

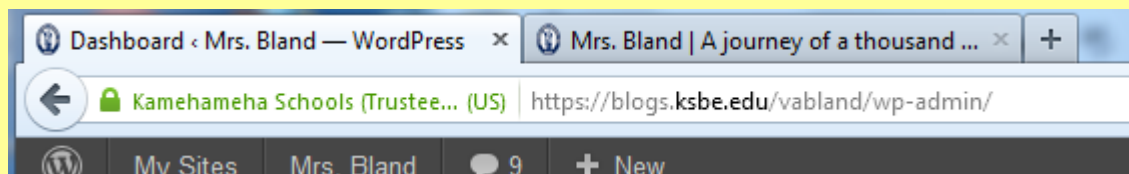
KS Blog Instructions

Begin by logging in to your blog account:

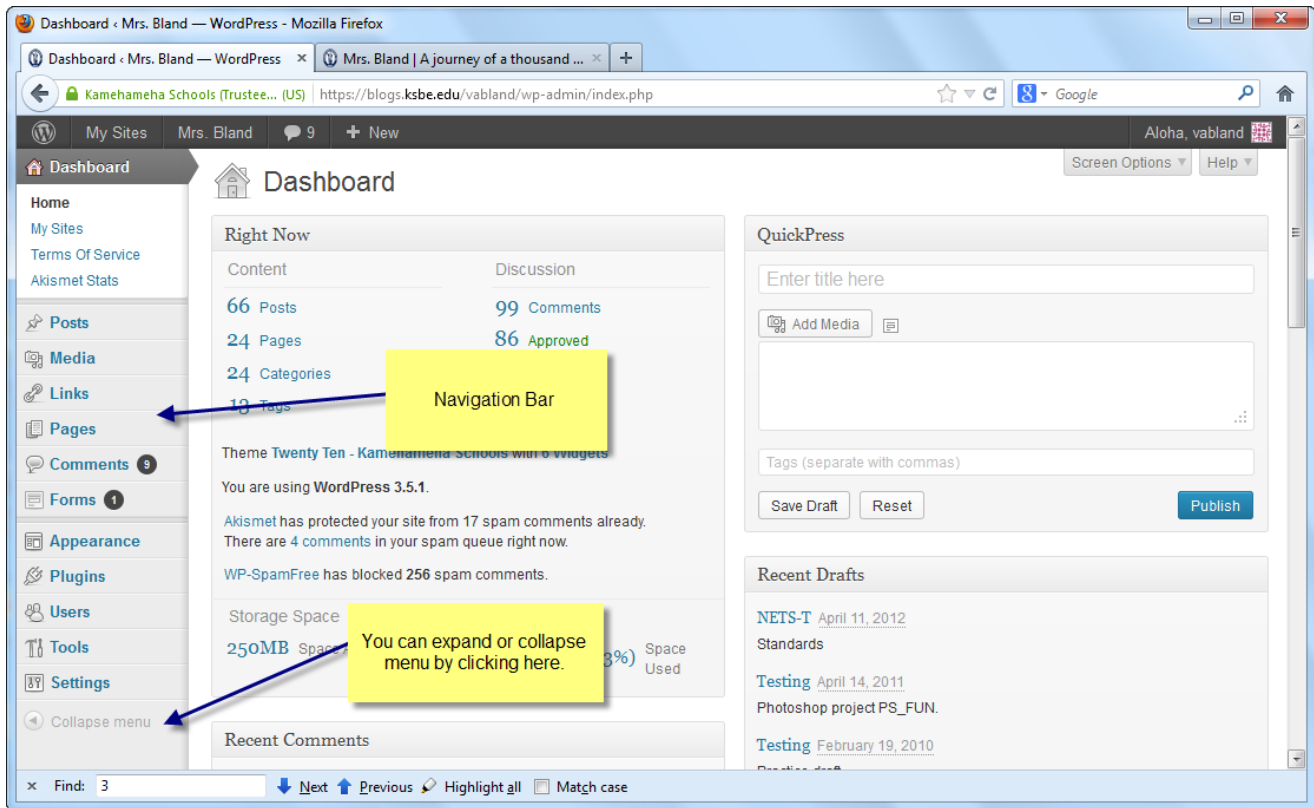
<http://blogs.ksbe.edu/username> or <http://blogs.ksbe.edu>

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

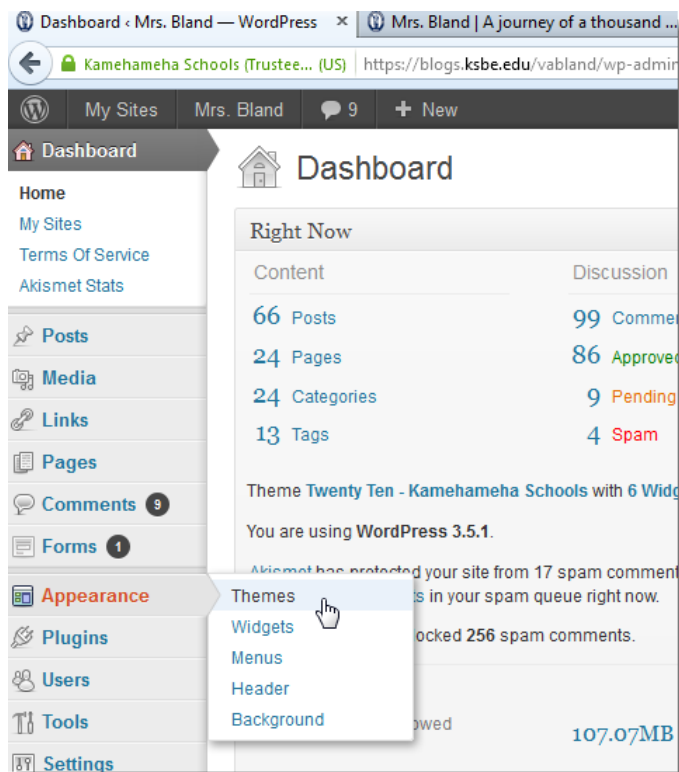
Recommendation: It is suggested that you work on your KS Blog in Firefox. You can download the Firefox browser at <http://www.firefox.com>. Whenever you work on your KS Blog, you may find it useful to have two tabs open in Firefox. Click on File, New Tab, to open another tab in Firefox. You can have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

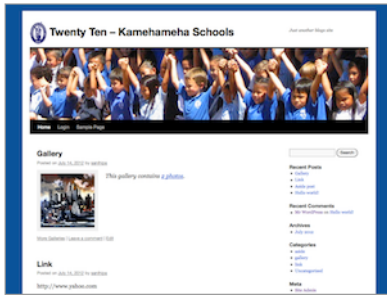


If you want to edit the theme of your blog then click on the **Appearance** > **Themes** button on the navigation bar.



