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.
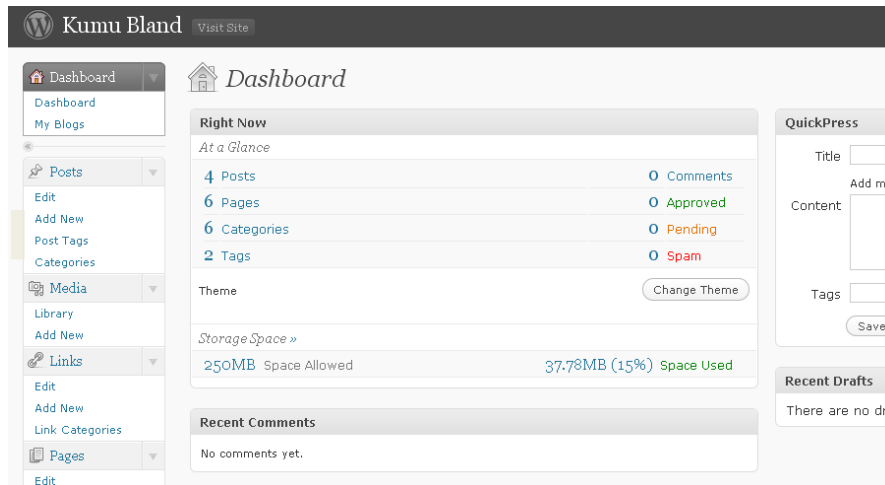
Recommendation: It is suggested that you work on your KS Blog in Firefox. You can download the Firefox browser at http://www.firefox.com. Whenever you work on your KS Blog, you may find it useful to have two tabs open in Firefox. Click on File, New Tab, to open another tab in Firefox. You can have the 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).
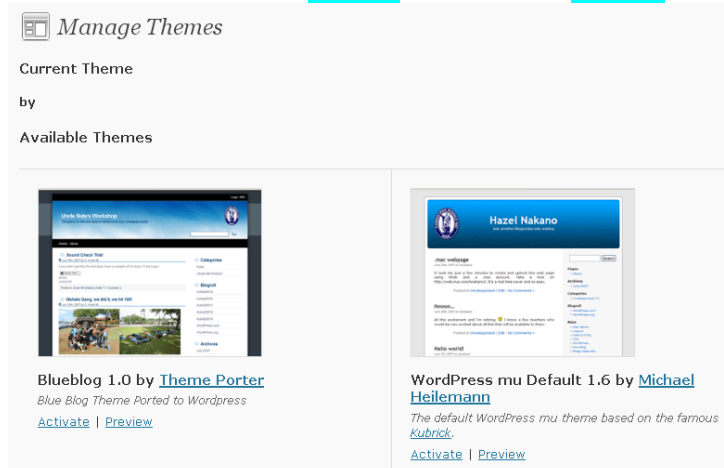

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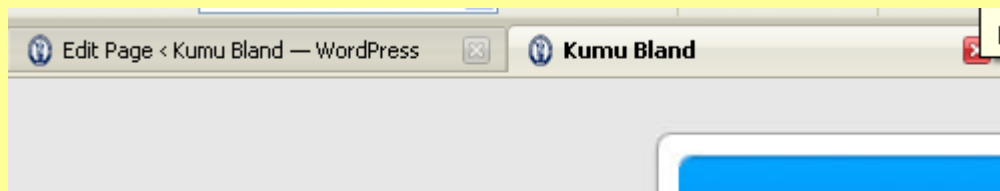
The navigation bar is on the left hand side of your dashboard
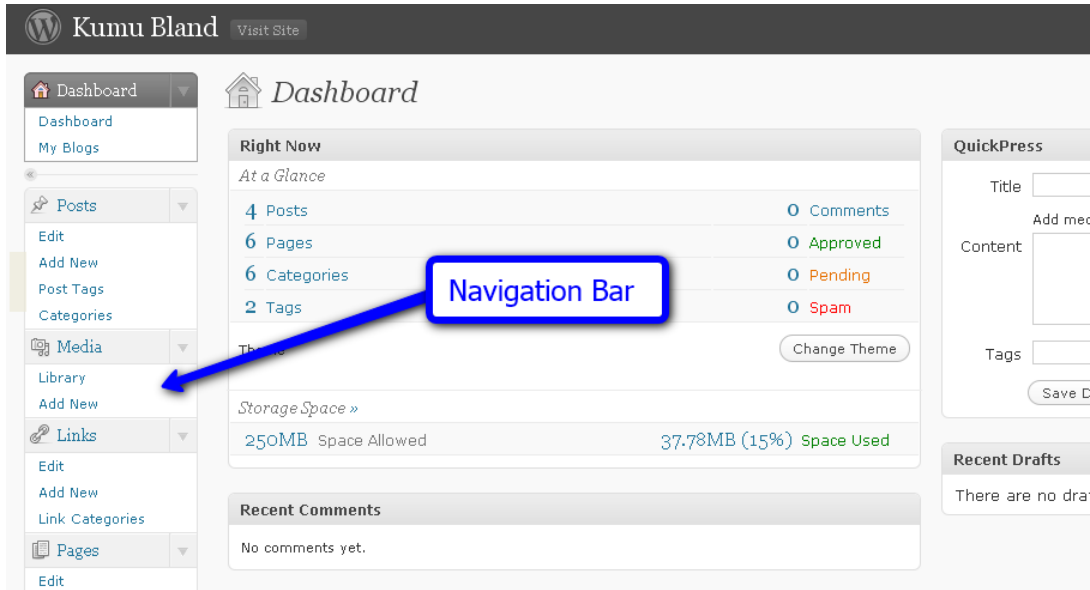
If you want to edit the theme of your blog then click on the Appearance button on the navigation bar.
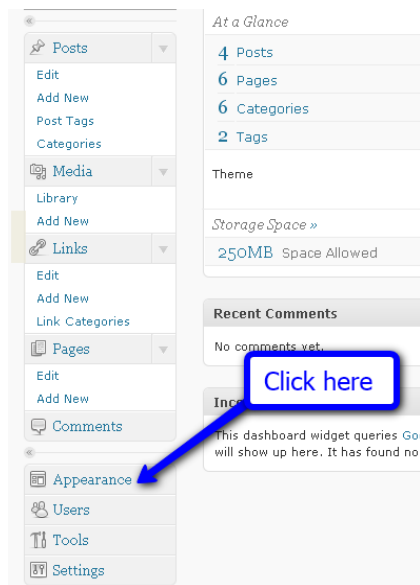
You may choose from two themes. There is even a Preview button. Click Activate to select the theme you prefer.

