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).

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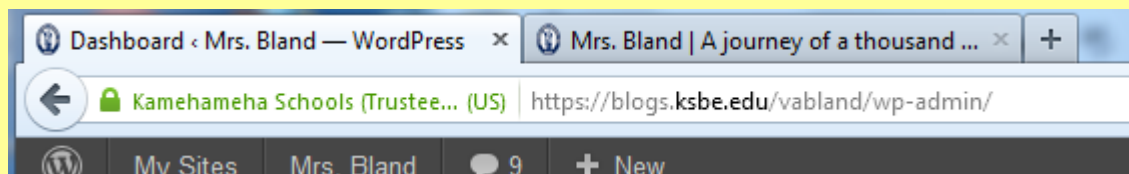
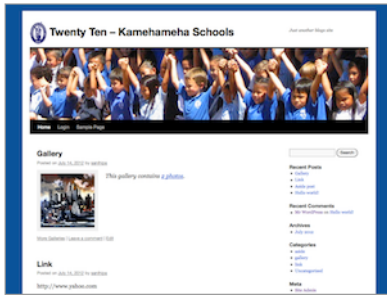The navigation bar is on the left hand side of your dashboard
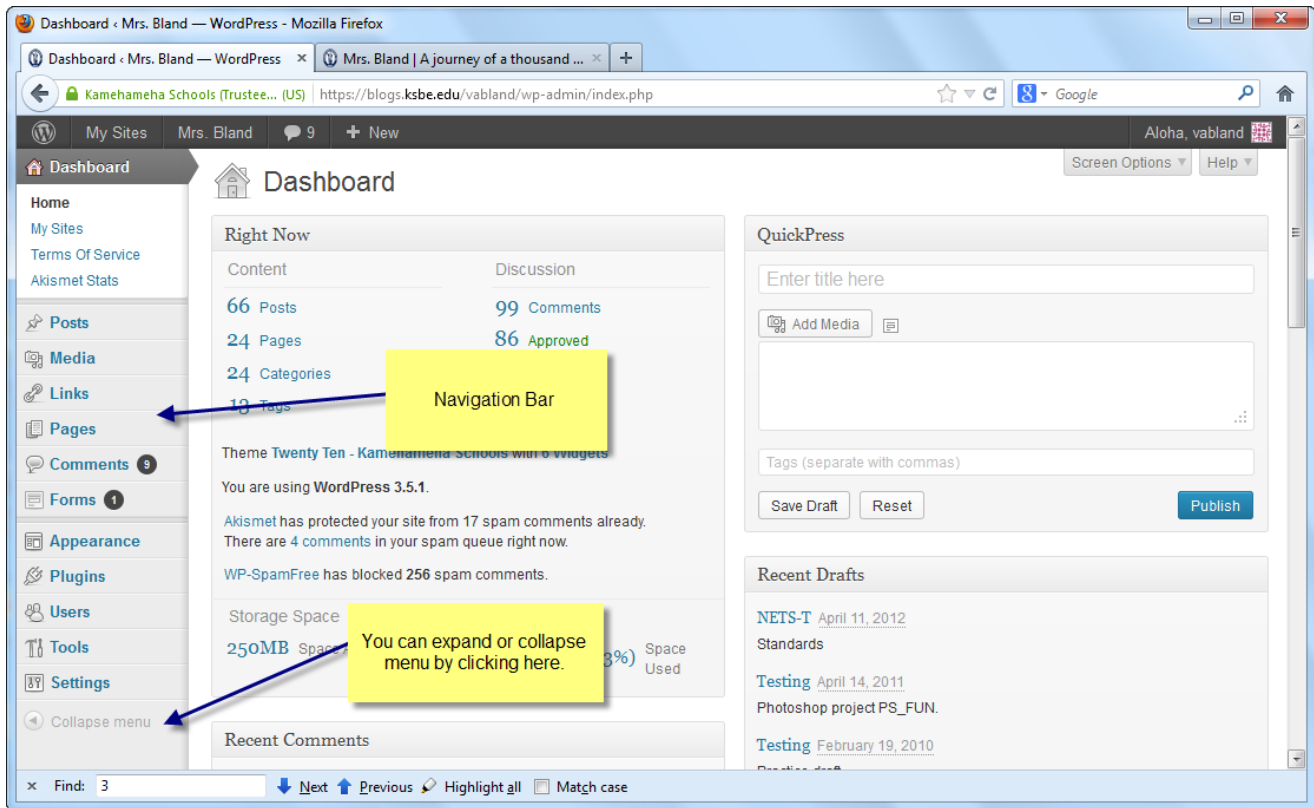
If you want to edit the theme of your blog then click on the Appearance > Themes button on the navigation bar.
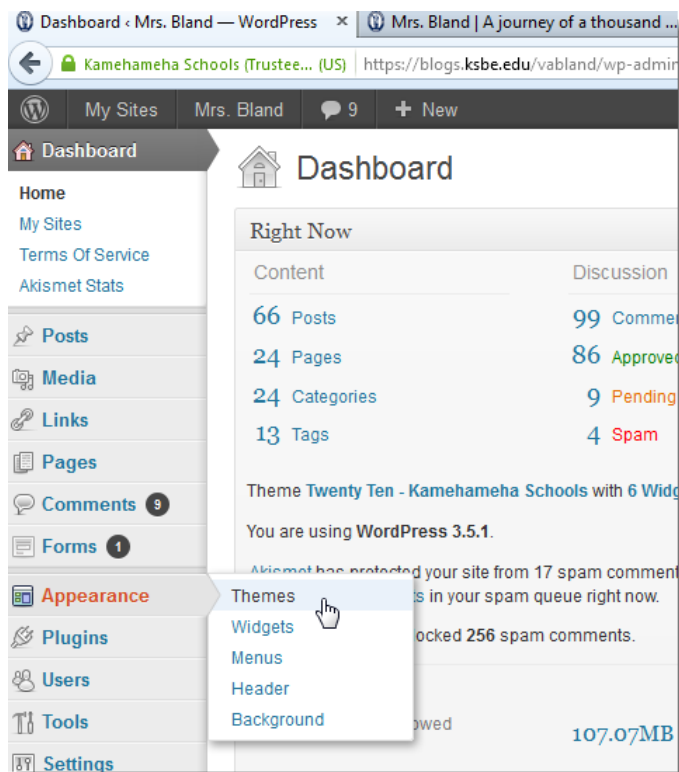
You may choose from several themes. There is even a Preview button. Click Activate to select the theme you prefer.