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

Manage Themes



Current Theme **Twenty Ten - Kamehameha Schools**

By [the WordPress team \(modified by KS IT-ETS\)](#) | Version 1.5

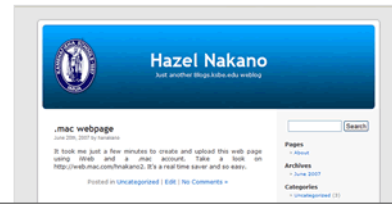
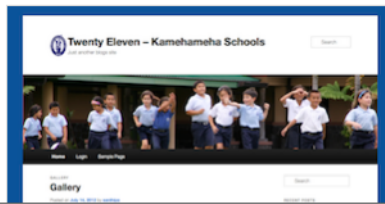
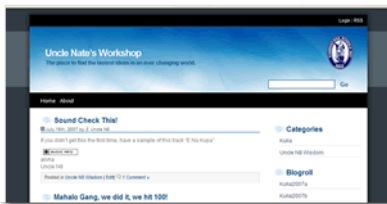
The 2010 theme for WordPress is stylish, customizable, simple, and readable — make it yours with a custom menu, header image, and background. Twenty Ten supports six widgetized areas (two in the sidebar, four in the footer) and featured images (thumbnails for gallery posts and custom header images for posts and pages). It includes stylesheets for print and the admin Visual Editor, special styles for posts in the “Asides” and “Gallery” categories, and has an optional one-column page template that removes the sidebar.

This [child theme](#) requires its parent theme, *Twenty Ten*.

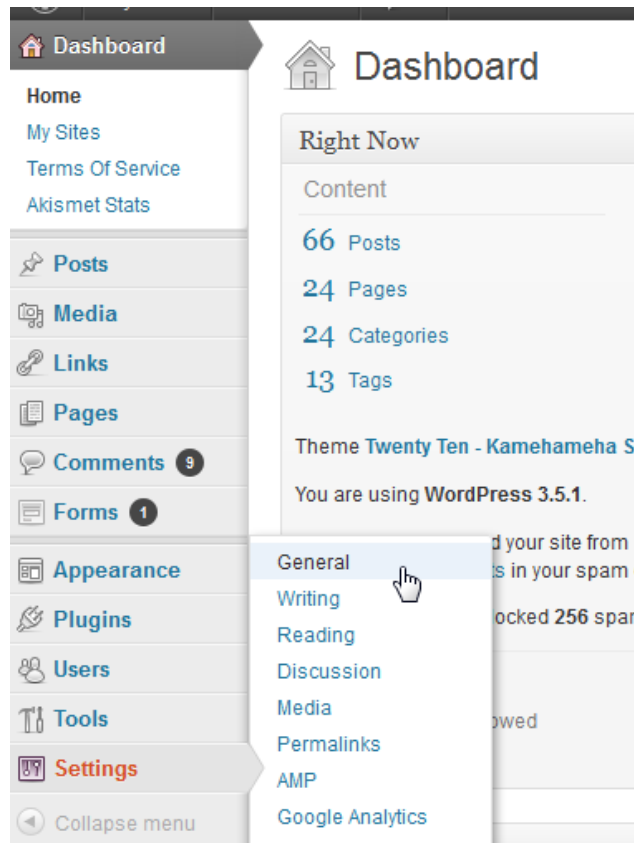
[Customize](#) OPTIONS: [Widgets](#) | [Menus](#) | [Header](#) | [Background](#)

Available Themes

Search Installed Themes [Feature F](#)



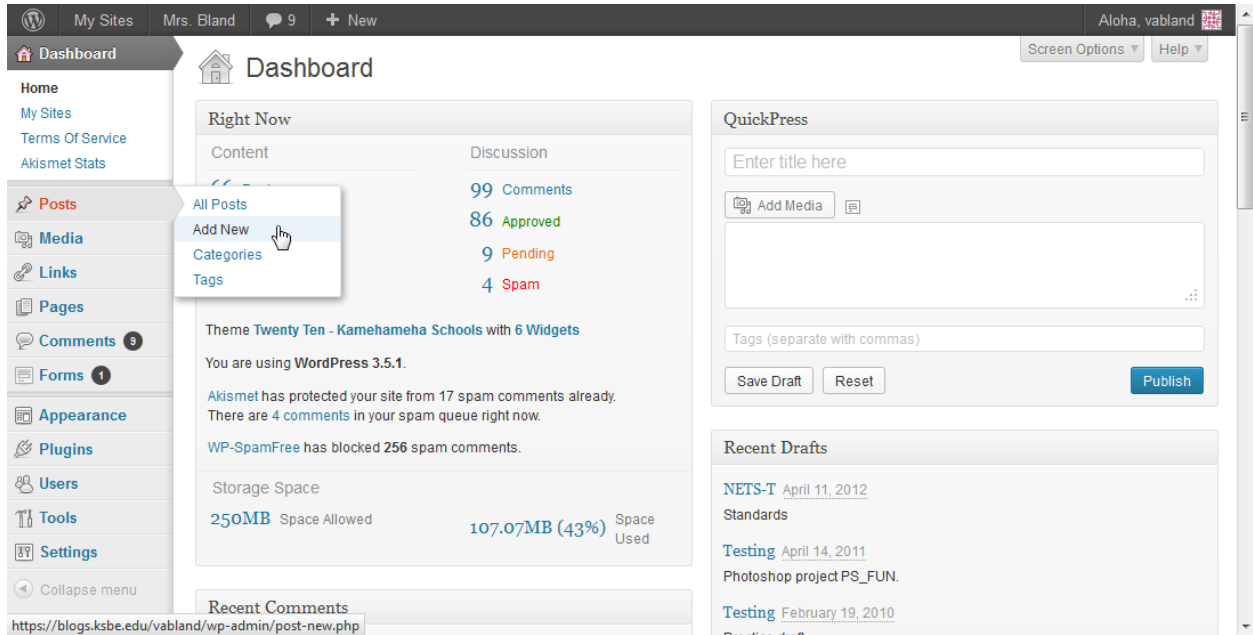
In order to change the title of your blog you'll need to click on the **Settings** > **General** button on your navigation bar.