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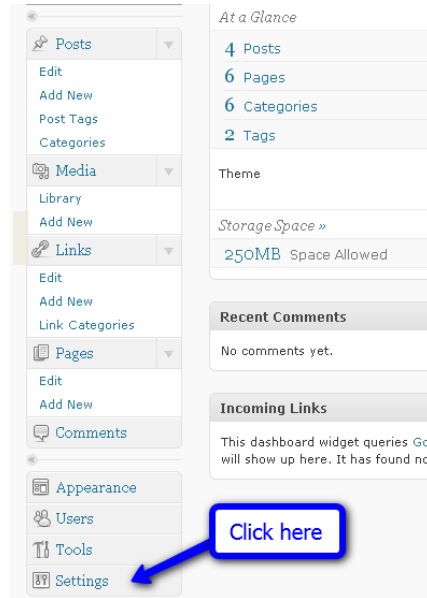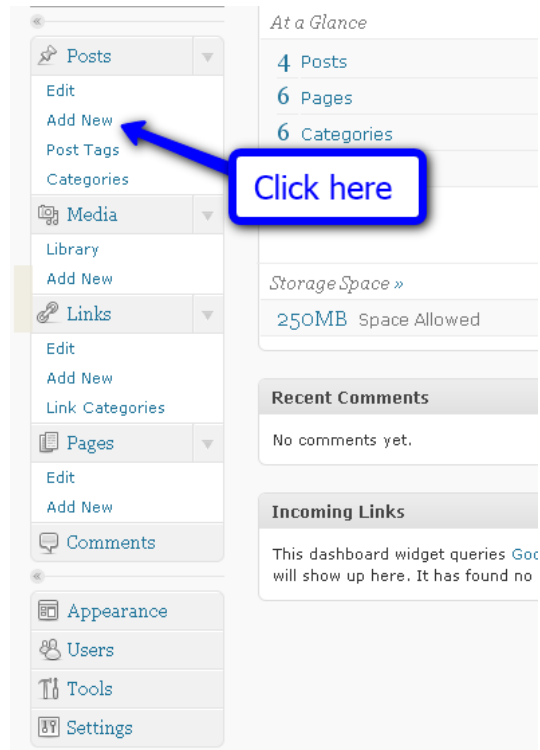

After you've clicked on the settings button you'll see this screen. You can change your title, and the tagline here. In this example, I've exchanged my first name for Kumu, and I've added my building and room number. Check out other KS Blogs for more ideas. Don't forget to click on the blue Save Changes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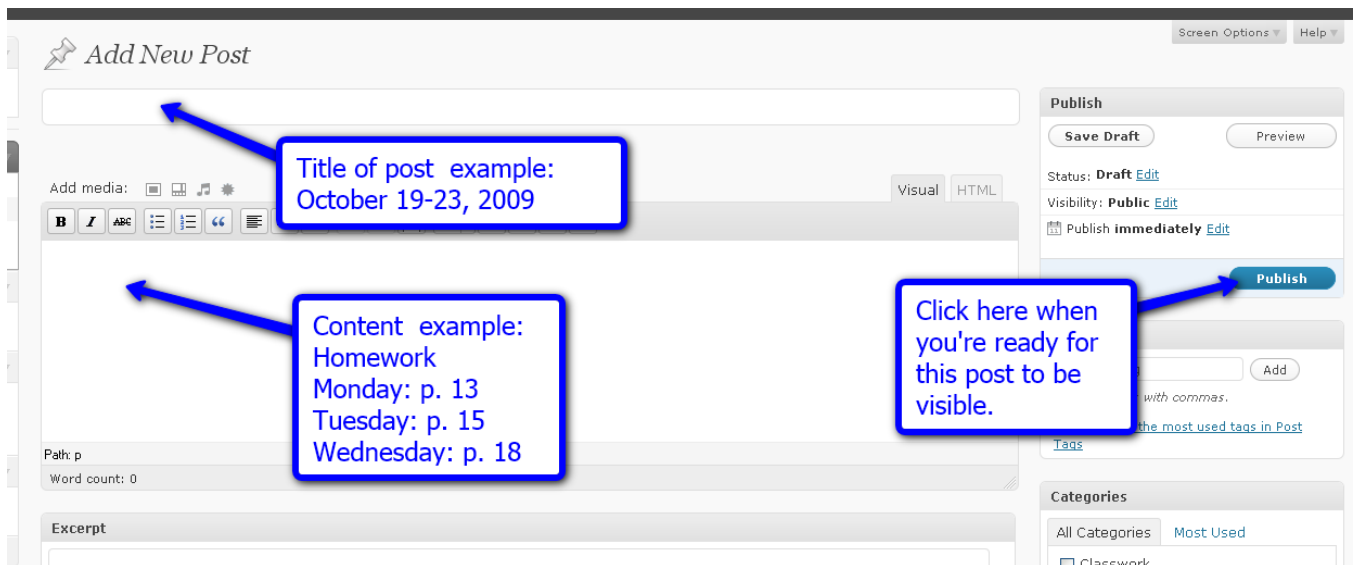
Adding a Post

