---|----|----|----|----|----|----|----|----|----|----|
| 2 | 4 | 6  | 8  | X  | 12 | 14 | 16 | 18 | 1X | 20 |    |
| 3 | 6 | 9  | 10 | 13 | 16 | 19 | 20 | 23 | 26 | 29 | 30 |
| 4 | 8 | 10 | 14 | 18 | 20 | 24 | 28 | 30 | 34 | 38 | 40 |

**Publish**

[Preview Changes](#)

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Published on: **Oct 14, 2009 @ 12:12** [Edit](#)

[Delete](#) [Update Page](#)

**Attributes**

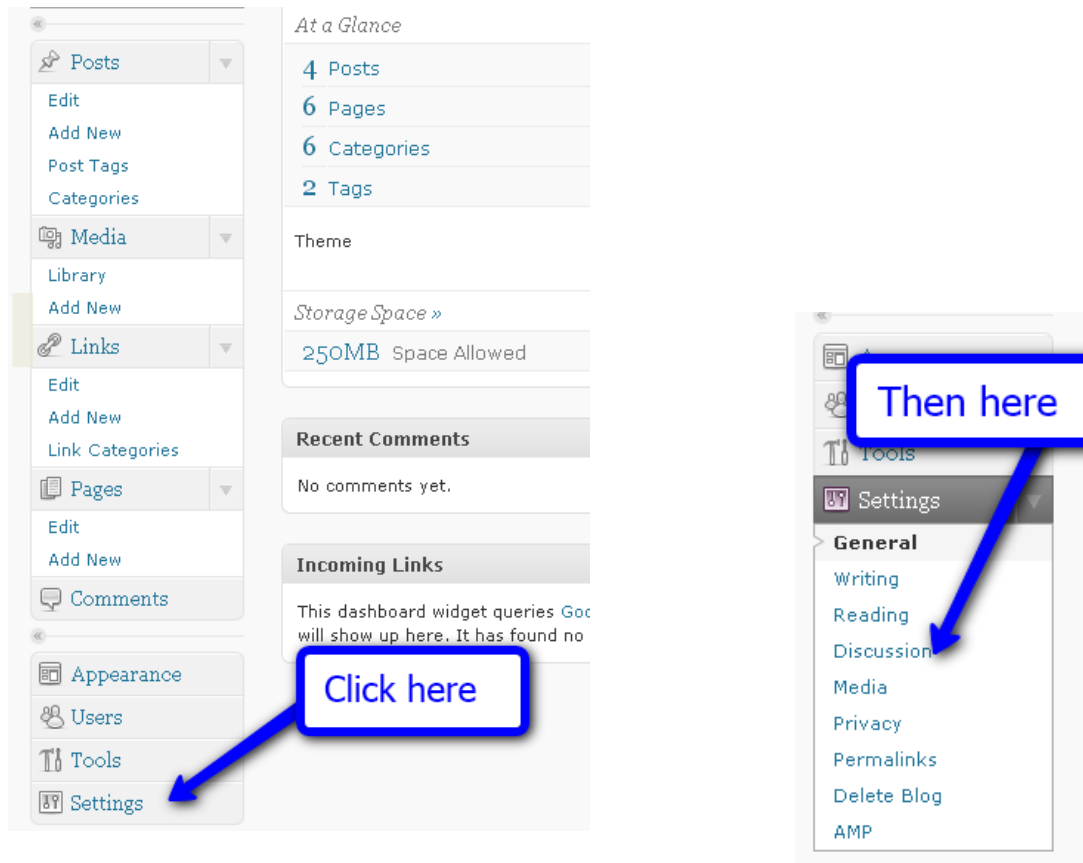
**Parent**

Main Page (no parent)

You can arrange your pages in hierarchies,

## Discussion Settings

Another feature of your KS Blog is that people are able to comment on your blog. In order to view/edit your discussion settings, click on **Settings**, then **Discussion**, of your navigation panel.



The discussion settings pane will open up. Read over choices, then make the desired selections for your class/course/group. Click on the **Save Changes** at the bottom of the page to preserve your selections.

**Discussion Settings**

Settings saved.

Default article settings

- Attempt to notify any blogs linked to from the article (slows down posting.)
- Allow link notifications from other blogs (pingbacks and trackbacks.)
- Allow people to post comments on new articles

*(These settings may be overridden for individual articles.)*

Other comment settings

- Comment author must fill out name and e-mail
- Users must be registered and logged in to comment (Signup has been disabled. Only members of this site can comment)
- Automatically close comments on articles older than  days
- Enable threaded (nested) comments  levels deep
- Break comments into pages with  comments per page and the  page displayed by default

Comments should be displayed with the  comments at the top of each page

E-mail me whenever

- Anyone posts a comment
- A comment is held for moderation

Before a comment appears

- An administrator must always approve the comment
- Comment author must have a previously approved comment