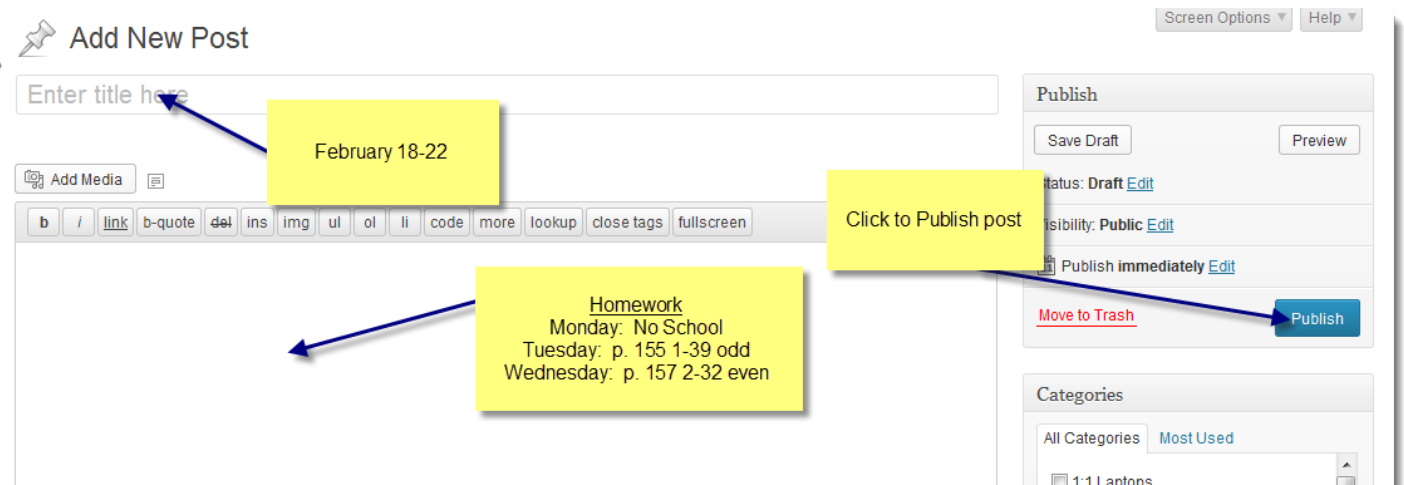
After you've clicked on the settings button you'll see this screen. You can change your title, and the tagline here. In this example, I've exchanged my first name for Mrs., and I've added a quote from Lao Tzu. Check out other KS Blogs for more ideas. Don't forget to click on the blue **Save Changes** button at the bottom left of the page, or it will revert back to your original settings.

Adding a Post

In order to add a new post, click on **Add New** in the pop-up menu that appears when you hover over Posts.



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.



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 or a certain grade level).

Professional Development Article

Permalink: <http://blogs.ksbe.edu/vabland/2013/02/15/professional-d...opment-article/> Edit View Post

Get Shortlink

Add Media

Visual Text

B I ABC [List Icons] [Link Icon] [Image Icon] [Media Icon] [More Icon]

Paragraph U [Text Icons] [Undo] [Redo]

Please read this [article](#) prior to our next class meeting on 2/22.

Check off one or more categories for every post.

Add categories as needed.

Path: p

Word count: 11

Last edited by vabland on February 15, 2013 at 2:33 am

Publish

Preview Changes

Status: **Published** Edit

Visibility: **Public** Edit

Published on: Feb 15, 2013 @ 2:33 Edit

Move to Trash Update

Categories

All Categories Most Used

- Homework
- HS Online Communication
- music test
- Networking
- Online Communicaiton Part 1
- photos
- Professional Development
- Question of the Day
- Question of the Week
- reading

+ Add New Category

If a new category is needed, simply click on the +Add New Category button and type in the new category. Click on the **Add New Category** button to save.

Categories

All Categories Most Used

- Homework
- HS Online Communication
- music test
- Networking
- Online Communicaiton Part 1
- photos
- Professional Development
- Question of the
- Question of the
- reading

+ Add New Category

Parent Category

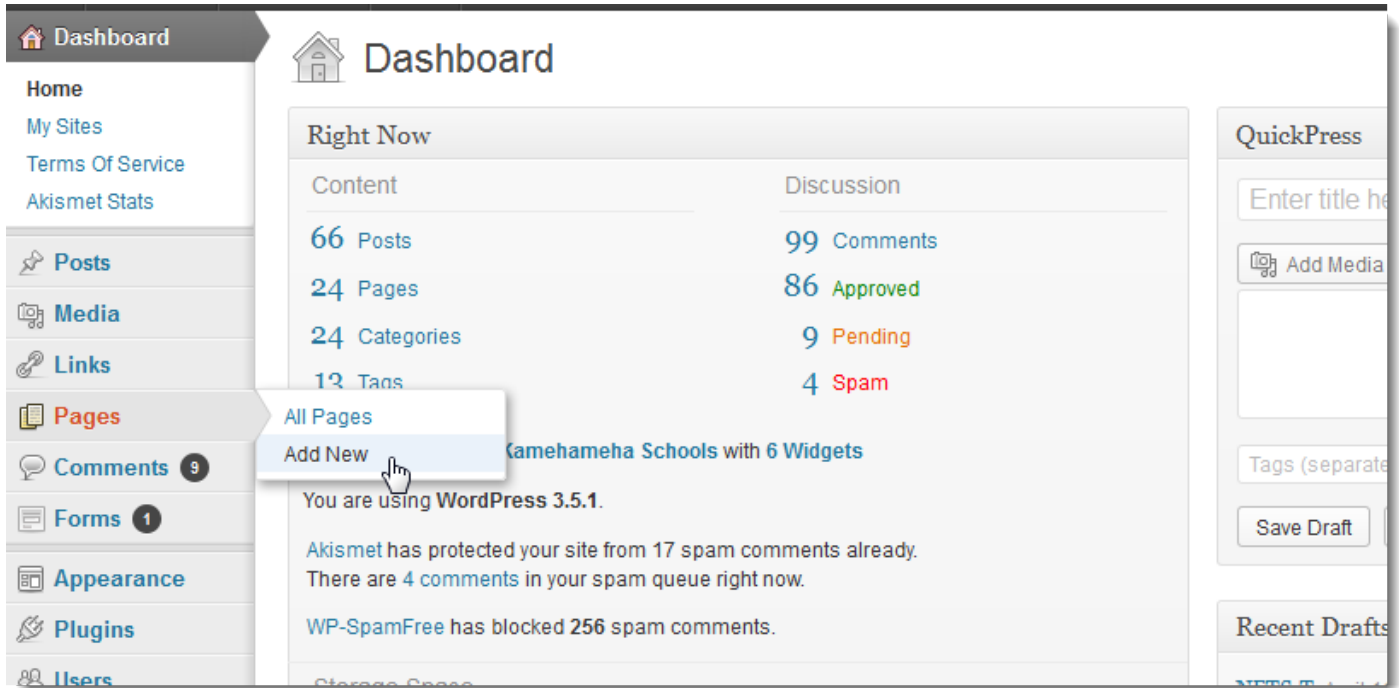
Add New Category

Add text here.

