KS Blog Instructions

Begin by logging in to your blog account: <u>http://blogs.ksbe.edu/username</u>

	WOR	DPRESS
	ERROR: Wrong usernam combination.	Type in KS username without @ksbe.edu
	Username,	
	Password	
	Remember Me	Log In
Click on		

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

🛞 Kumu	Bland	Visit Site		
 Dashboard Dashboard 	V	👚 Dashboard		
My Blogs		Right Now		QuickPress
®		At a Glance		Title
🖉 Posts	∇	4 Posts	O Comments	Add mec
Edit		6 Pages	O Approved	Content
Add New		6 Categories	O Pending	
Post Tags Categories		2 Tags	O Spam	
🕼 Media	T	Theme	Change Theme	Tags
Library				Save D
Add New		Storage Space »		Save D
🧬 Links	∇	250MB Space Allowed	37.78MB (15%) Space Used	
Edit				Recent Drafts
Add New		Recent Comments		There are no dra
Link Categories				
🕼 Pages	T	No comments yet.		
Edit				

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/wp-admin,). 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).

🔞 Edit Page < Kumu Bland — WordPress	×	🛞 Kumu Bland	<mark>و ا</mark>

🐠 Kumu	Blanc	Visit Site			
 Dashboard Dashboard 	•	👚 Dashboard			
My Blogs		Right Now			QuickPress
×		At a Glance			Title
🖉 Posts	T	4 Posts		0 Comments	Add me
Edit		6 Pages		O Approved	Content
Add New		6 Categories	Neutralian Des	0 Pending	
Post Tags Categories		2 Tags	Navigation Bar	O Spam	
🕼 Media	T	The so		Change Theme	Tags
Library	-				Save D
Add New	_	Storage Space »			Save L
P Links	-	250MB Space Allowed		37.78MB (15%) Space Used	
Edit					Recent Drafts
Add New		Recent Comments			There are no dra
Link Categories		Recent Comments			
🗐 Pages	T	No comments yet.			
Edit					

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.

0		At a Glance
🖉 Posts	T	4 Posts
Edit		6 Pages
Add New		6 Categories
Post Tags Categories		2 Tags
🕼 Media	T	Theme
Library Add New		Storage Space »
🖉 Links	T	250MB Space Allowed
Edit Add New Link Categories		Recent Comments
🚺 Pages	-	No comments vet.
Edit Add New		Click here
🖵 Comments		This dashboard widget queries Goc
¢		will show up here. It has found no
🖬 Appearance 🗸	3	
🖑 Users		
Tools		
IT Settings		

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

📰 Manage Themes	
Current Theme	
by	
Available Themes	
Image: constraint of the second se	With the set of the s

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

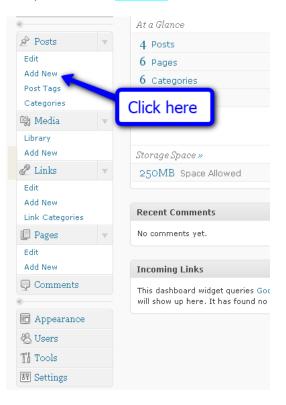
¢		At a Glance
🔊 Posts	T	4 Posts
Edit		6 Pages
Add New		6 Categories
Post Tags Categories		2 Tags
জ্ব Media	T	Theme
Library		
Add New		Storage Space »
🧬 Links	\mathbf{v}	250MB Space Allowed
Edit		
Add New		Recent Comments
Link Categories		Recent comments
📳 Pages	\mathbf{v}	No comments yet.
Edit		
Add New		Incoming Links
🖵 Comments		This dashboard widget queries Goc
0		will show up here. It has found no
🖬 Appearance		
🖑 Users		Click here
Ti Tools		Circit Here
🗷 Settings 🛛 🚄		

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.

🔢 General Setting	15	
Blog Title	Kumu Bland	
Tagline	Nāhi`ena`ena G-101	In a f
E-mail address	vabland@ksbe.edu	This a
	confirm it. The new address will not becon	ne active ui
Timezone	UTC -10:00 VTC time i.	5 2009-10-19
	Choose a city in the same timezone as you. This timezone is currently in standard time. This timezone does not observe daylight savin	gs time.
Date Format	 October 19, 2009 2009/10/19 10/19/2009 19/10/2009 	
Time Format	 Custom: F j, Y October 19, 2009 Documentation on date formatting. Click * 10:11 am 10:11 AM 10:11 Custom: g:i a 10:11 am 	Save Chanç
Week Starts On	Monday 💌	
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.