Comment Moderation

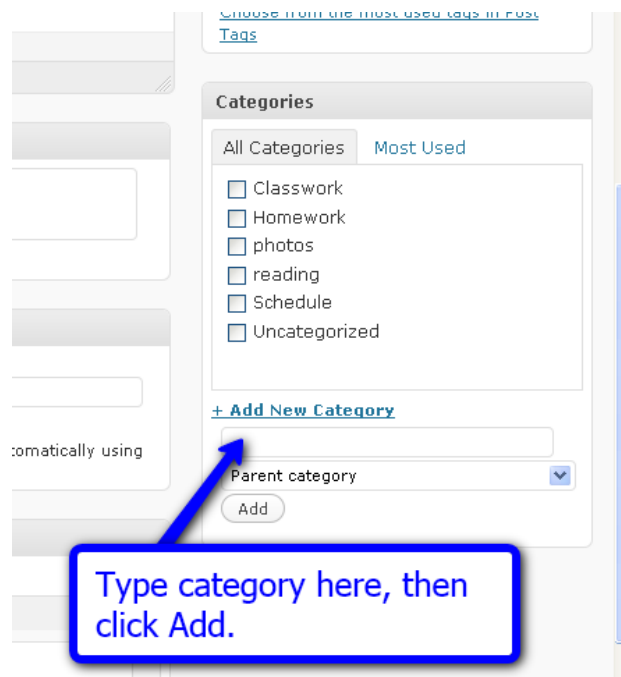
Hold a comment in the queue if it contains  or more links. (A common characteristic of comment spam is a large number of hyperlinks.)

When a comment contains any of these words in its content, name, URL, e-mail, or IP, it will be held in the [moderation queue](#). One word will match inside words, so "press" will match "WordPress".

Please make sure that these boxes always remain checked.

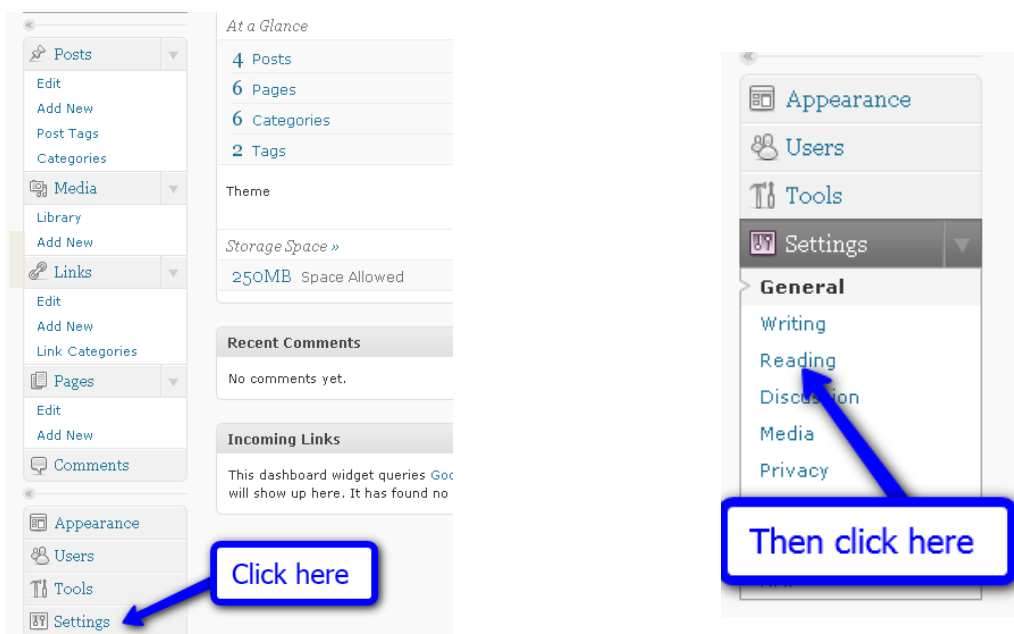
## Categories

You can also categorize your posts. When you create/edit a post you can select a category (on the right side of the screen). Your posts can have more than one category. This is a helpful feature for visitors to your blog. They will then be able to search for posts based on a category (example: person just wants to look at all of the posts having to do with reading).