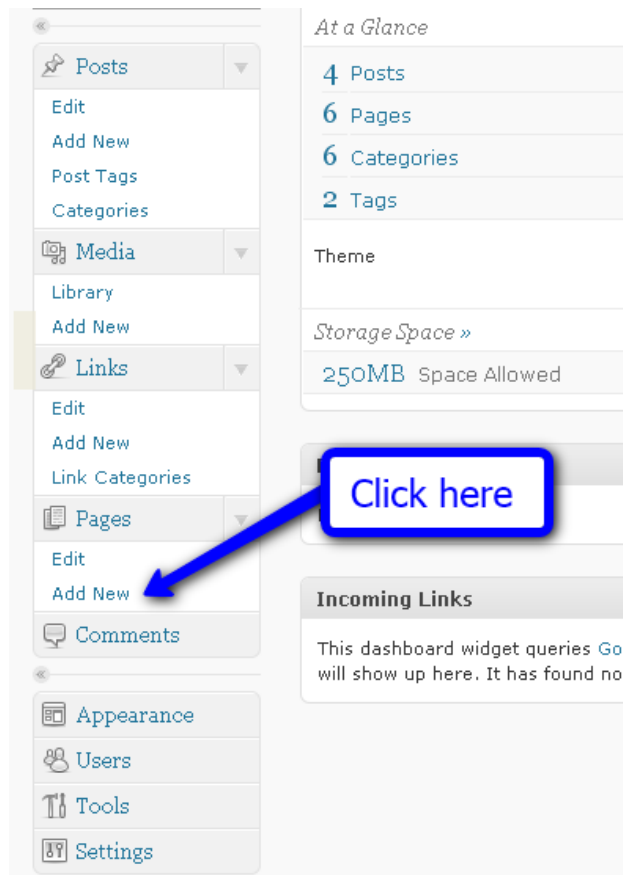In order to add a new post, click on Add New under Posts on the navigation bar.

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.

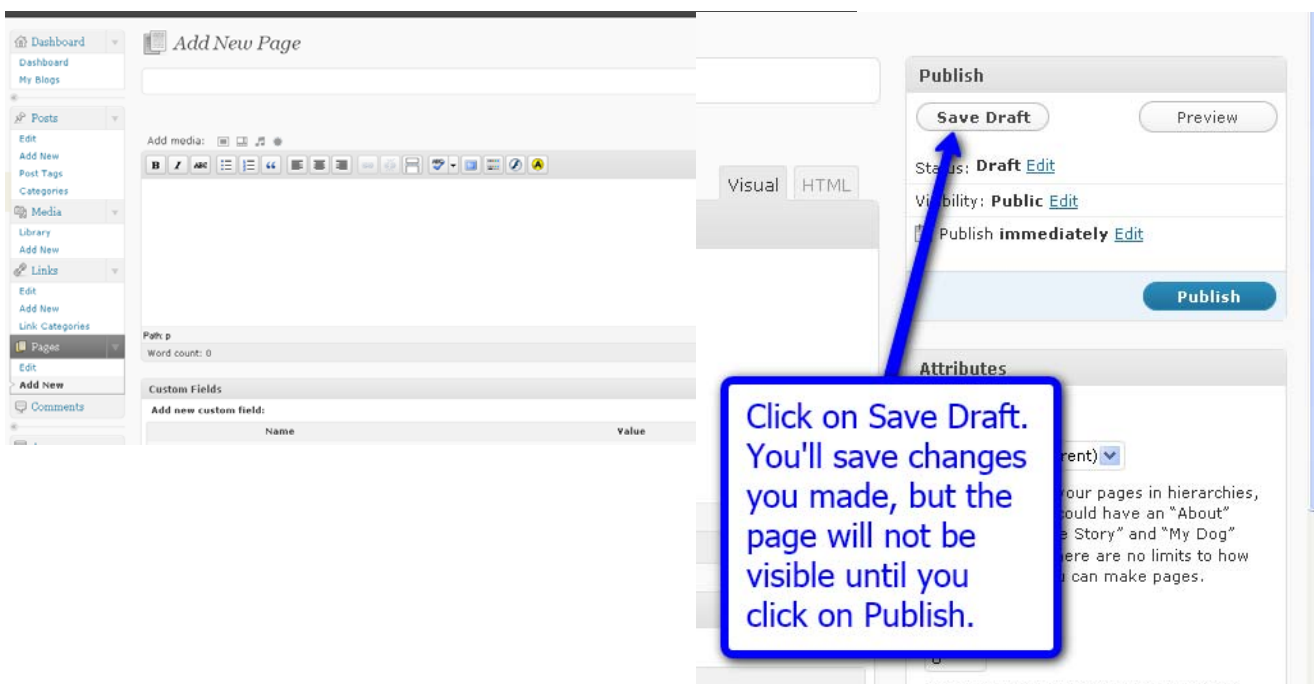Next, you'll see the following screen. Add whatever content you'd like to add, then click on Publish/Save Draft when you're done. You may save as a draft so that you may continue working on the page at a later time, and the page won't be visible until you click on Publish.