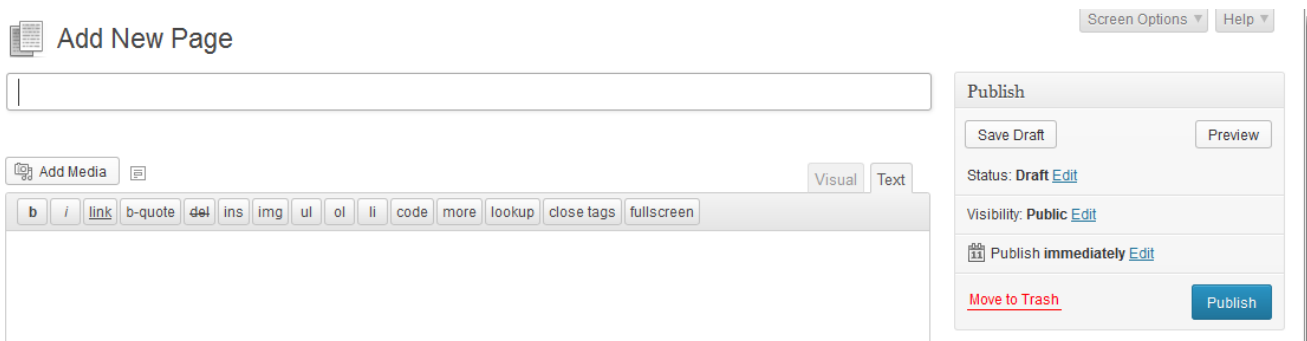
Click to save.

Adding a Page:

In order to add a new page, hover over Pages and then click on **Add New** when the pop-up menu appears.



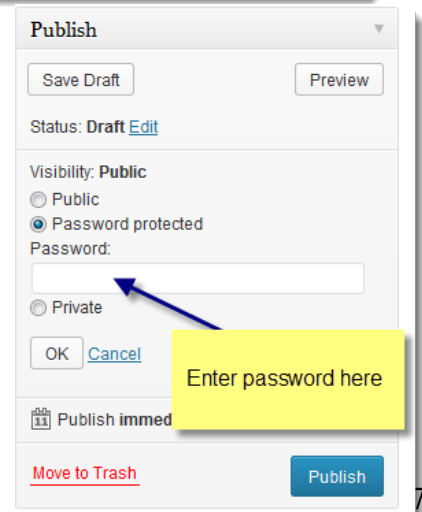
Next, you'll see the following screen. Add whatever content you'd like to add, then click on **Publish/Save Draft** when you're done. You may save as a draft so that you may continue working on the page at a later time, and the page won't be visible until you click on **Publish**.



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

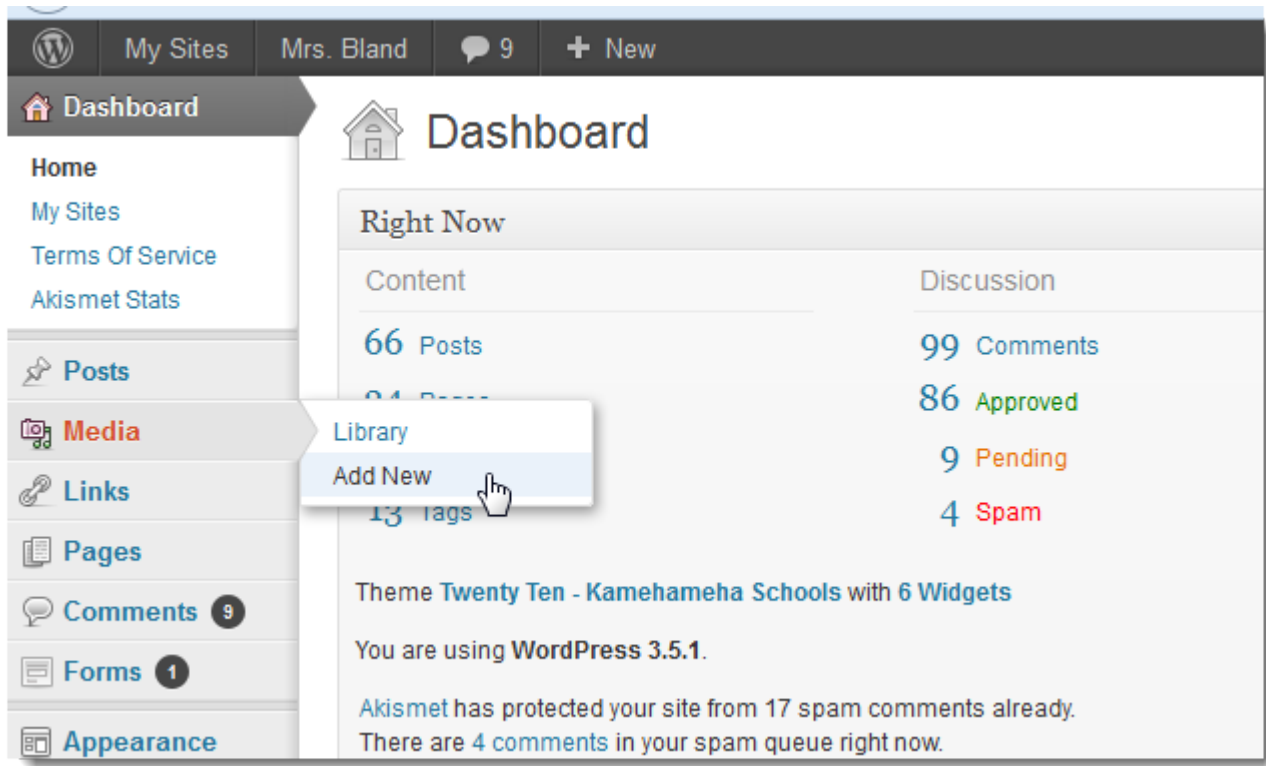
If you would like to password protect the page, when you are editing your page (or adding a new page), click on the blue **Edit** in the publishing pane (always on the right hand side). Then you'll see the screen on the right.

