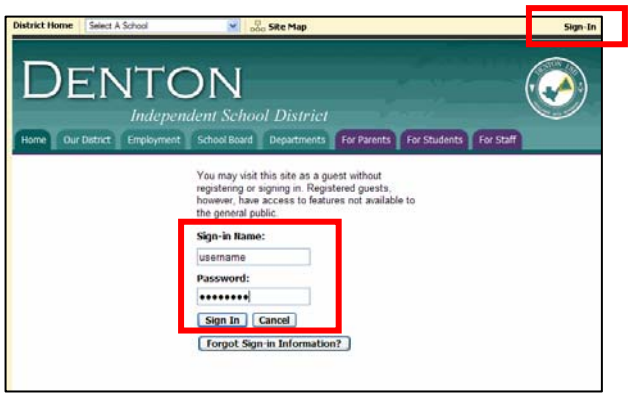
How to Set-up a Blog

Open **Internet Explorer**
Sign-in to Schoolwires
Navigate to your website section

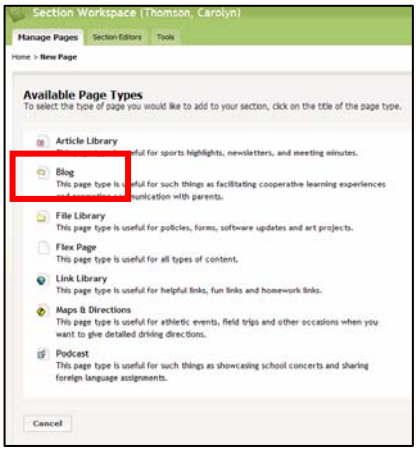


Click the **site manager** button

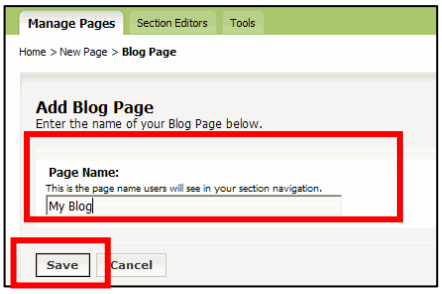
From the Manage Pages Tab,
click the **New Page** button

From Available Page Types,
select **Blog**

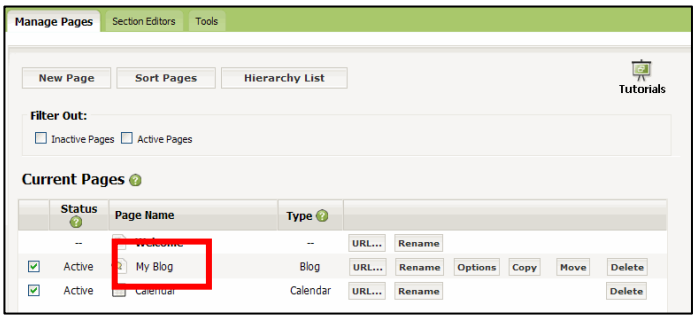
NOTE: If you do not see this option, contact your CTT, TI or me to enable it.



Enter a name for your **Blog Page**
and click **Save**

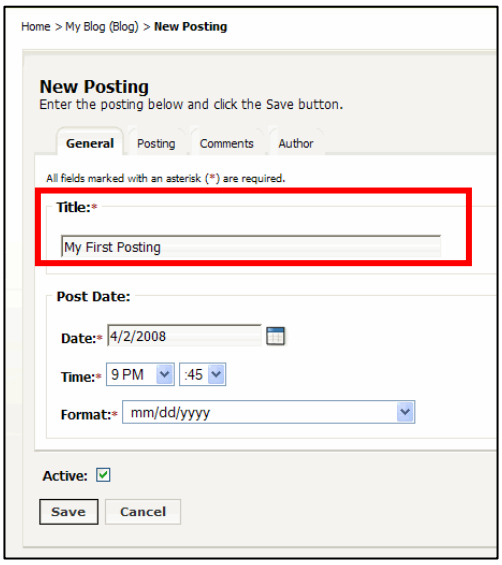


Click the **blog** (**link)** that you just created

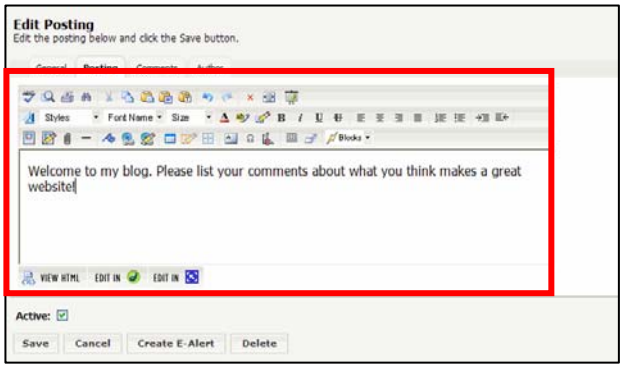


Click the **New Posting** button

Title **your post**,
then click the **Posting tab**

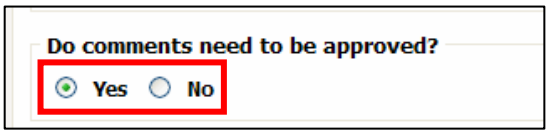


NOTE: The posting section allows you to create new posts. These posts may include images, video clips and file links as well as basic content.



