

How to Set-up a Blog

Tutorials

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.

lanage ne > Ne	Pages Section Editors Tools
Avail To sele	able Page Types ct the type of page you would like to add to your section, click on the title of the page type.
6	Article Library
9	Blog This page type is a wful for such things as facilitating cosperative learning experiences - numleation with parents.
6	File Library This page type is useful for policies, forms, software updates and art projects.
	Flex Page This page type is useful for all types of content.
•	Link Library This page type is useful for helpful links, fun links and homework links.
٠	Maps & Directions This page type is useful for athletic events, field trips and other occasions when you want to give detailed driving directions.
6	Podcast This page type is useful for such things as showcasing school concerts and sharing foreign language assignments.
Can	cat

Hierarchy List

oe Pages Secto

Active

Calendar

New Page

Filter Out:
Diractive Pages Active Pages
Current Pages @
Status @ Page Name
- Welcome

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

Manage Pages	Section Editors Tools
Home > New Page >	Blog Page
Add Blog P Enter the name Page Name: This is the page na My Blog	age of your Blog Page below. ane users will see in your section navigation.
Save	ncel

	Manage Pages Section Editors Tools
Click the blog (link) that you just created	New Page Sort Pages Hierarchy List Filter Out: Inactive Pages Active Pages Current Pages @ Status Page Name Type @ - Viskenne V Active 1 My Blog Blog URL. Rename Options Copy Move Delete
	V Active Calendar URL Rename Delete
Click the New Posting button	Home > My Blog (Blog) New Posting Postings Exsting postings are listed below. Active Date Title Approved Comments Unapproved Comments
	Home > My Blog (Blog) > New Posting New Posting Enter the posting below and click the Save button. General Posting Comments Author
Title vour post .	All fields marked with an asterisk (*) are required.
then click the Posting tab	Title:* My First Posting Post Date: Date:* 4/2/2008 Time:* 9 PM :45 ♥ Format:* mm/dd/yyyy Active: Save Cancel Edit Posting
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.	Edit the posting below and click the Save Button.
	REW BITHL EDIT IN C ENTINE S
Select the comments tab Select the radio button yes to allow comments to be posted to your blog.	General Posting Comments Author Allow comments on this posting? • Yes No

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

Do comments need to be approved?					
💿 Yes 🔘) No				

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

Who can comment on this posting?						
Click in the checkbox to the left of each role you	Click in the checkbox to the left of each role you wish to allow to comment on this posting.					
Administrator (110)	Hodge Staff (127)	Strickland Staff (122)				
ATC Staff (154)	Houston Staff (128)	Student (108)				
Blanton Staff (157)	Lee Staff (129)	Technology Staff (113)				
Borman Staff (123)	Library Staff (143)	Transportation (148)				
Calhoun Staff (119)	McMath Staff (121)	W.S. Ryan Staff (136)				
CampusTech (151)	McNair Staff (130)	Wilson Staff (137)				
Central Services (142)	N. Rayzor Staff (134)	Windle Staff (138)				
CMSIBSurvey (146)	Navo Staff (147)					
Counselor (145)	Nelson Staff (152)					
Crownover Staff (120)	Nurse (144)					
CTT (150)	Paloma Creek Staff (155)					
Davis School Staff (139)	Parent (107)					
DHS Staff (115)	Pecan Creek Staff (131)					
DHSIBSurvey (114)	Providence Staff (132)					
Do Not Use, Delete, or Rename (109)	Registered Guest (2)					
Do Not Use, Edit, or Rename (106)	RHS Staff (118)					
E.P. Rayzor Staff (133)	Rivera Staff (135)					
Evers Staff (124)	Savannah Staff (153)					
FMHS Staff (116)	School Board (111)					
General Public (ALL) (1)	Schoolwires Support Test (112)					
GHS Staff (117)	Service Center (149)					
Ginnings Staff (125)	Sparks Staff (140)					
Harpool Middle School (156)	SPED (141)					
Hawk Staff (126)	Stephens Staff (158)					

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.	New Posting Enter the posting below and click the Save button. General Posting Commers Author All fields marked with an asterisk (*) are required. Author: Author: Author Name:* Carolyn Thomson Author Email:* (Mill not be published.)
Select the check box to activate your blog. Click the save button.	Active: Save Cancel
Click the view website button located at the top left corner to preview site.	Site Manager View Website

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.



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.



SS Feed 4/2/2008 My First Posting	Recent Postings
Welcome to my blog. Please list your comments about what you think makes a great website!	Postings by Month April 2008
Posted by Carolyn Thomson at 9:45 PM	
0 Approved Comment(s)	
All fields marked with an asterisk (*) are required. Nam:* Website Visitor #1 Email (will not be published: :* Visitor1@Visitor.com Commen:** I think good content (information) makes a great website!	



New P	osting				
Postings Existing postings are listed below.					
Active	Date	Title	Approved Comments	Unapproved Comments	
	4/2/2008	My First Posting	0	1	Edi Moderate Delete

Unapproved Comments Unapproved comments are listed below.						
Display: O Approved Comments O Unapproved Comments						
Approved	Date/Time	Author	Comment			
	4/2/2008 10:02:00 PM	Website Visitor #1	I think good content (information) makes a great website!	Edit	Delete	

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."