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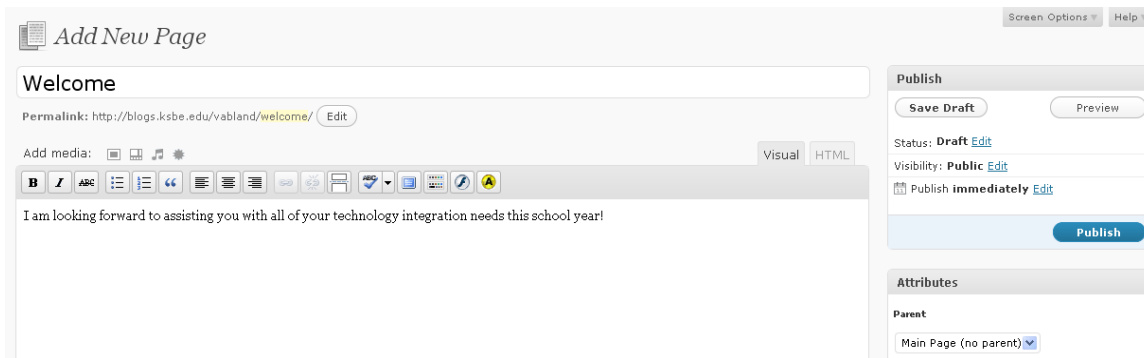
Click on the first button to the right of Add Media:

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


Click here
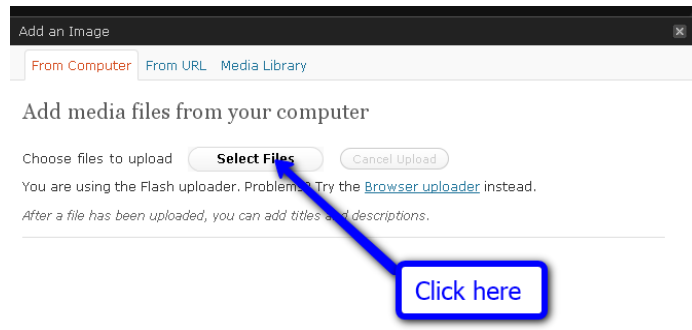
Select the photo(s) you would like to upload to you KS Blog. Don't forget to resize your photos first prior to uploading. You have limited storage on your blog. Photographs which are not resized can take up a lot of server space. For further directions on resizing photos refer to the Batch Resizing of Images handout.
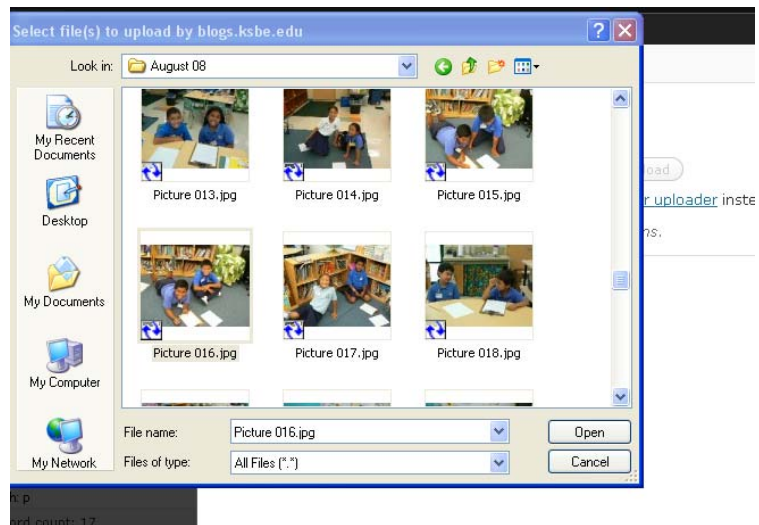
This is where you make alignment and size selections.
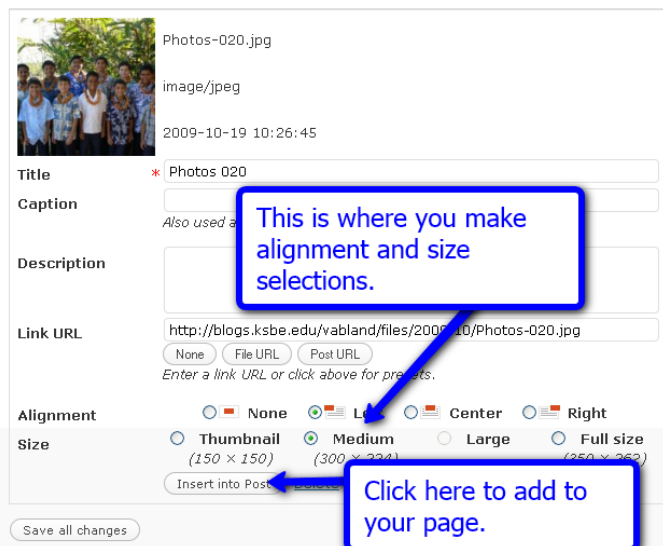
Once you've clicked Insert into Post, you'll see the photo on your page.