r	🚀 Add New Post			Screen Options v Help v
		Title of post example: October 19-23, 2009	Visual HTML	Publish Save Draft Preview Status: Draft Edit Visibility: Public Edit Image: Public Status
r	Path: p	Content example: Homework Monday: p. 13 Tuesday: p. 15 Wednesday: p. 18	you're	Publish ready for st to be <u>with commas</u> . the most used tags in Post
	Word count: 0 Excerpt			Categories All Categories Most Used Classwork

Adding a Page:

«	At a Glance
🔊 Posts 🔍 🔻	4 Posts
Edit	6 Pages
Add New	6 Categories
Post Tags Categories	2 Tags
ଜ Media 🔻	Theme
Library	
Add New	Storage Space »
🖉 Links 🔍 🔻	250MB Space Allowed
Edit	
and the second se	
Add New	
Add New Link Categories	Click here
	Click here
Link Categories	Click here
Link Categories	Click here
Link Categories	
Link Categories	Incoming Links
Link Categories	Incoming Links This dashboard widget queries Goo
Link Categories	Incoming Links This dashboard widget queries Goo
Link Categories	Incoming Links This dashboard widget queries Goo

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.

💮 Dashboard 🛛 👻	🛄 Add New Page			
My Blogs			Publish	
P Posts ▼ Edit Add New Post Tags Categories Q Media ▼ Ubrary Add New Q Links ▼ Edit	Add modia: E I & C E E E E E E E E E E E E E E E E E E		Visual HTML Visual HTML Vi bility: Public Edit Publish immediately Edit	Preview
Add New Link Categories Pages V Edit Add New	Paitx p Word count: 0 Custom Fields		Attributes	Publish
Comments 🖓	Add new custom field:		Click on Save Draft.	
	Name	¥alue	You'll save changes rent)	"My Dog" mits to how

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

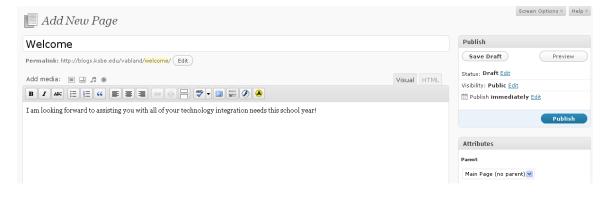
If you would like to password protect the page, when you are editing your page (or adding a new page), click on the blue **Edit** in the publishing pane (always on the right hand side). Then you'll see the following screen.

	Publish	
Visual HTML	Save Draft	Preview
	Status: Draft Edit	
	Visibility: Public Public Password protected 	
	Password:	
	Private	
	OK Cancel	
	🖽 Publish immediately Edit	
Add passv	vord here	Publish
example:		
	Davant	

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:

Add media: 🔳 🥐 🖪 🗰		Visual	HTML
	Click here		

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.

Add an Image			
From Computer From URL Media Library			
Add media files from your computer			
Choose files to upload Select Files Cancel Upload			
You are using the Flash uploader. Problems ² Try the <u>Browser uploader</u> instead.			
After a file has been uploaded, you can add titles a d descriptions.			
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.



You are using the Flash uploader. Problems? Try the <u>Browser uploader</u> instead. After a file has been uploaded, you can add titles and descriptions.

Photos-020.jpg				
	image/jpeg			
	2009-10-19 10:26:45			
Title	* Photos 020			
Caption	Also used a This is where you make			
Description	alignment and size selections.			
Link LIRI	http://blogs.ksbe.edu/vabland/files/2007_10/Photos-020.jpg			
LIIIK OKE	None File URL Post URL			
	Enter a link URL or click above for presets.			
Alignment	🔿 💻 None 🛛 🗮 L🚺 🔿 💻 Center 🔿 📑 Right			
Size	O Thumbnail O Medium O Large O Full size (150 × 150) (300 × 252) (250 × 252)			
	Insert into Post Click here to add to			
Save all changes	your page.			

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

📃 Add New Page	Screen Options Help
Welcome	Publish
Permalink: http://blogs.ksbe.edu/vabland/ <mark>welcome</mark> / Edit	Save Draft Preview
Add media:	Status: Draft <u>Edit</u>
B Z ₩ Ξ Ξ ₩ ₩ Ξ Ξ ₩ ₩ - Ξ Ξ ∅	Visibility: Public Edit
I am looking forward to assisting you with all of your technology integration needs this school year!	Publish
	Attributes Parent Main Page (no parent) 💙
Path: Word count: 17 Draft Saved at 10:27:52 am.	You can arrange your pages in hierarchies, for example you could have an "About" page that has "Life Story" and "My Dog" pages under it. There are no limits to how deeply nested you can make pages.
Custom Fields	Order

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.

