

Jefferson Township High School

Faculty Websites: Wordpress MU Blog Server

How to get started with your site

I. Visit: <http://blogs.jefftwp.org/wordpress>

- This is the main intro page to our blog server. I provided an introduction to the service on the main page.
- At the top of the page you will see tabs for the pages I created. Please review the information on those pages to learn about the features available on our blogs.
- I will be adding video and text based tutorials to the tutorial page frequently.

II. Visit the Sample Blogs

- Visit the links on the far right column to view the “sample blogs” Some of the blogs are samples that I created. Others are blogs being used by teachers in other school districts.
- By reviewing these blogs you will develop a better understanding of how they can be used as a communication and instructional tool.

III. You are now ready to create your blog.

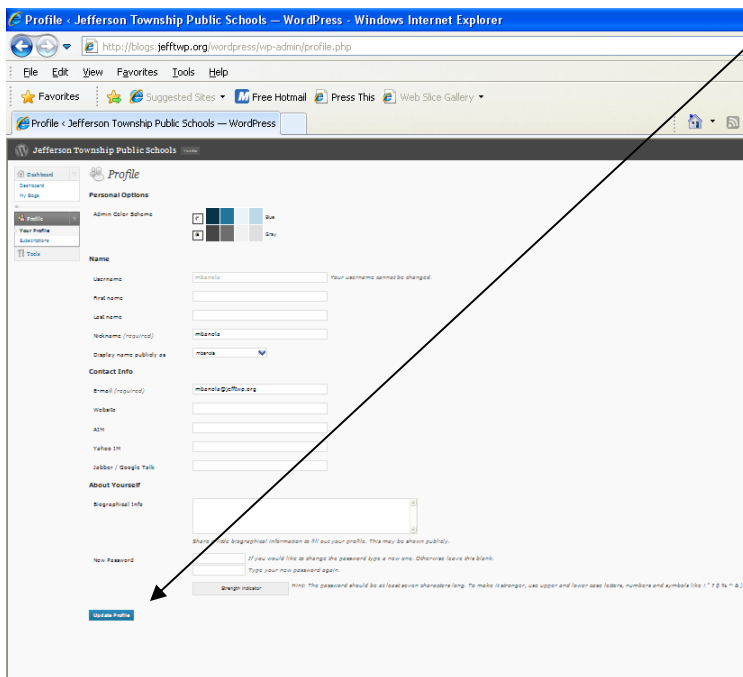
Step 1 – Logging in

1. Click on “Login to your blog”
2. Provide the username and password I assigned:
 - i. Username ex: dwalker
 - ii. Password ex: Jefferson (notice the capital J).



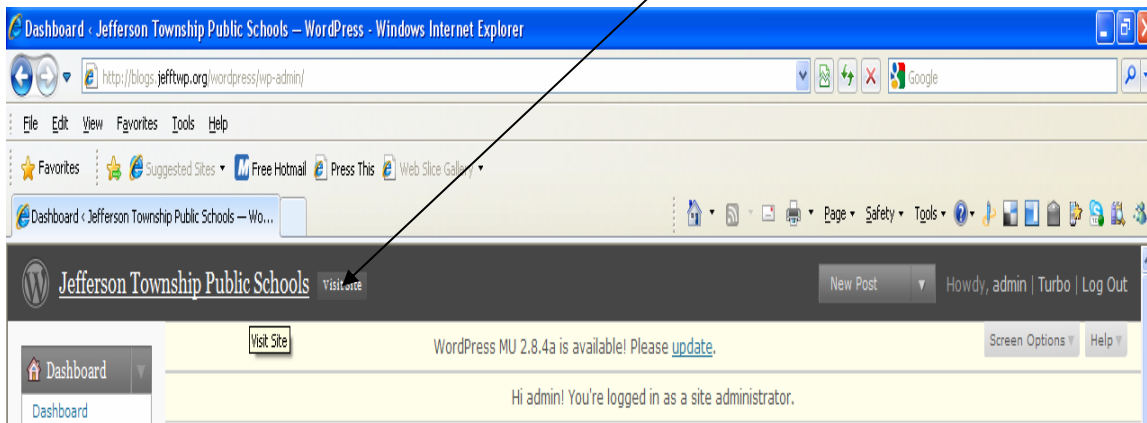
Step 2 - Changing your Password

3. You are now in your profile. You can add or modify any of the fields in the profile. If you would like to change your password you can do it here. Please remember to “save” your updates.