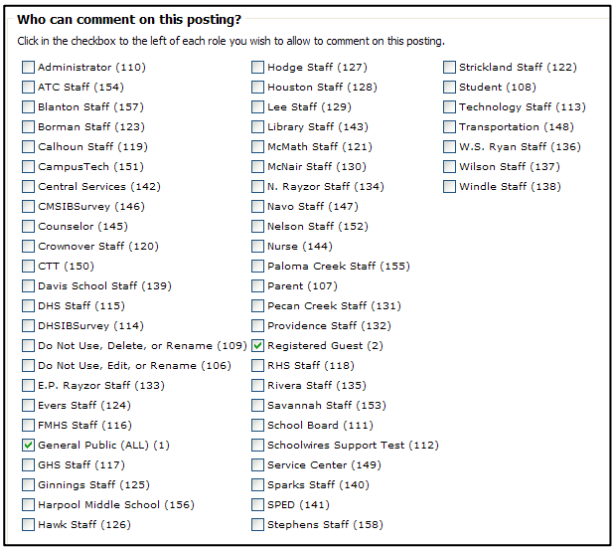
Select the **comments tab**
Select the **radio button yes**
to allow comments to be posted
to your blog.

Decide if comments need to your approval and **select the appropriate radio button**



NOTE: If you choose yes, then you have control over which postings appear to your audience and also have the option to make any edits prior to their appearance. This choice is good for blogs that the public can see. If you choose no, comments will automatically appear in the blog. This choice might be good for in-staff book talks, etc.

Schoolwires allows **roles** to be set so that only selected groups can **comment** on your blog. Three roles (General Public, Intranet User and Registered Guest) are selected by default. You can limit which roles are allowed to comment on your blog by clicking in the box next to the desired role(s). For example, if you want to conduct a "Book Talk" with your staff, uncheck General Public and Registered Guest and check your campus staff (i.e.: Evers Staff). It's important to remember to deselect the default selections if wanting only a specific group to comment on your blog.



*NOTE: The Global Community can still view your blog when specific roles are selected for commenting. To **hide a blog** from the general public, follow the steps outlined at the bottom of this document.*

Select the **Author link**

The **Author tab** allows you to change your posting name.

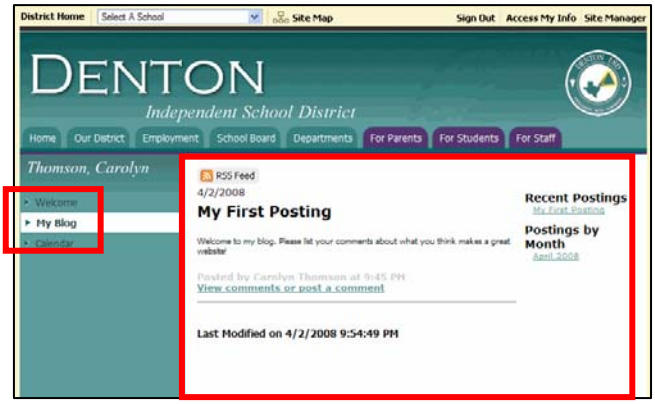
Select the **check box** to activate your blog.

Click the **save** button.

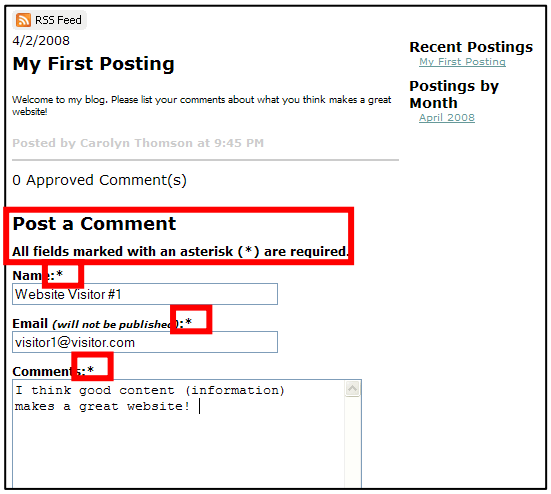
Click the **view website button** located at the top left corner to preview site.