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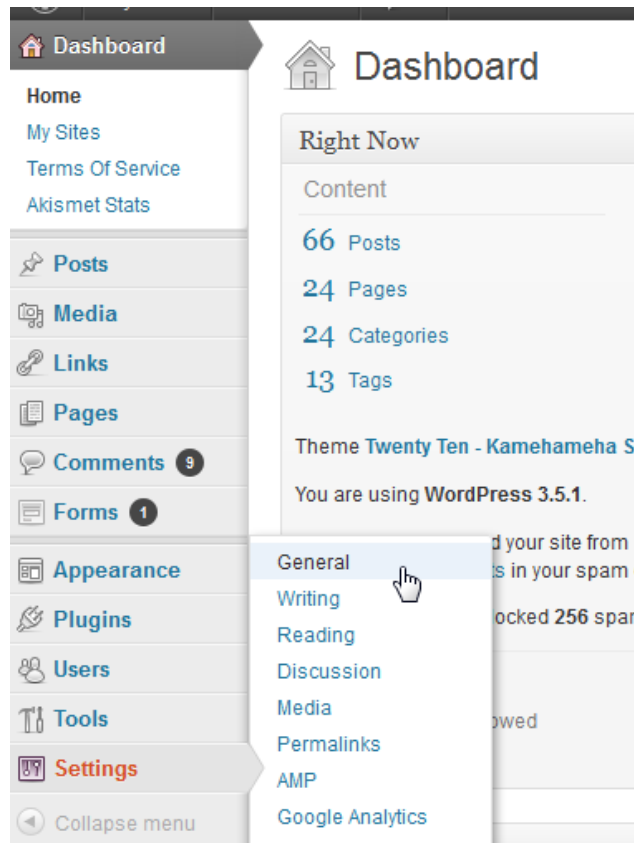
After you've clicked on the settings button you'll see this screen. You can change your title, and the tagline here. In this example, I've exchanged my first name for Mrs., and I've added a quote from Lao Tzu. Check out other KS Blogs for more ideas. Don't forget to click on the blue Save Changes button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

General Settings

Site Title

Mrs. Bland

Tagline

A journey of a thousand miles begins with a single ste

In a few words, explain what this site is about.

E-mail Address

vabland@ksbe.edu

This address is used for admin purposes. If you change t
active until confirmed.

Timezone

Honolulu ▼   *UTC time is* 2

Choose a city in the same timezone as you.

This timezone is currently in standard time.
This timezone does not observe daylight saving time.

Date Format

◉ February 15, 2013
○ 2013/02/15
○ 02/15/2013
○ 15/02/2013

Date Format

◉ February 15, 2013
○ 2013/02/15
○ 02/15/2013
○ 15/02/2013
○ Custom: F j, Y   February 15, 201

Documentation on date and time forma

Time Format

Click here to save any
changes to your settings.