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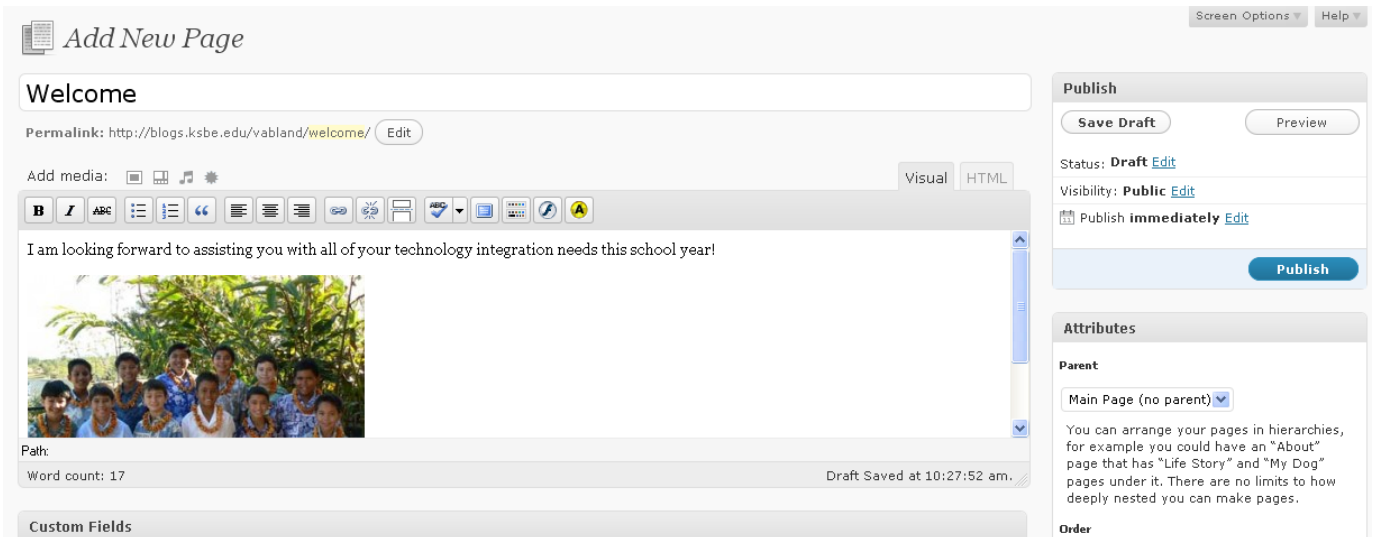
Don't forget to click on Publish or Save Draft, or all of your changes will be lost.

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.
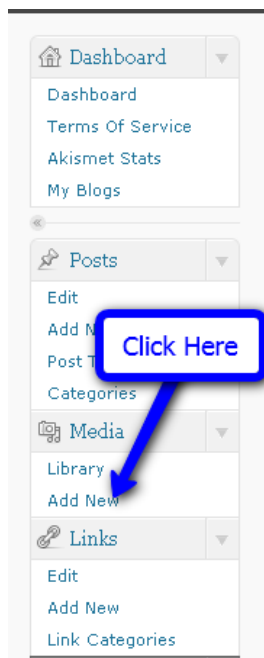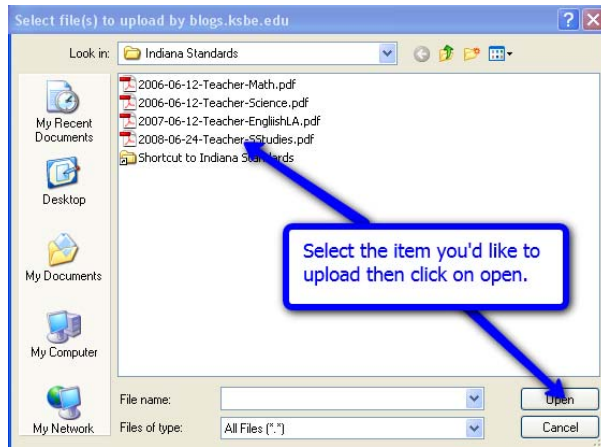