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



Adding Media

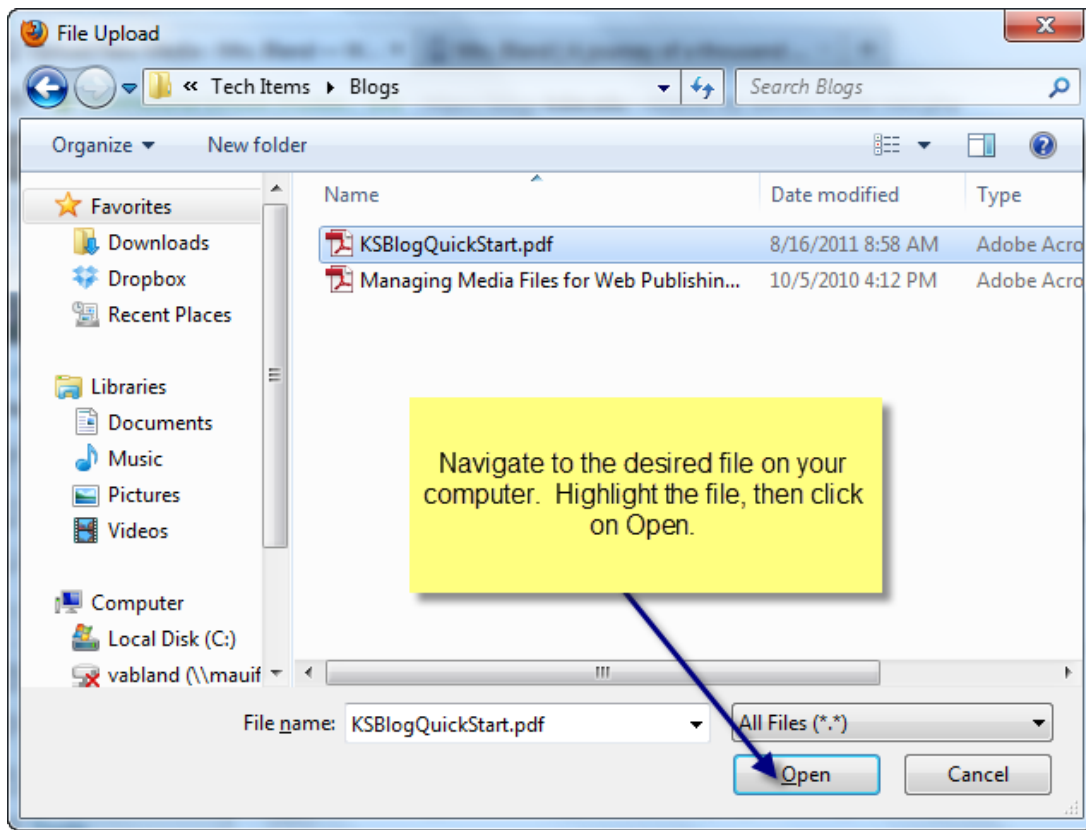
Begin adding media to your blog by uploading items to your media library. Hover over media, then click on **Add New**.



You'll then see the screen below. You can either drag items to the box. Click on **Select Files** to navigate your computer to locate media. This process is similar to attaching files to an email message.

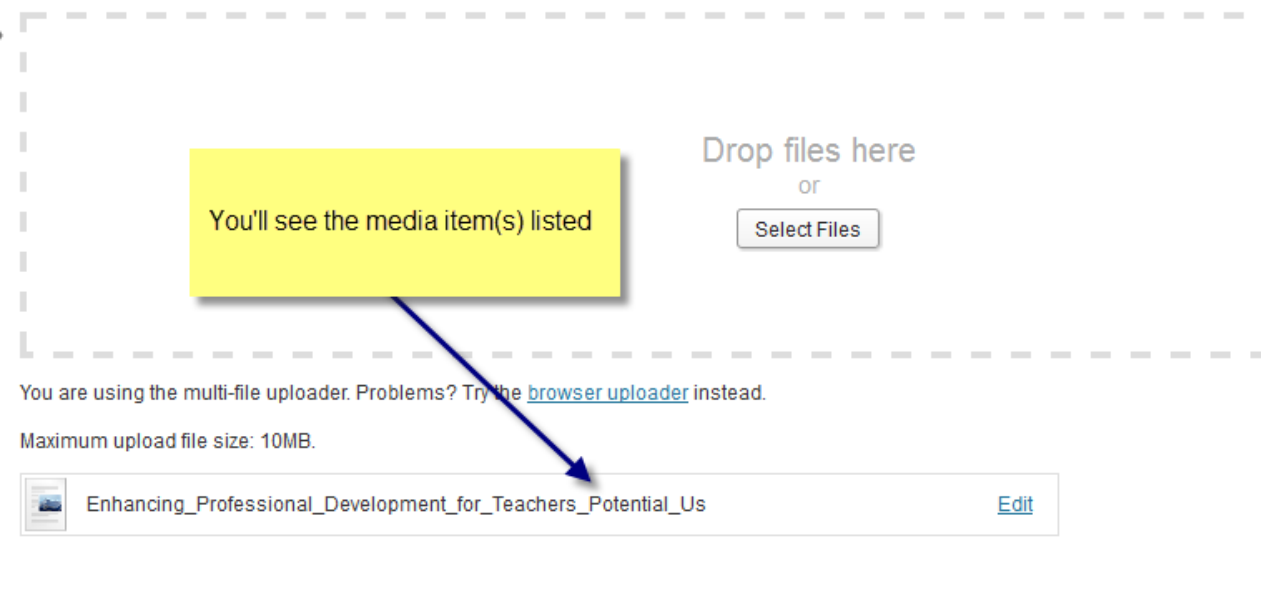


Once the file has been located, highlight the name and then click on **Open**. The file will then begin uploading to your blog.