○ Custom: g:i a   12:55 am

Week Starts On

Monday ▼

Save Changes

Adding a Post

In order to add a new post, click on <mark>Add New</mark> in the pop-up menu that appears when you hover over Posts.
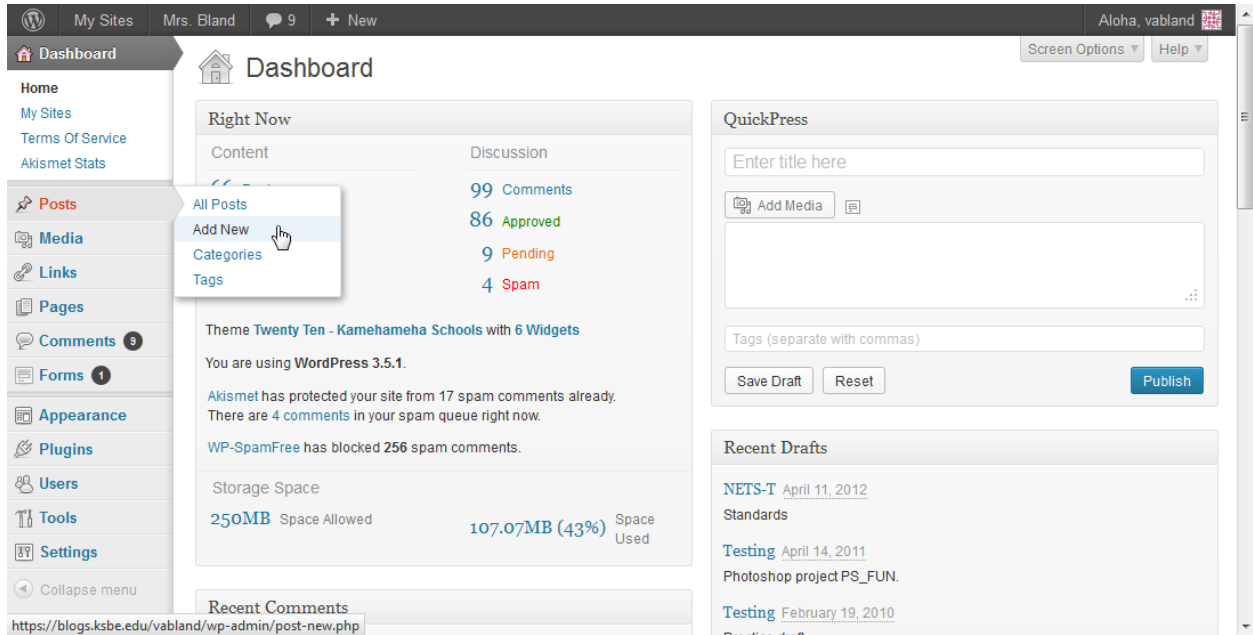
Next, you'll see the following screen. Add whatever content you'd like to add, then click