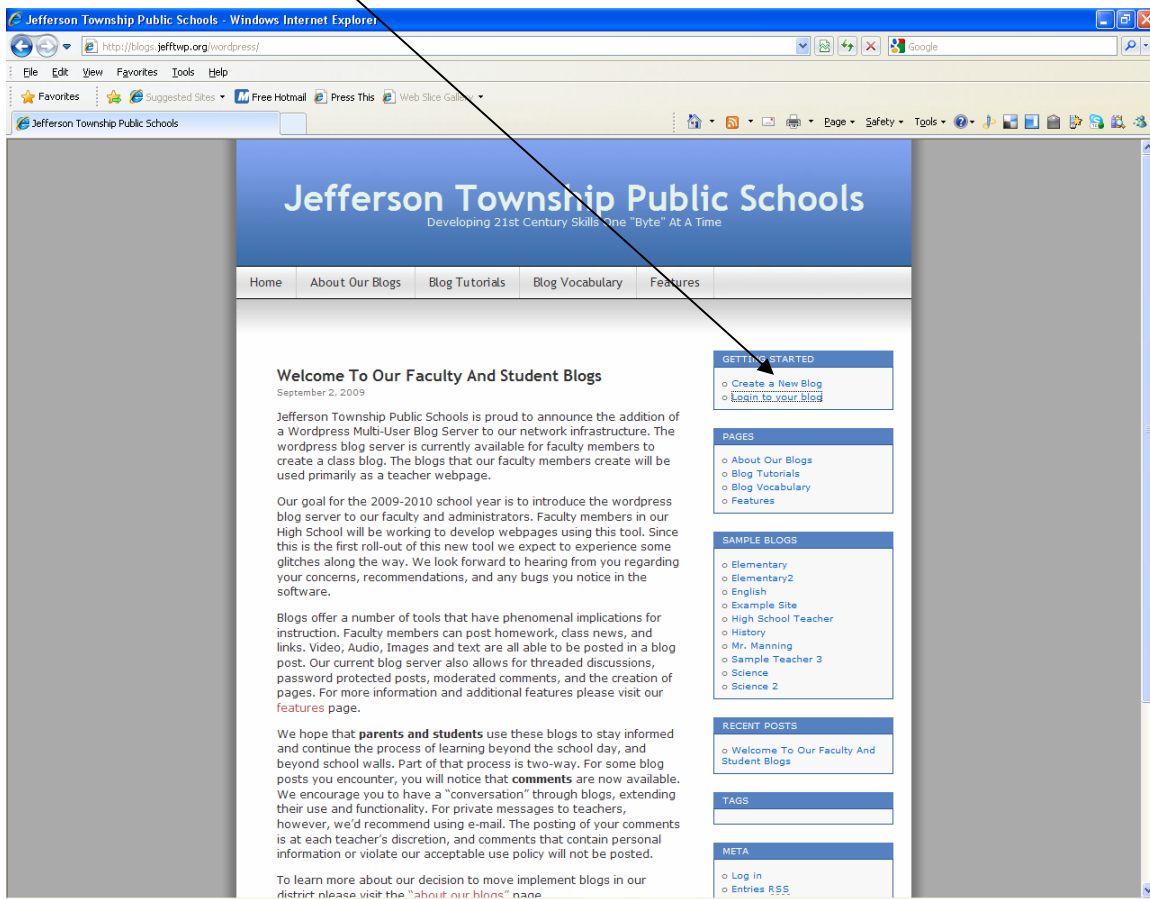


Step 3 – Creating your blog

Once you update your profile you are ready to create your first blog. At the top of the screen you will see the name of the current blog with a link to visit the site next to it. Please click on visit site to go back to the Jefferson Township Public Schools Main blog.