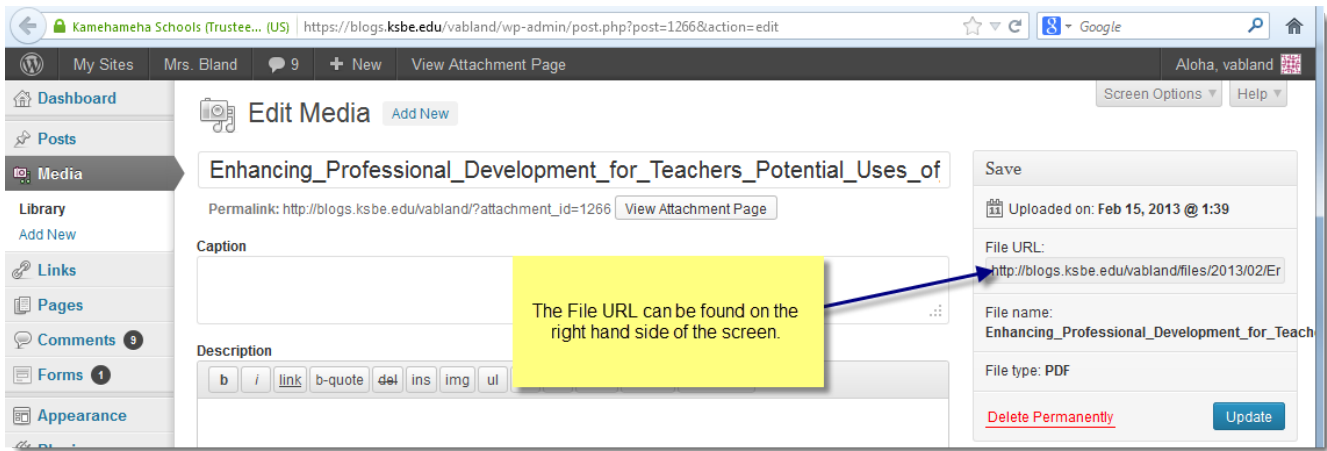


Once your item has successfully loaded to your blog you will see it listed.

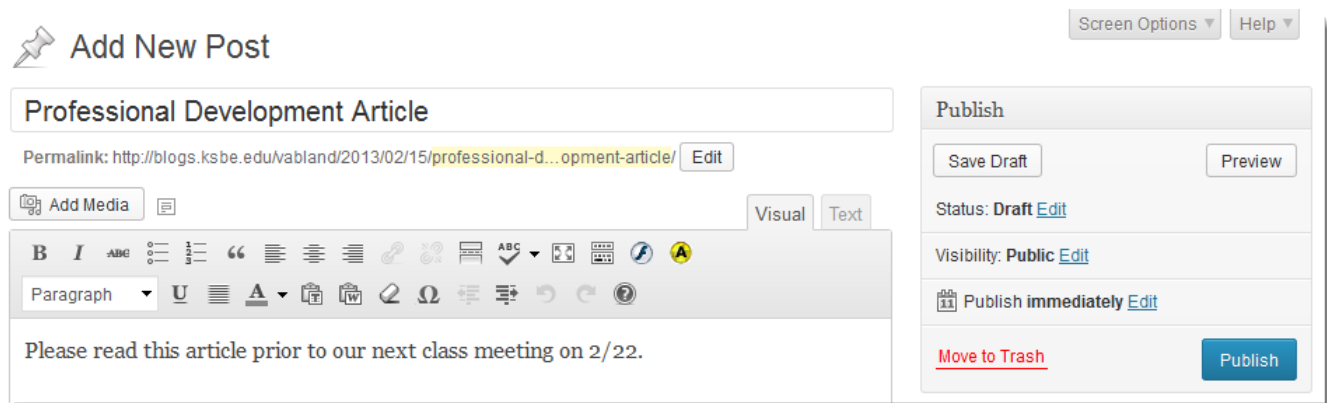
Upload New Media



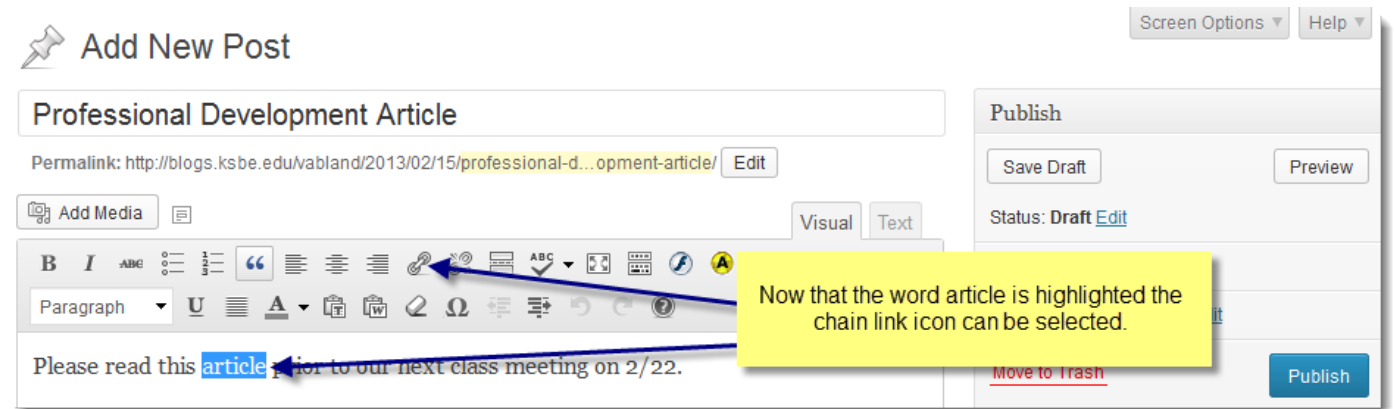
If you would like to add more media items to your blog repeat the steps for uploading media. The next step is to copy the URL for the media item that you would like to place on a page or in your post. This can be found when clicking on the blue Edit button next to the item. The screen below will open when the blue Edit button is clicked.



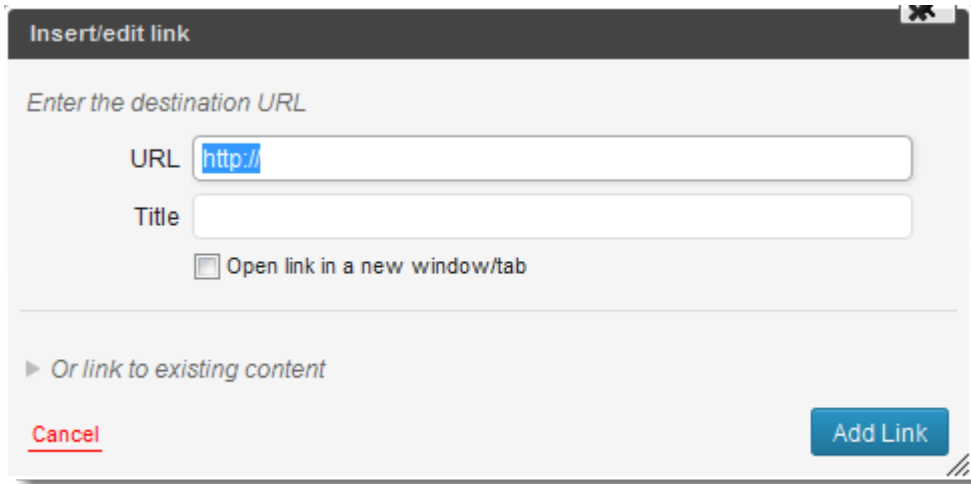
Copy this URL, and then navigate to the page/post that you would like the item placed. For this example, a new post is being created with a link to this file.