on <mark>Publish</mark>/<mark>Save Draft</mark> when you're done.
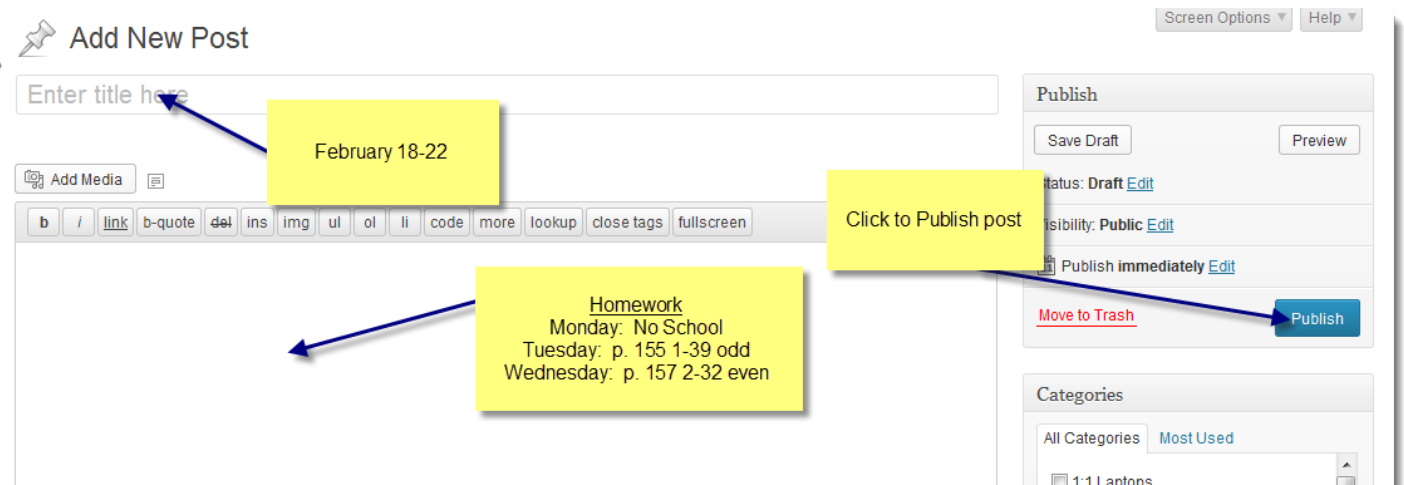
Categories

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).

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.
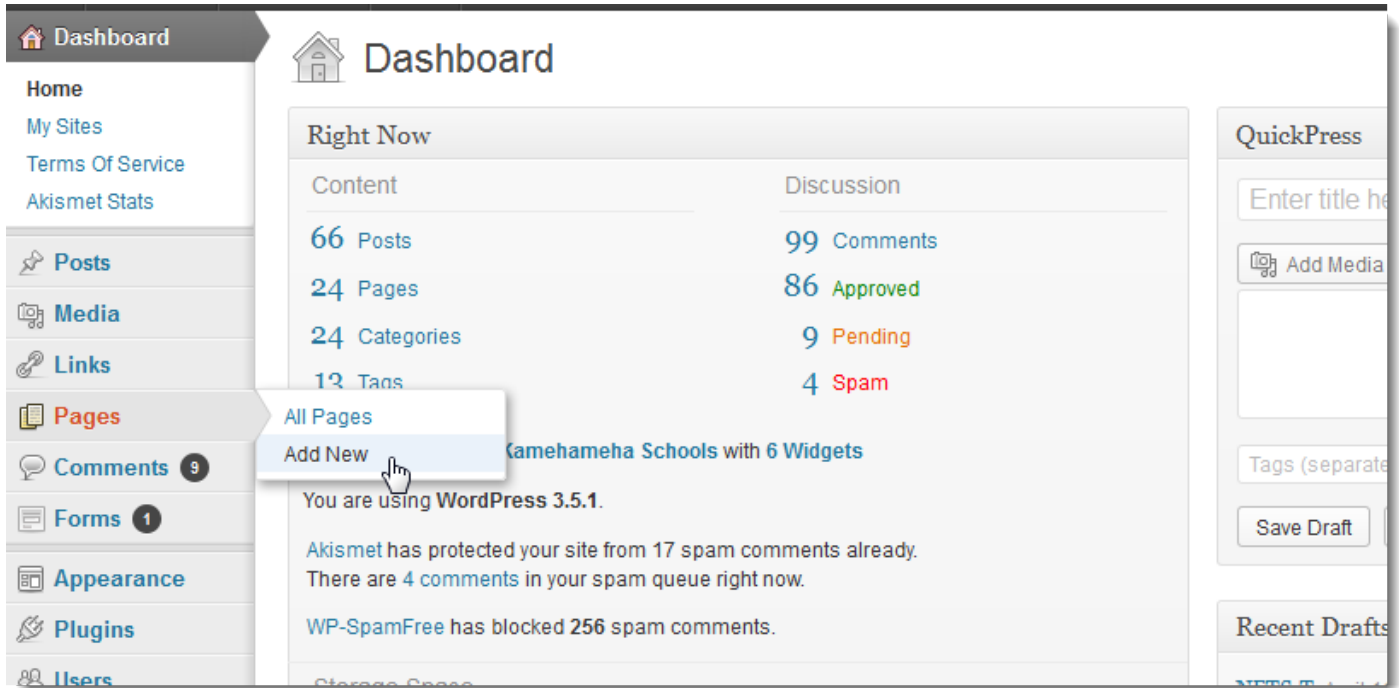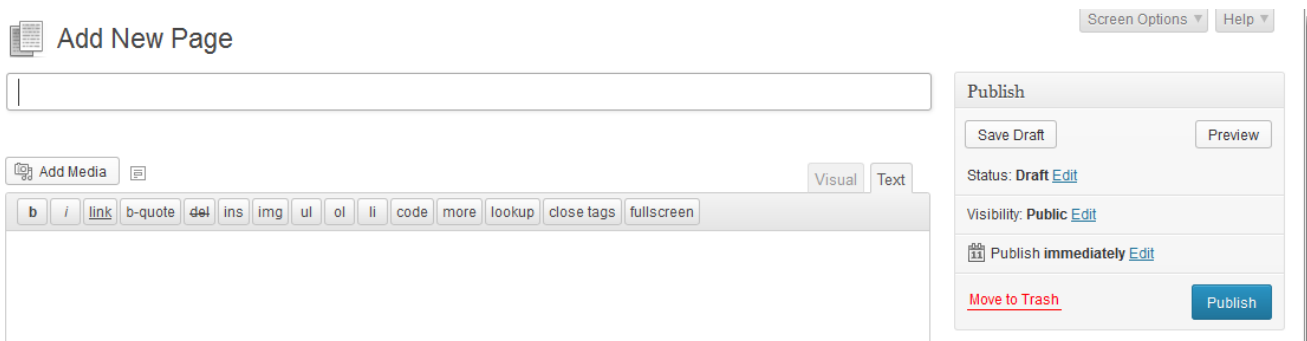
Adding a Page:

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.
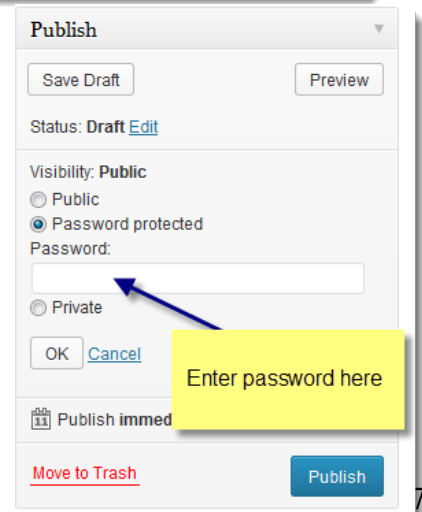
Adding Media

Begin adding media to your blog by uploading items to your media library. Hover over media, then click on Add New.
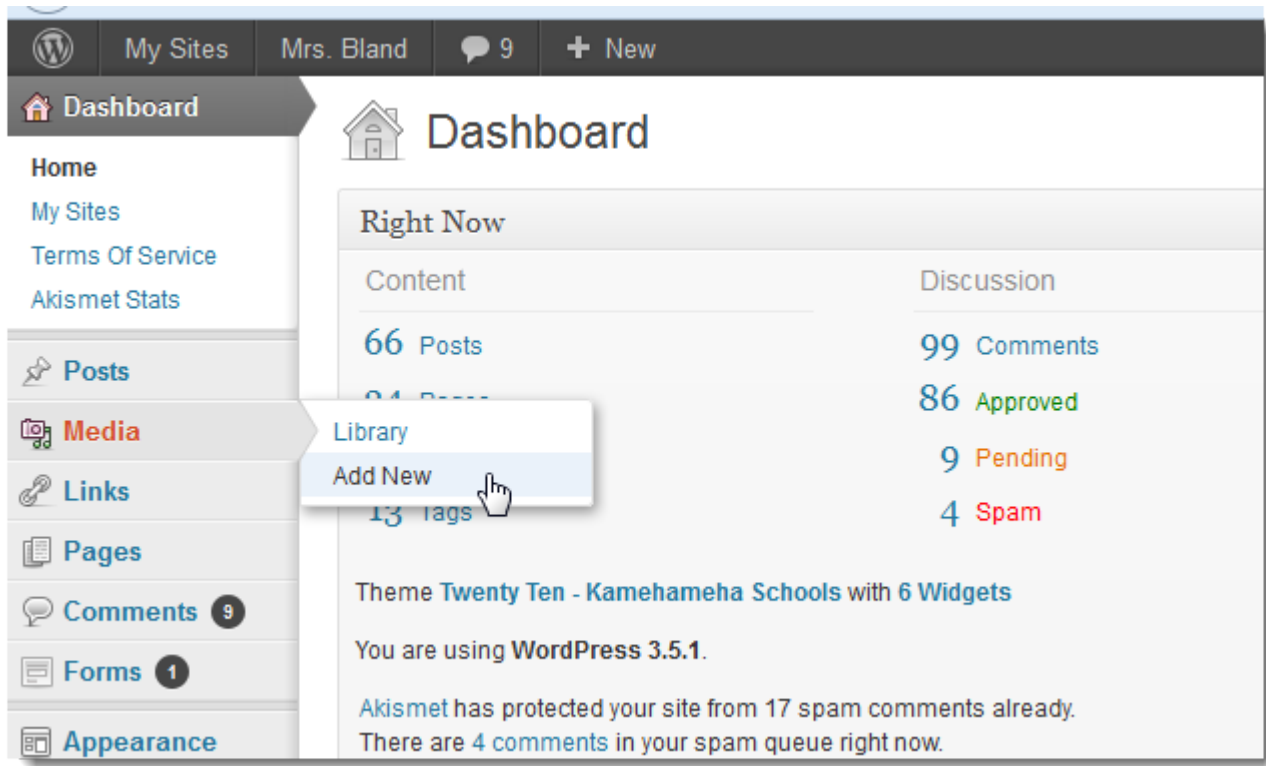
You'll then see the screen below. You can either drag items to the box. Click on Select Files to navigate your computer to locate media. This process is similar to attaching files to an email message.
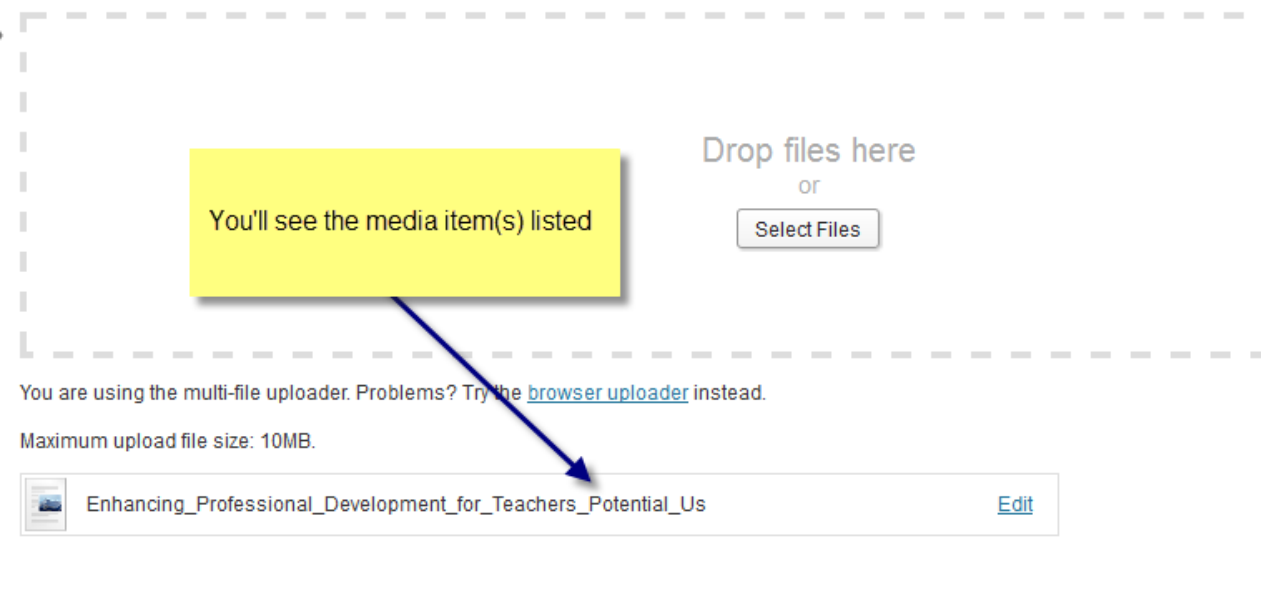
Once the file has been located, highlight the name and then click on Open. The file will then begin uploading to your blog.


Navigate to the desired file on your computer. Highlight the file, then click on Open.
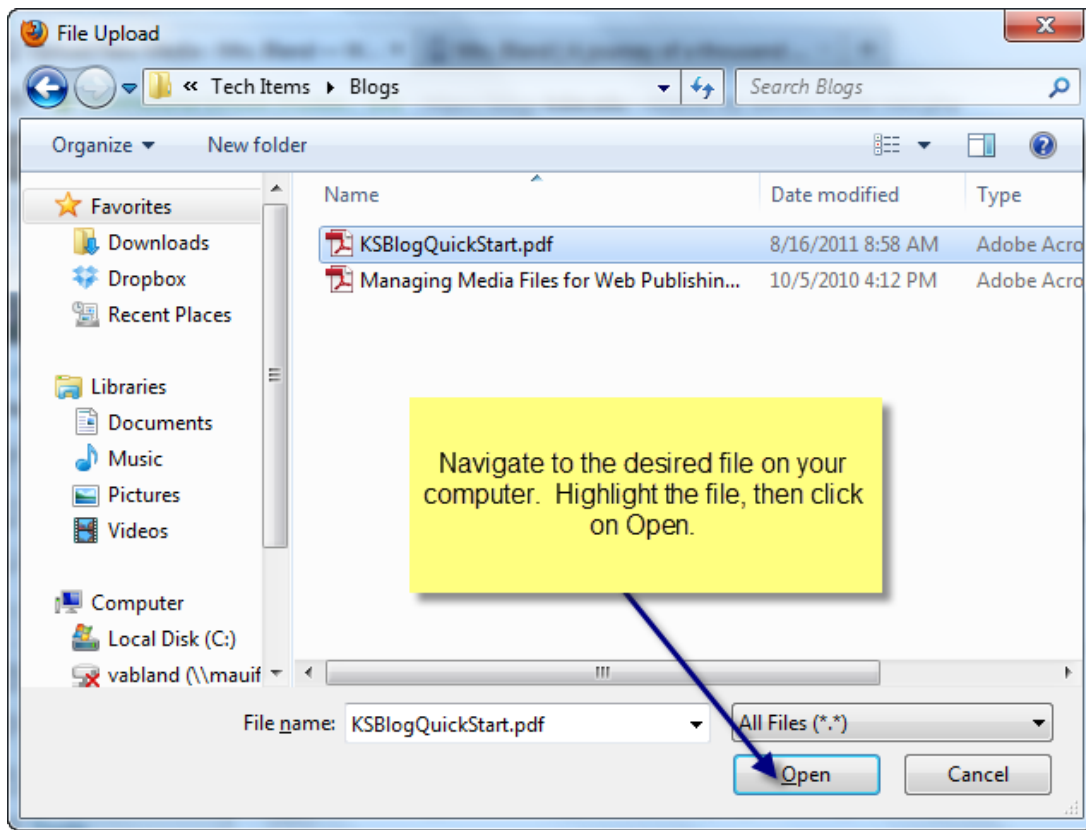
Once your item has successfully loaded to your blog you will see it listed.