📴 Upload New Media	
Choose files to upload Select Files Cano	cel Upload
You are using the Flash uploader. Problems? Try the	Click here stead.
After a file has been uploaded, you can add titles and des	

Navigate to the item you'd like to upload. Then click on <mark>Open</mark>.

	upload by blogs.ksbe.edu	? 🗙
Look in:	🔁 Indiana Standards 🛛 🕑 😥 🖽 -	
My Recent Documents Desktop	2006-06-12-Teacher-Math.pdf 2006-06-12-Teacher-Science.pdf 2007-06-12-Teacher-EnglishLA.pdf 2008-06-24-Teacher.Studies.pdf 3 Shortcut to Indiana Standards Select the item you'd like to upload then click on open.	,
My Computer	File name:	Upen Cancel

You'll then see the following screen.

📴 Upload New Media				
Choose files to uploa	d Select Files Cancel Upload			
You are using the Flas	sh uploader. Problems? Try the <u>Browser uploader</u> instead.			
After a file has been up	loaded, you can add titles and descriptions.			
		<u>Hide</u>		
	2008-06-24-Teacher-SStudies.pdf			
	application/pdf			
	2010-06-01 05:21:02			
Title	2008-06-24-Teacher-SStudies			
Caption				
Description				

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.

👰 Upload New Media				
Choose files to upload Select Files Cancel Upload				
You are using the Flash uploa	der. Problems? Try the <u>Browser uploader</u> instead.			
After a file has been uploaded, y	iou can add titles and descriptions.			
	Hide			
	2008-06-24-Teacher-SStudies.pdf			
	application/pdf			
	2010-06-01 05:21:02			
Title	2008-06-24-Teacher-SStudies			
Caption				
Description	Click within the File URL box then right click, select all. Then right click, copy.			
File URL	logs.ksbe.edu/vablano/nles/2010/06/2008-06-24-Teacher-SStudies.pdf			
	Location of the uploaded file. Delete			
Save all changes				

Copy the File URL from the File URL box.

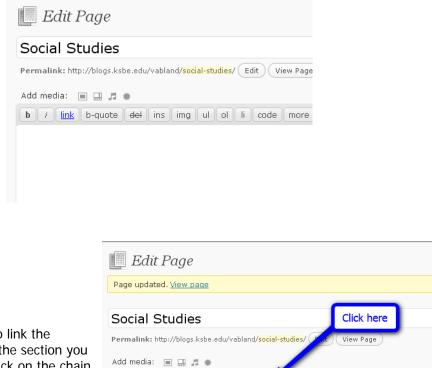
Next, navigate to the page that you would like to add the media to. Underneath Pages in the navigation pane, click on Edit.



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

📃 Edit Pages
All (10) Published (10) Scheduled (0) Per
Bulk Actions Apply
Title
Computer & Technology Club
🔲 E Komo Mai!
Homework
🔲 Math
Photographs - Password protected
Reading - Password protected
Resources - Password protected
Social Studies
🔲 Voki

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.

B Z ↔ ☵ ☵ ₩ ⋿ ≡ ≡ ở ở ⊣ ഈ • ▣ ☶ ở À
Social studies educators teach students the content knowledge, intellectual skills, and civic values necessary for fulfilling
the duties of citizenship in a participatory democracy.

We have adopted the Indiana Social Studies Standards.

Γ	Insert/edit link X]
t٠	Insert/edit link	ice
×	Link URL 3/2008-06-24-Teacher-SStudies.pdf	
n	Target Not set	
L	Title Click here	
L	Class Not San	
L		
L		
L	Cancel Insert	

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

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

📃 Edit Page		Screen Options * Help *	
Social Studies Permalink: http://blogs.ksbe.edu/vabland/social-studies/ Edit View Page		Publish Preview Changes	
Add media: B / ME ::::::::::::::::::::::::::::::::::		Status: Published Edit visibility: Public Edit Published on: Jun 1, 2010 @ 5:42 Edit Delete Jpdate Page	
We have adopted the <u>Indiana Social Studies Standar</u> ,		Attributes Parent Main Page (no parent) You can arrange your pages in hierarchies.	

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.