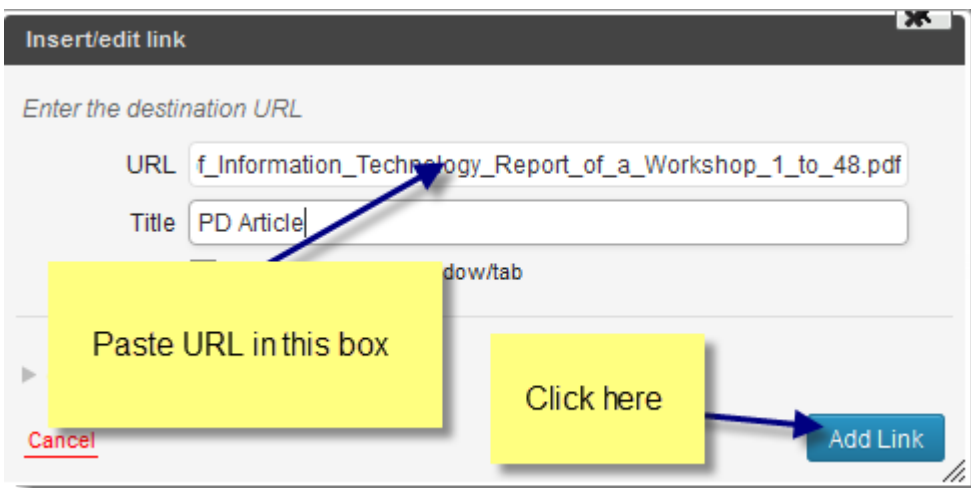
The media file will be linked to the word article in this post. This is done by highlighting the word article, and then clicking on the link button (looks like chain links). In the screen shot above the chain links are grayed out because they cannot be selected until a word (or words) are highlighted.



Once the link icon is clicked, the following screen will appear.



Paste in the URL that you had previously copied. Fill out title if you want a description to appear when someone hovers over the word (in this example, the word article). Check the open link in a new window/tab if you want the media to appear in another window or tab.

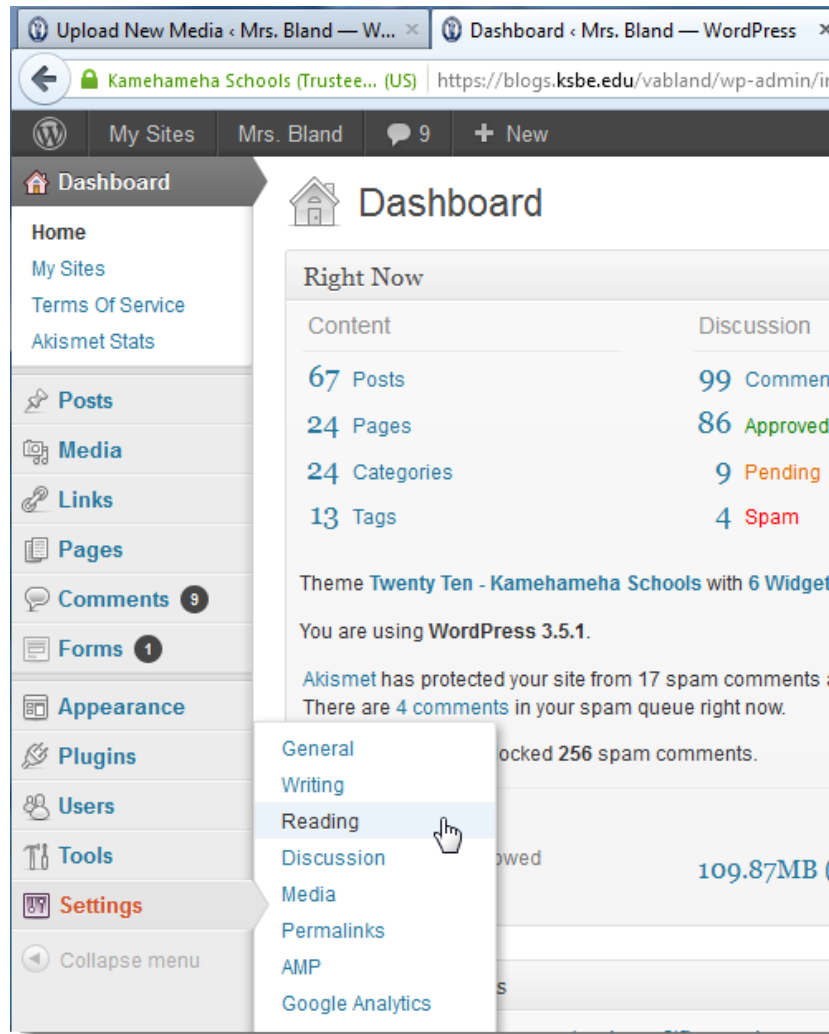


The link is now active. Click on Publish/Save Draft to save changes.

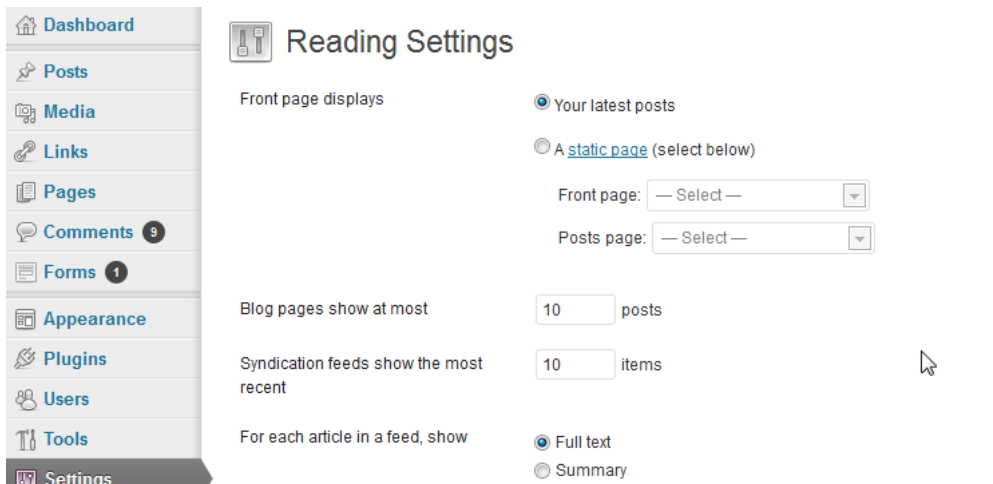
article prior to our next class meeting on 2/22.' A yellow box with the text 'Click on Publish' has an arrow pointing to the 'Publish' button in the right-hand sidebar. The sidebar shows 'Status: Draft', 'Visibility: Public', and 'Publish immediately'." data-bbox="81 694 895 892"/>

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. Hover over **Settings**, then click on **Reading**.