You'll see the media item(s) listed

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.
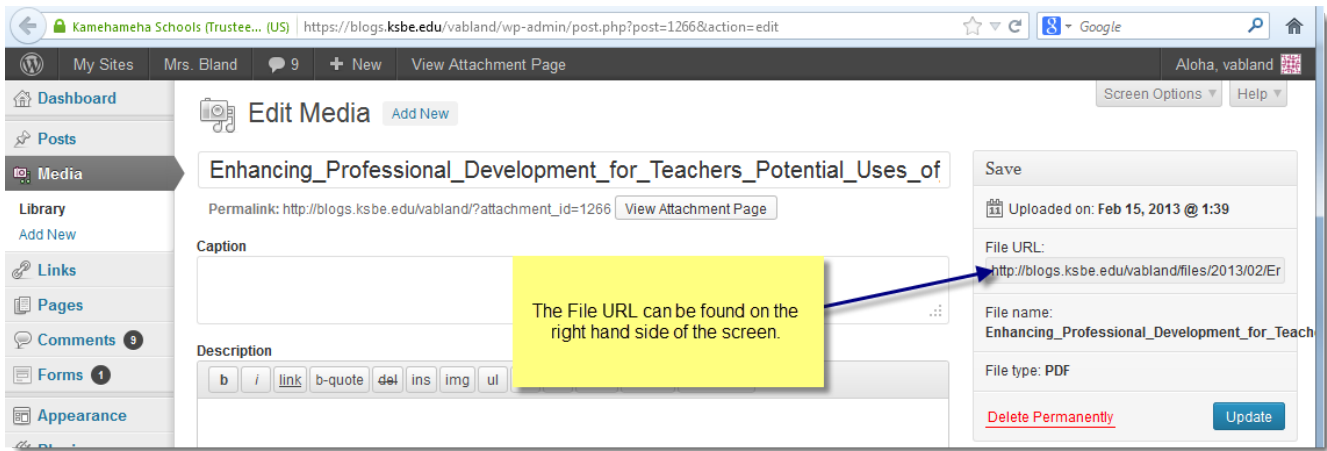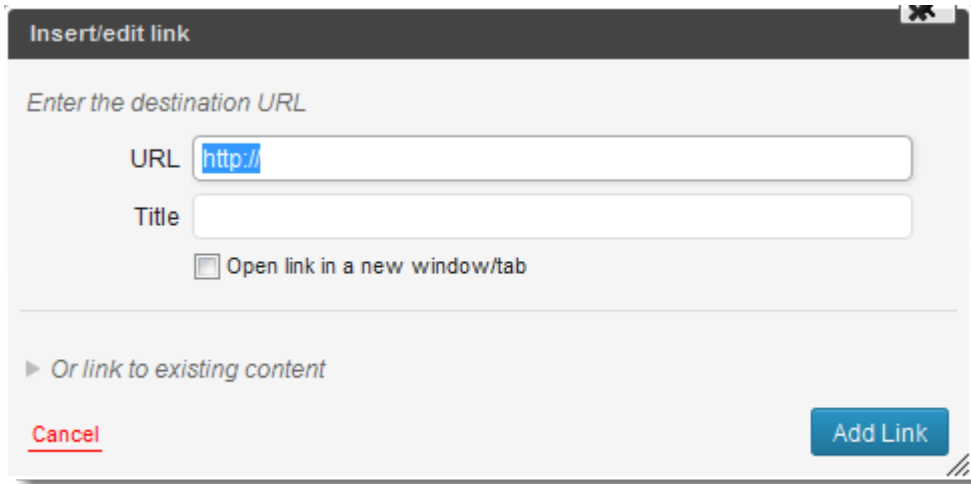
Copy this URL, and then navigate to the page/post that you would like the item placed. For this example, a new post is being created with a link to this file.
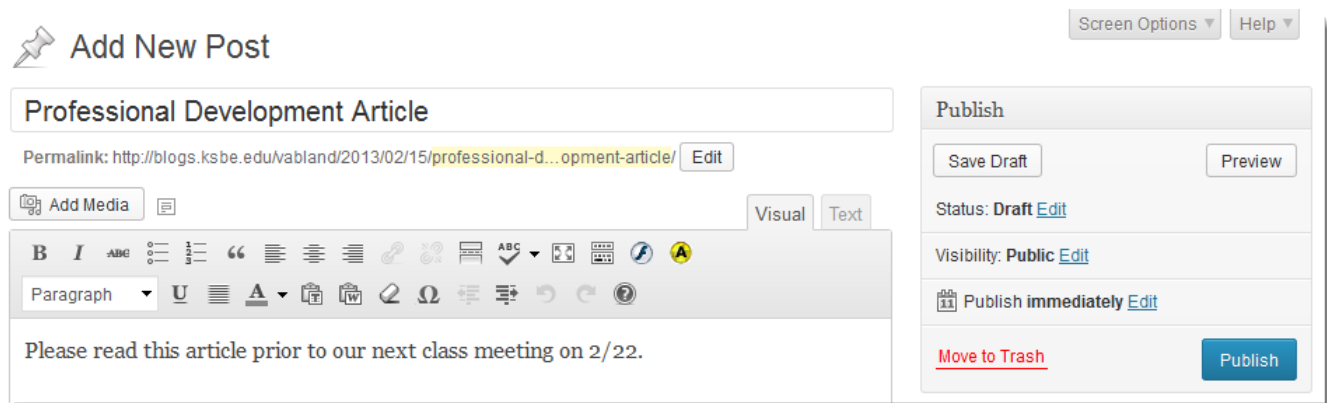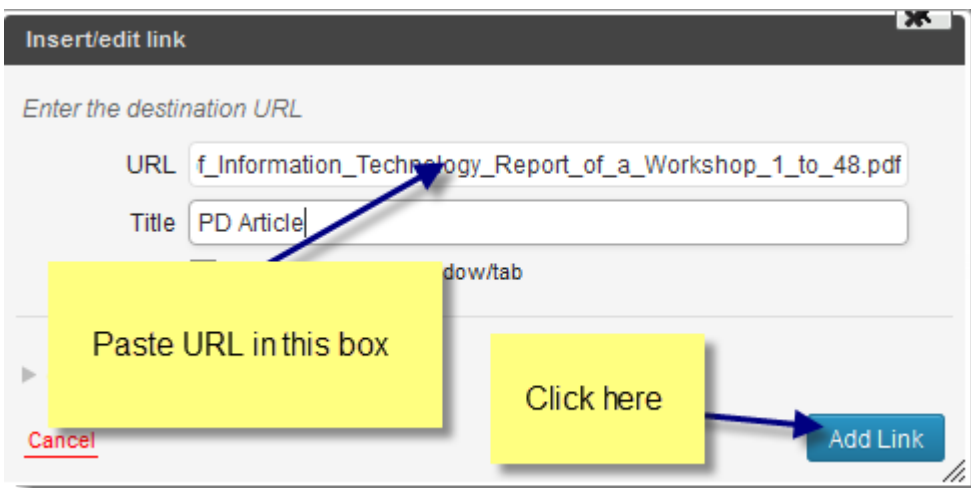
The media file will be linked to the word article in this post. This is done by highlighting the word article, and then clicking on the link button (looks like chain links). In the screen shot above the chain links are grayed out because they cannot be selected until a word (or words) are highlighted.
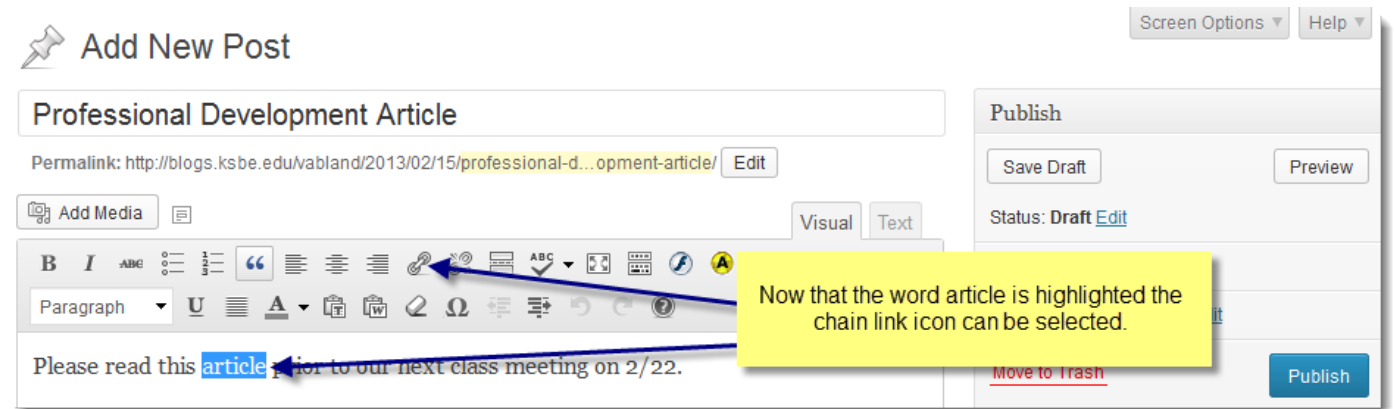
Once the link icon is clicked, the following screen will appear.