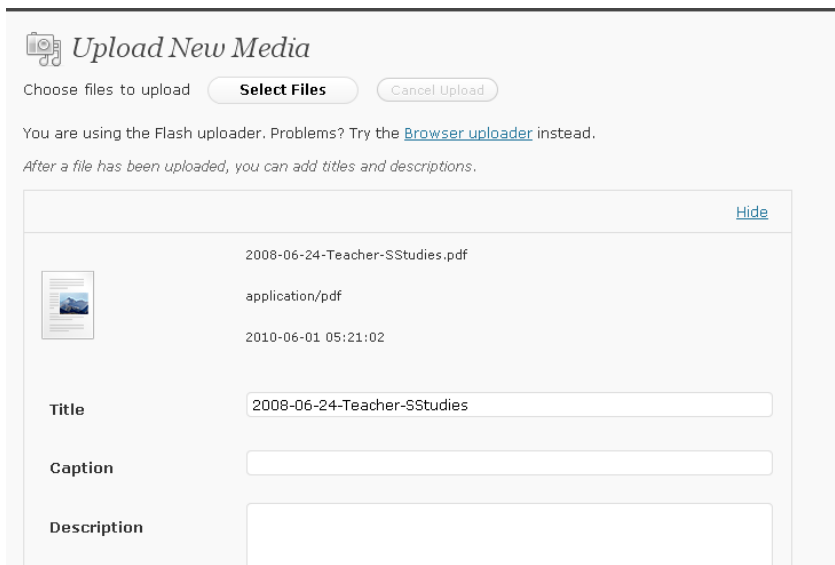Next you'll see the Upload New Media screen. Please click on the Select Files button.
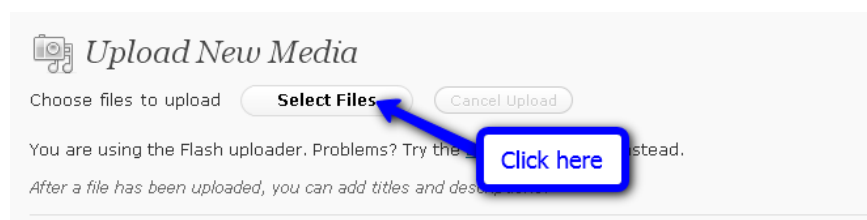
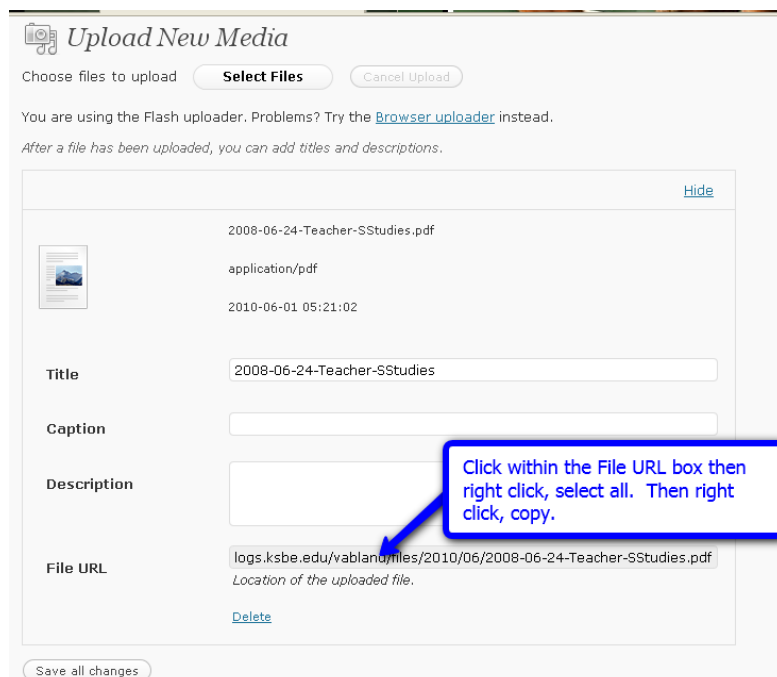Navigate to the item you'd like to upload. Then click on Open.

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.
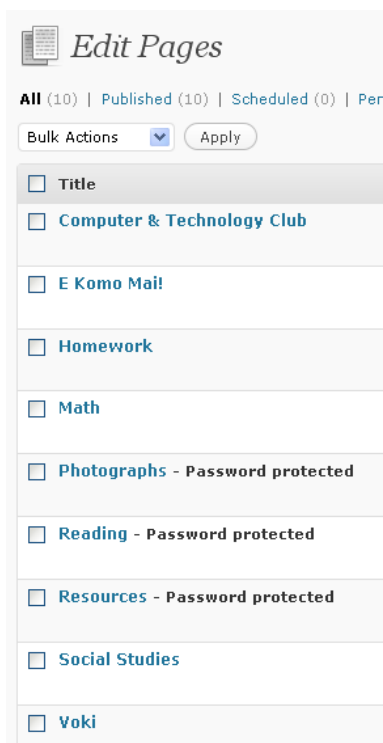
Copy the File URL from the File URL box.

Next, navigate to the page that you would like to add the media to. Underneath Pages in the navigation pane, click on Edit.
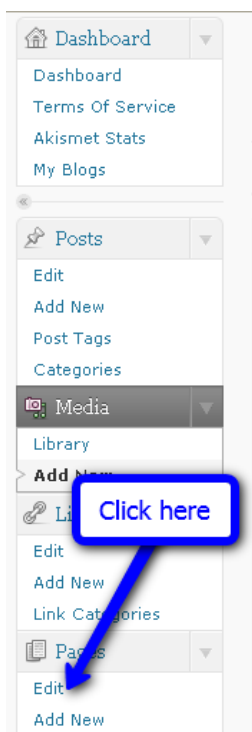
You'll then see the pages that you've already created. Click on the page you'd like to add the media to.

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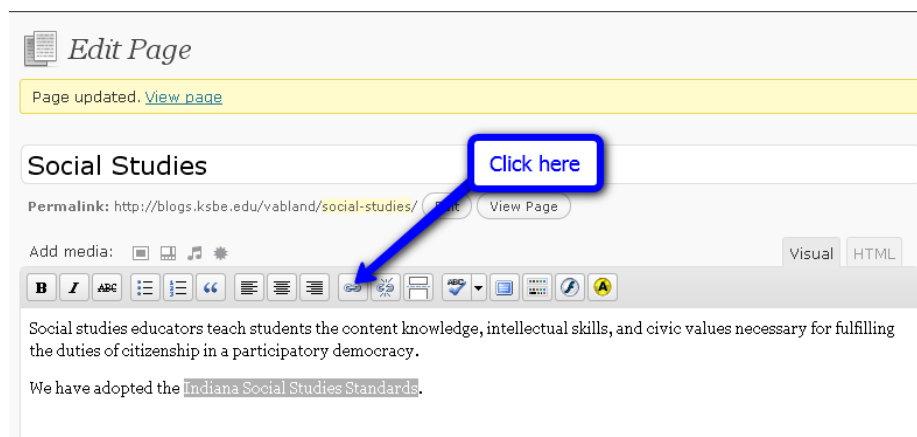
Paste in the File URL for the document. Then click on Insert.