The default setting is for the posts to run on the front of the blog.



You can designate a front page, and posts page. In this example the front page is Calendar and the posts page is Reading. Remember to click on the blue **Save Changes** button in order to preserve desired changes.

Reading Settings

Front page displays

Your latest posts

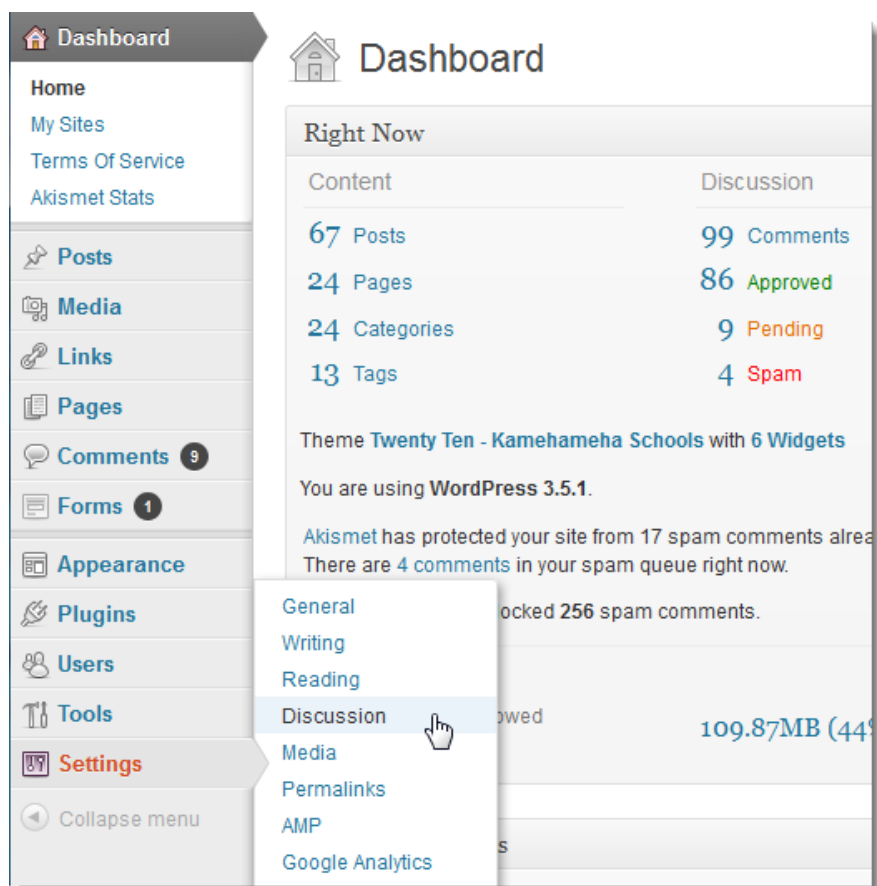
A [static page](#) (select below)

Front page:

Posts page:

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, hover over **Settings**, then click on **Discussion**, in the navigation panel.



The screenshot shows the WordPress dashboard interface. On the left is a vertical navigation menu with the following items: Dashboard (home icon), Home, My Sites, Terms Of Service, Akismet Stats, Posts, Media, Links, Pages, Comments (9), Forms (1), Appearance, Plugins, Users, Tools, Settings (highlighted in red), and Collapse menu. A sub-menu is open for 'Settings', listing: General, Writing, Reading, Discussion (highlighted with a mouse cursor), Media, Permalinks, AMP, and Google Analytics. The main content area of the dashboard shows a 'Right Now' summary table:

Content	Discussion
67 Posts	99 Comments
24 Pages	86 Approved
24 Categories	9 Pending
13 Tags	4 Spam

Below the table, it states: Theme **Twenty Ten - Kamehameha Schools** with 6 Widgets. You are using **WordPress 3.5.1**. Akismet has protected your site from 17 spam comments already. There are 4 comments in your spam queue right now. A notification at the bottom right indicates 109.87MB (44%) of space is used.

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

Default article settings

- Attempt to notify any blogs linked to from the article
- 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 levels deep
- Break comments into pages with 50 top level comments
- Comments should be displayed with the older comments

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 2 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 or IP per line. It will match inside words, so "press" will match "WordPress".

Adding links to Websites

To add a website link to your Blogroll click on the **Add New** button on the pop-up menu for Links on the navigation bar.

WordPress Dashboard

My Sites Mrs. Bland 9 + New

Dashboard

Home

- My Sites
- Terms Of Service
- Akismet Stats

Posts

Media

Links

- All Links
- Add New**
- Link Categories

Pages

Comments 9

Forms 1

Appearance

Right Now

Content	Discussion
67 Posts	99 Comments
24 Pages	86 Approved
24 Categories	9 Pending
	4 Spam

Gamehameha Schools with 6 Widgets

You are using WordPress 3.5.1.

Akismet has protected your site from 17 spam comments already. There are 4 comments in your spam queue right now.

Add the name of the website, along with the address, and a description. If you want the link to appear in a new window/tab remember to target link in a new window/tab (Target: **_blank** – new window or tab) and then **Add Link** to save.

The screenshot shows the 'Add New Link' form in WordPress. It includes a title 'Add New Link' with a link icon and an 'Add New' button. The form has several sections: 'Name' with a text input containing 'Boston Celtics' and an example 'Nifty blogging software'; 'Web Address' with a text input containing 'http://www.nba.com/celtics/' and an example 'http://wordpress.org/'; 'Description' with a text input containing 'The Official site of the BOSTON CELTICS' and a note about hover text; 'Categories' (empty); and 'Target' with radio buttons for '_blank' (selected) and '_top'. A 'Save' section on the right has a checkbox for 'Keep this link private' and an 'Add Link' button. Three yellow callout boxes with arrows point to the 'Name' field, the 'Web Address' field, and the 'Add Link' button.

Resources

KS Ed Tech blog <http://blogs.ksbe.edu/ksedtech>

Atomic Learning <http://www.atomiclearning.com>

Your campus Instructional Technology Specialists