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.

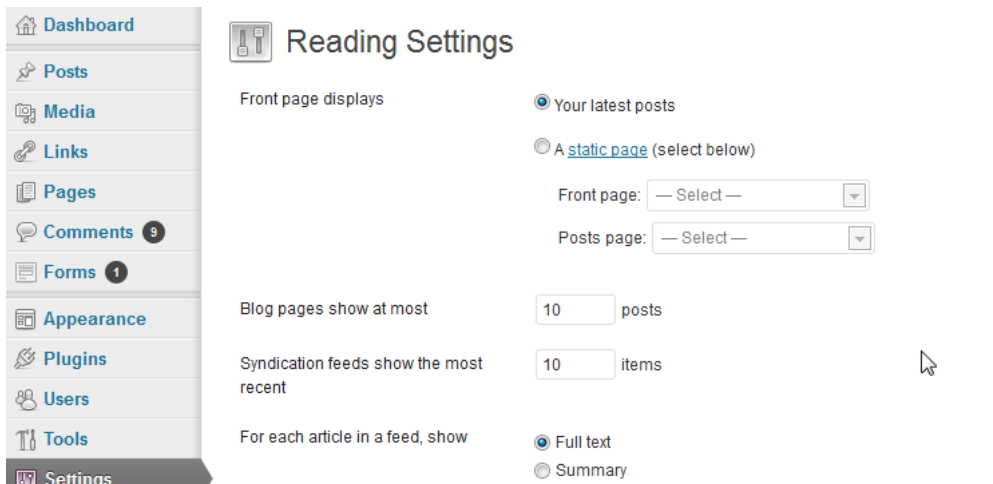The link is now active. Click on Publish/Save Draft to save changes.