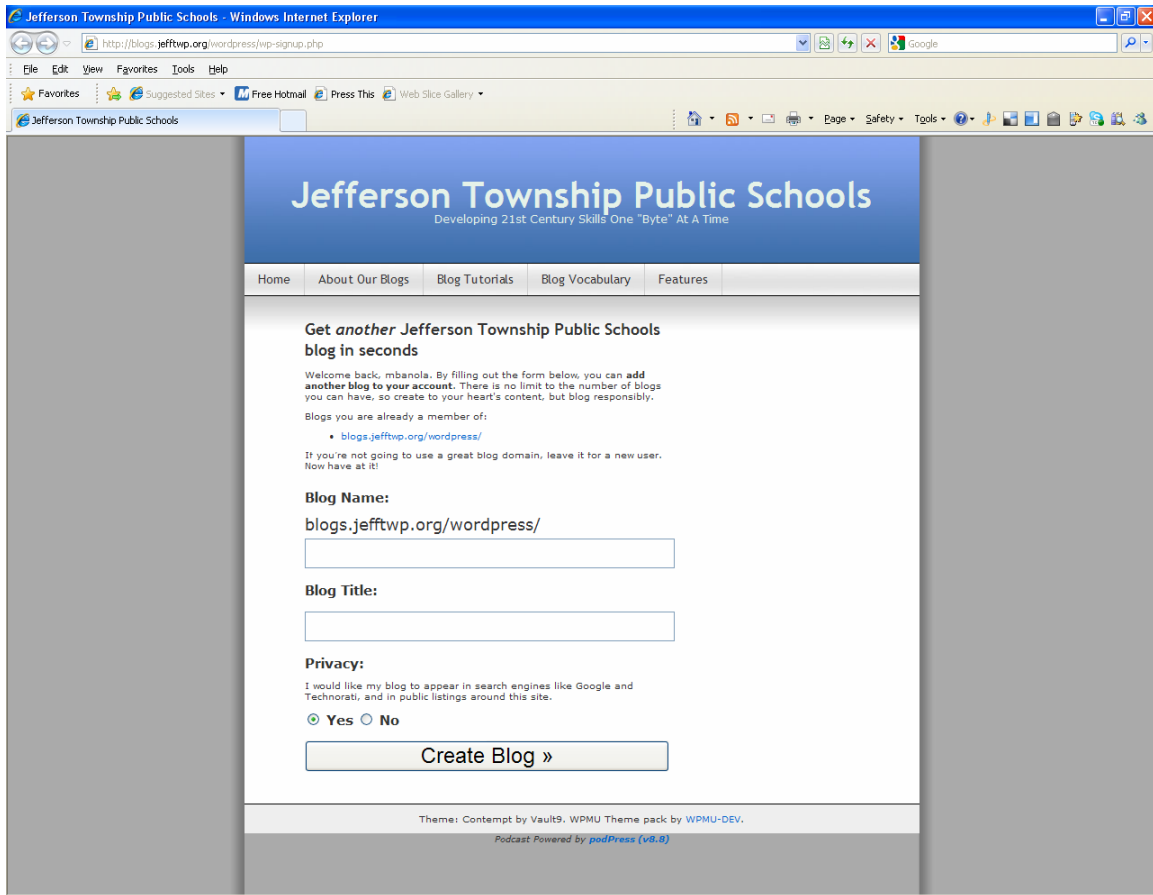


Once back at the main blog you are ready to create your blog. Please click on “create a new blog” located in the far right column.



You will now be prompted to create your blog.

1. **Blog Name:** This is the name of your blog for purposes of a web link. What ever name is selected here will be part of the address of your blog. **For our purposes we ask that you use first initial last name for the name of your blog. For example: Doug Walker would use dwalker.** That would make the address of his blog <http://blogs.jefftwp.org/wordpress/dwalker> . We ask that everyone be consistent. When the blogs are ready to be live we will link your name on the high school webpage to your blog.
2. **BLOG TITLE:** This is the title of your blog that displays in the Header. You will be able to change this title at anytime after your blog is created. Example titles include:
 - i. MR. Walker
 - ii. Mr. Walker's Weblog
 - iii. Mr. Walker's Blog
 - iv. **You can create any title you wish.**
3. **Privacy:** You want to leave YES selected. We will explore some other privacy settings later on.



Congratulations you have created your first blog. You will see the following message. Please click the link provided to get started on your blog.