Math	Publish
Permalink: http://blogs.ksbe.edu/vabland/math/ Edit View Page	Preview Changes Status: Published Edit
Add media:	Visibility: Public Edit
	🗄 Published on: Oct 14, 2009 @ 12:12 Edit
October 19-23, 2009 This week practice your <u>multiplication facts</u> to 6.	Delete Update Page
	Attributes
COMPLETE MULTIPLICATION TABLE, BASE OF 12	Parent
Z 4 6 8 X 10 12 14 16 18 1X 20 3 6 9 10 13 16 19 20 23 26 29 39	Main Page (no parent) 💙
4 8 10 14 18 20 24 28 30 34 38 40	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.

×		At a Glance	
🖉 Posts	-	4 Posts	
Edit		6 Pages	
Add New		6 Categories	
Post Tags Categories		2 Tags	
🕼 Media		Theme	
Library			
Add New		Storage Space »	<u>«</u>
🖉 Links		250MB Space Allowed	
Edit			Then here
Add New		Recent Comments	e men nere
Link Categories		Recent Comments	Ti Tools
📳 Pages	\mathbf{T}	No comments yet.	🖬 Settings
Edit			General
Add New		Incoming Links	Writing
Comments		This dashboard widget queries Goc	Reading
«		will show up here. It has found no	Discussion
🗊 Appearance		Click here	Media
🖑 Users		Chercherc	Privacy
Ti Tools			Permalinks
📅 Settings 🭊			Delete Blog
E. bottingb			AMP

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.

II Discussion Sett	ngs	
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 14 days Enable threaded (nested) comments 5 v levels deep Break comments into pages with 50 comments per page and the last v page displayed by default Comments should be displayed with the older v 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 author must have a previously approved comment 	
Comment Moderation	Hold a comment in the queue if it contains 2 or more links. (A common characteristic of comment spam is a large number of	
	When a comment contains any of these words in its content, name, URL, e-mail, or IP, it will be held in the <u>moderation queue</u> . One will match inside words, so "press" will match "WordPress".	

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).

	<u>Choose from the most used tays in r</u> <u>Tags</u>	051
	Categories	
	All Categories Most Used	
	 Classwork Homework photos reading Schedule Uncategorized 	
	+ Add New Category	
comatically using	Parent category	~
	Add	
Type ca click Ad	ategory here, then d.	

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.

®	At a Glance
🖉 Posts 🔹	4 Posts
Edit	6 Pages
Add New Post Tags	6 Categories
Categories	2 Tags
🕼 Media 🔍	Theme
Library Add New	
Links V	Storage Space »
Edit	250MB Space Allowed
Add New	
Link Categories	Recent Comments
📳 Pages 🔍	No comments yet.
Edit	
Add New	Incoming Links
Comments	This dashboard widget queries Goo will show up here. It has found no
Appearance	
🖑 Users	
Ti Tools	Click here
N Settings	

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

🔢 Reading Setting	S
Front page displays	○Your latest posts
	Front page: 🛛 E Komo Mai!
	Posts page: Announceme ts
Blog pages show at most	10 posts
Syndication feeds show the most recent	10 posts
For each article in a feed, show	⊙ Full text ○ Summary
	re pull down menus and your pages.

Adding links to Websites

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

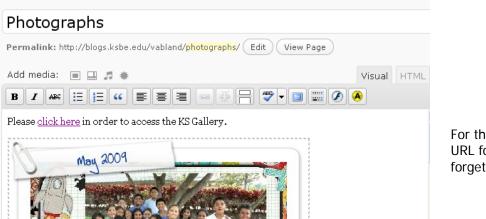
«	At a Glance
🖉 Posts 🔍	4 Posts
Edit	6 Pages
Add New	6 Categories
Post Tags Categories	2 Tags
জ্য Media ত	Theme
Library	
Add New	Storage Space »
🖉 Links 🔍 🔻	250MB Space Allowed
Edit	
Add New 👞	
Link Categorias	Recent Comments
Link Categorias	Recent Comments No comments yet.
-	
🗊 Pages 🔍 🔻	
Edit	No comments yet.
Pages Edit Add New	No comments yet. Incoming Links This dashboard widget queries Gos
Pages Edit Add New	No comments yet. Incoming Links This decelopart widget queries Gos
Pages V Edit Add New Comments	No comments yet. Incoming Links This dashboard widget queries Gos
Pages Edit Add New Comments Appearance	No comments yet. Incoming Links This dashboard widget queries Gos

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.

P Add New Link	Screen Options * Help *
Name	Save
Math TV Example: Nifty blogging software	🗌 Keep this link private
Web Address	Add Link
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. 	

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.