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

The words Indiana Social Studies Standards are now blue because they are linked to the standards. Click on Update Page to save the changes you've made to the page.

If you would like for you 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.

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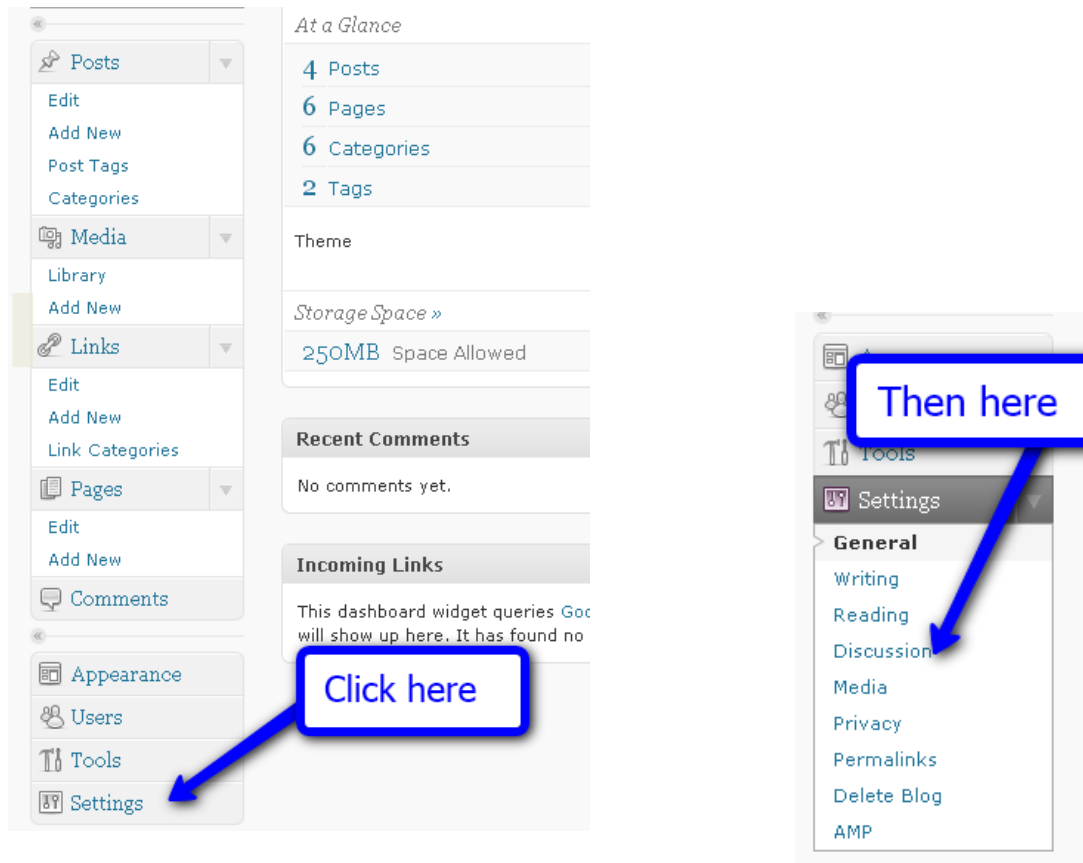
The discussion settings pane will open up. Read over choices, then make the desired selections for your class/course/group. Click on the Save Changes at the bottom of the page to preserve your selections.
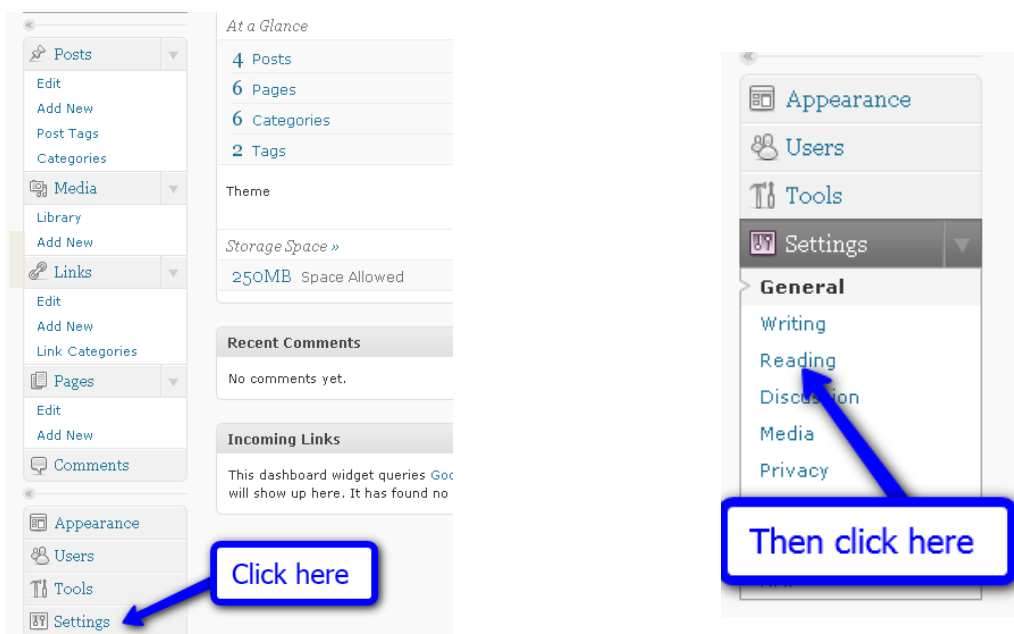
Categories