Click the **blog link** located on your section to view your blog

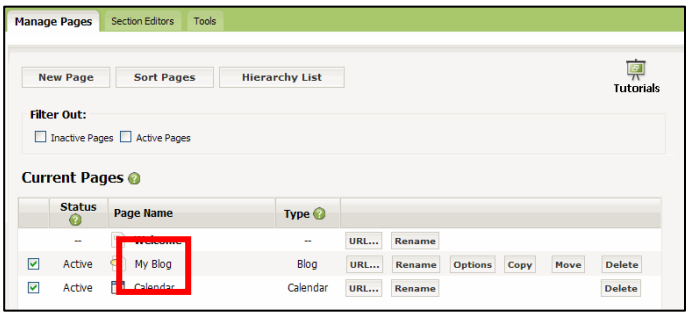
NOTE: Your blog can be posted to your campus homepage for student/parent/community commenting.



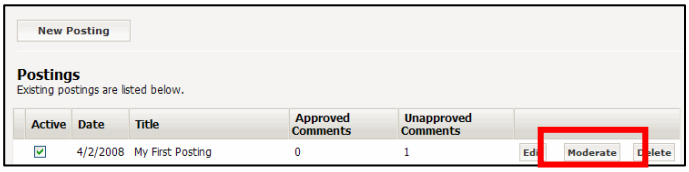
For a visitor to post a comment to your blog, they will click on the **View Comments or post a comment link** and complete the required information.



The visitor comments become visible immediately if you selected the No Approval Needed option. If you selected the option to give approval, the comments then go to a holding place. To view comments pending approval, click on the **blog link** from Current Pages.

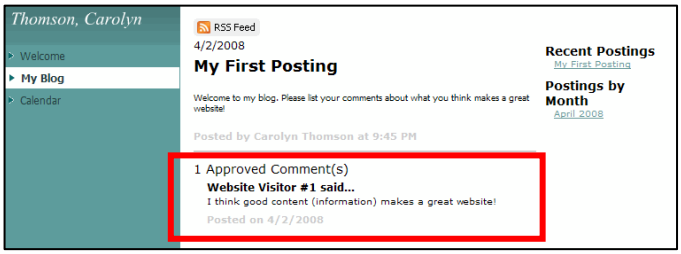


Click the **Moderate button**.

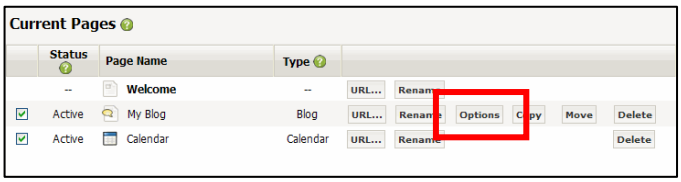


Click the **Approved box** to post a visitor comment. Click the **Edit button** if you want to make edits to the comment before approval. To delete the comment, click the Delete button.

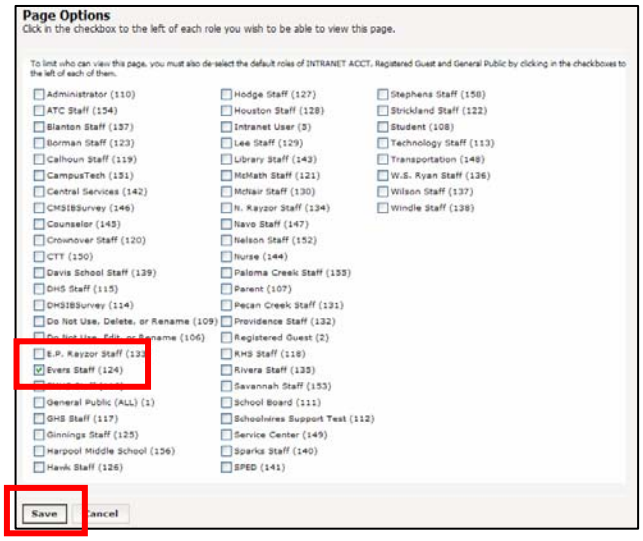
After the comment is approved, it will automatically appear on your blog.



To display your blog to a selected group and not the Global Community, click the **Options button** on the blog row.



Select **desired role(s)** of who can view your blog. Click the **Save button**. The selected role(s) can then only see the blog when they sign-in to Schoolwires.



TIPS

When naming a **Blog Page**, think of something that explains the blog. For instance, if your blog is about a Book Talk, perhaps “Book Talk” would be a good name. When naming the Postings, be specific such as “Chapter One,” “Chapter Two,” etc.

If your blog will contain a variety of postings, then a more generic title for the Blog Page would be appropriate, such as “Campus’ Name Blog” or “Name’s Blog.” Then the Postings could be a variety of topics that relate to that page such as “Open House Suggestions,” “Traffic Feedback,” “Fundraising Ideas,” etc.

It is also a good idea to give specific instructions for the visitors (especially students). You want them to know upfront that their name will appear on their comments and that only appropriate comments will be posted, etc. An example of this is, “When commenting, please only use your first name and be sure that your remarks are relevant to the discussion topic.”