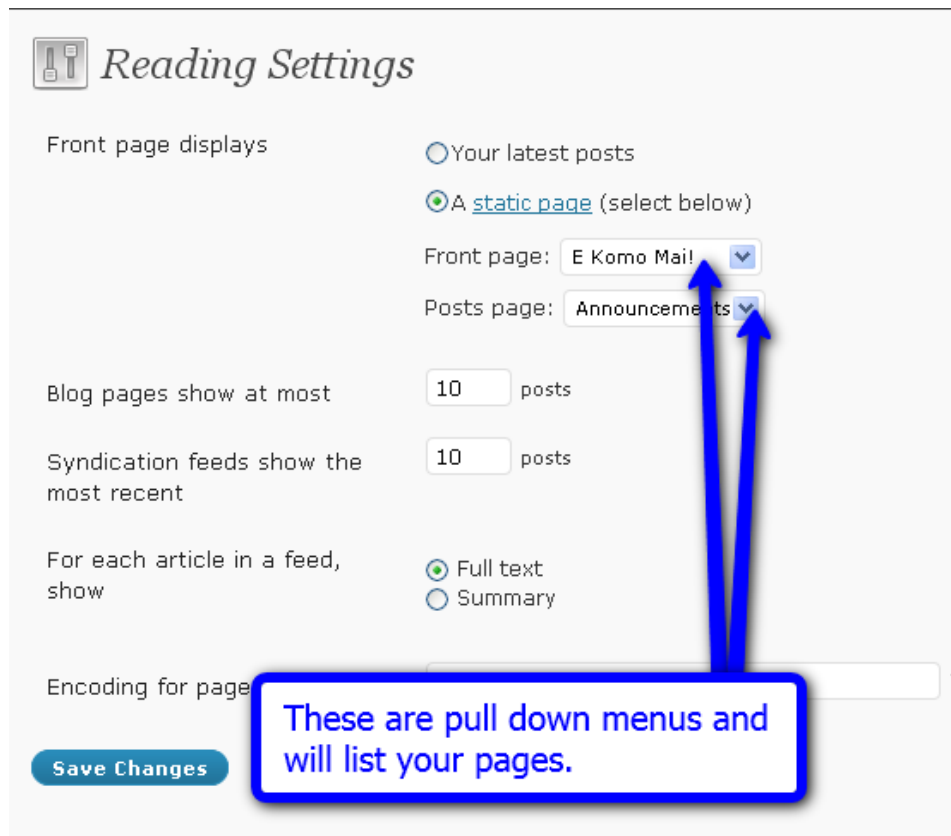


## Reading Settings

This is where you designate the front page (page people will see first) of your KS Blog. You also designate which page you'd like your posts to go.



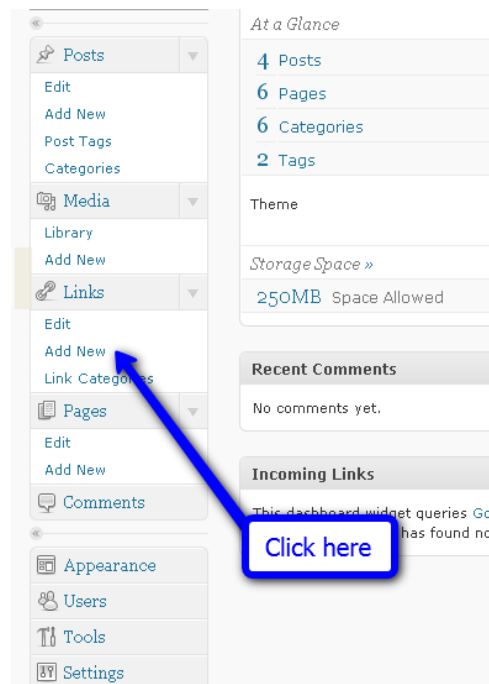
Make your desired selections in this pane. Please don't forget to click on **Save Changes**.



The screenshot shows the 'Reading Settings' pane in WordPress. It includes sections for 'Front page displays', 'Blog pages show at most', 'Syndication feeds show the most recent', 'For each article in a feed, show', and 'Encoding for page'. The 'Front page displays' section has radio buttons for 'Your latest posts' and 'A static page (select below)'. The 'Front page' and 'Posts page' are set to 'E Komo Mail!' and 'Announcements' respectively, with blue arrows pointing to their dropdown menus. A blue-bordered box with the text 'These are pull down menus and will list your pages.' is positioned over the 'Save Changes' button and the dropdown menus.

### Adding links to Websites

To add a website link to your Blogroll click on the **Add New** button under Links on your navigation bar.



The screenshot shows the WordPress dashboard navigation bar. The 'Links' menu is expanded, showing options for 'Edit', 'Add New', 'Link Categories', 'Pages', and 'Comments'. A blue arrow points to the 'Add New' button under 'Links', which is highlighted by a blue-bordered box with the text 'Click here'.

Add the name of the website, along with the address, and a description. Don't forget to target link in a new window/tab (Target: **\_blank** – new window or tab) and then **Add Link**.

**Add New Link**

**Name**  
Math TV  
Example: Nifty blogging software

**Web Address**  
www.mathtv.com  
Example: <http://wordpress.org/> – don't forget the <http://>

**Description**  
Free service with math videos explaining common math topics  
This will be shown when someone hovers over the link in the blogroll, or optionally below the link.

**Categories**

**Target**

**\_blank** - new window or tab.  
 **\_top** - current window or tab, with no frames.  
 **\_none** - same window or tab.

**Save**

Keep this link private

**Add Link**

If you would like to add the link to a page/post you can follow the directions for adding a link to a document. Instead of copying the File URL, you would go to the website first, and copy the URL (website address). Highlight the text you want to link to the website, then click on the chain icon (link). Paste the URL to the Link URL box, and use the pull down menu to open link in a new window. Then click **Insert**.

**Insert/edit link**

Link URL <http://gallery.ksbe.edu/maui/main.>

Target **Open link in a new window**

Title

Class -- Not set --

**Cancel** **Insert**

**Photographs**

Permalink: <http://blogs.ksbe.edu/vabland/photographs/> **Edit** **View Page**

Add media:

**B** **I** **ABC**

Please [click here](#) in order to access the KS Gallery.

**May 2009**

For this example, I copied the URL for my KS Gallery. Don't forget to update page/post.