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).
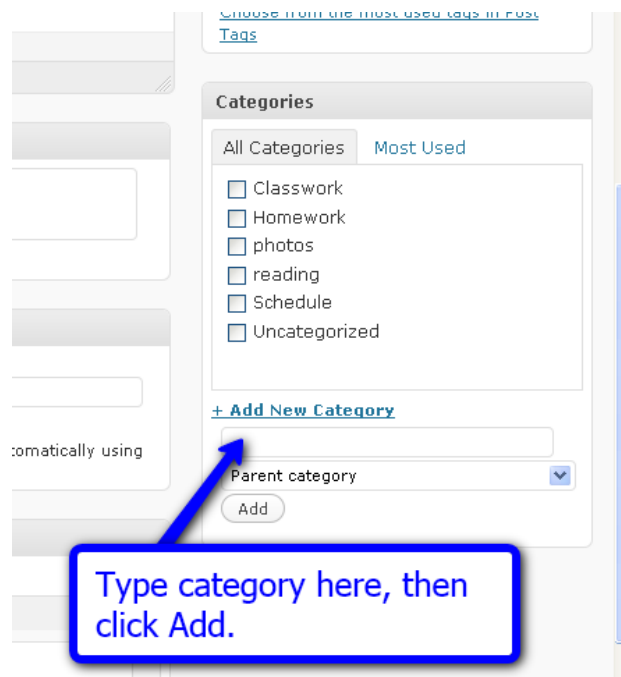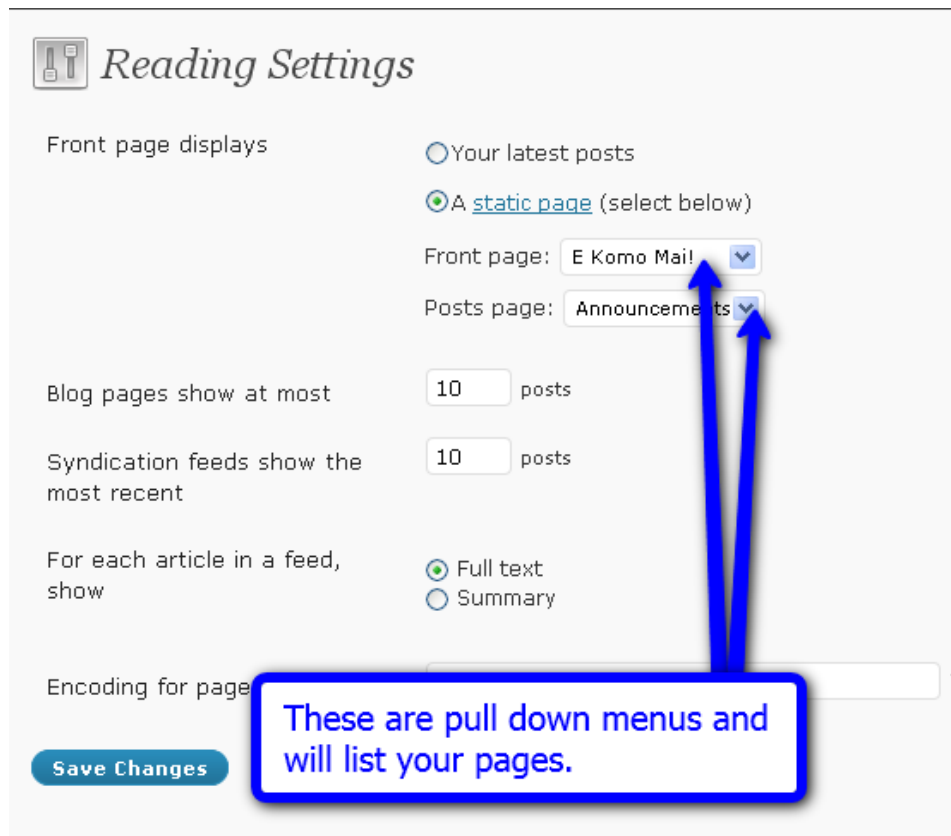

Reading Settings

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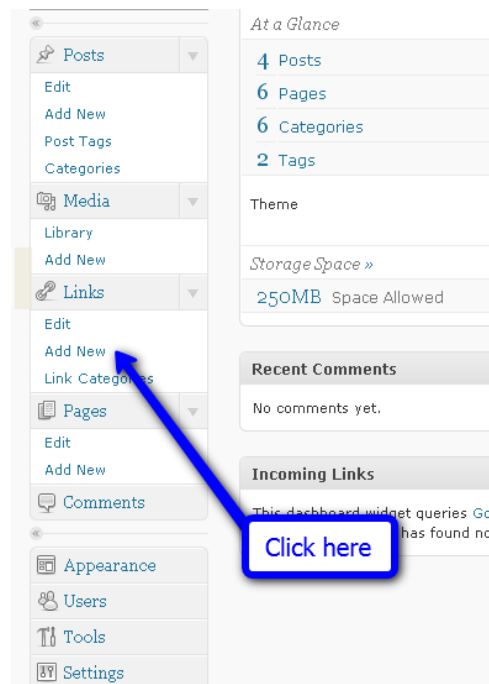
Make your desired selections in this pane. Please don't forget to click on Save Changes.

Adding links to Websites

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

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.

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.

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