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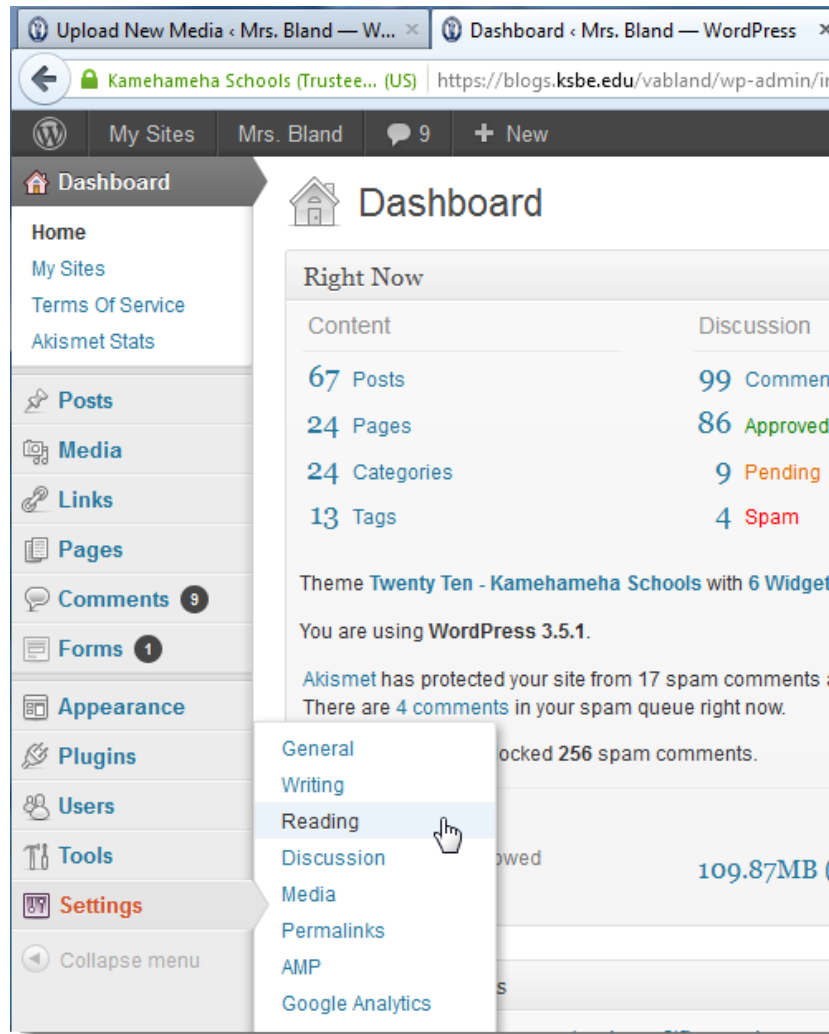
The default setting is for the posts to run on the front of the blog.

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.
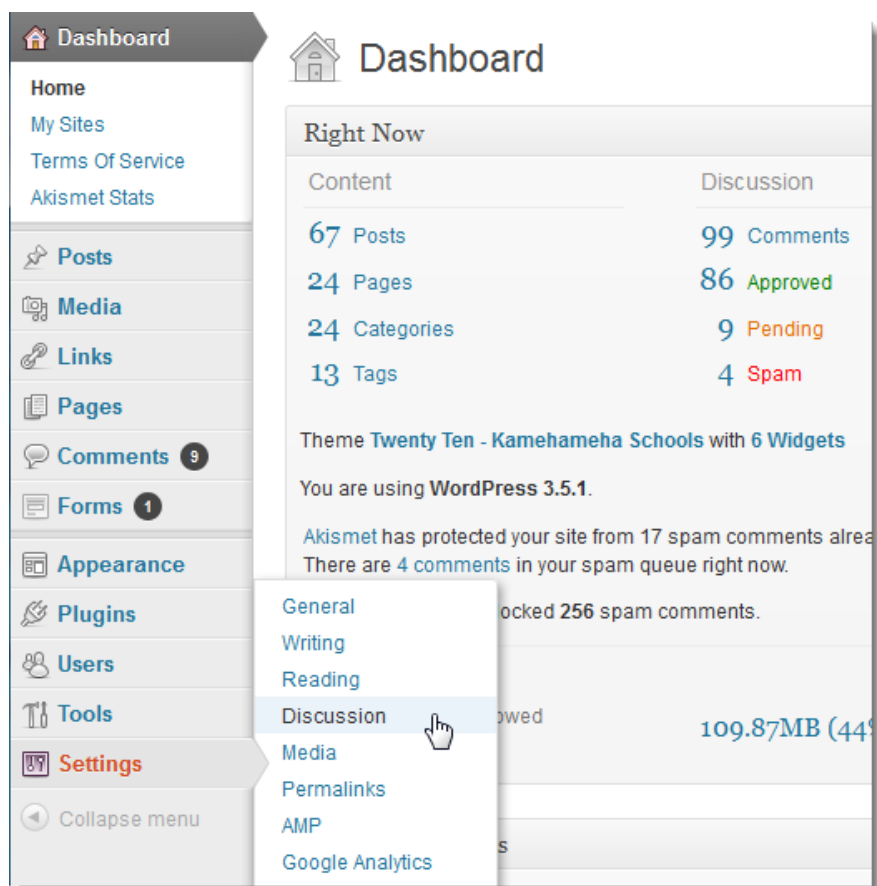
Discussion Settings

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 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.

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.

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.

Resources

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

Atomic Learning http://www.atomiclearning.com

Your campus Instructional Technology Specialists