STEP 4 – Editing your blog

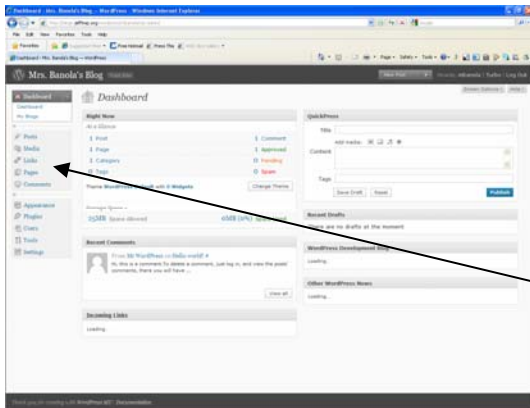


When you first reach your blog you will notice that it is created using a standard template.

It is now time for you to add your own personal touch.

To access the backend of the blog you need to find the WIDGET ‘META’ in the far right column. Click on “SITE ADMIN” in that Widget.

STEP 5 – Working in the Site Admin

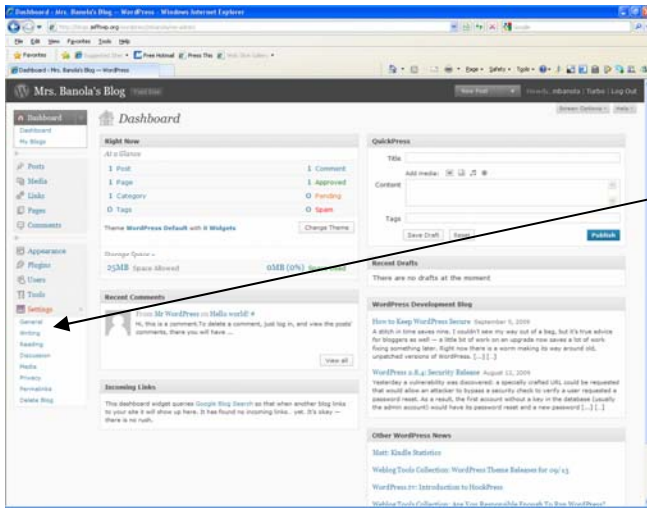


The site admin is where you manage your blog settings and add new postings.

For our purposes now we are going to configure some core settings that we recommend everyone follow.

These setting can be found in the administrative menu on the left

Step 6 – Configuring settings.



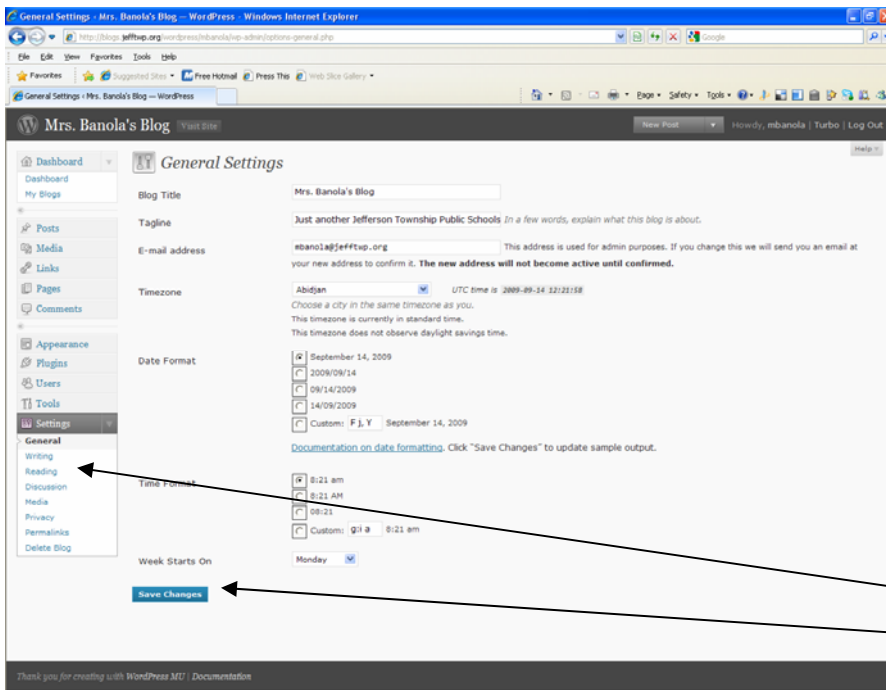
We are going to first configure certain settings for our blog.

You will need to click on the word settings located in the administrative menu on the left.

After clicking on settings you will see a drop down list appear.

Step 7. You will need to configure the following settings under each menu item.

General



Blog Title: You can change your blog title here.

Tag Line: This is the phrase that displays under your blog title:
Ex: Jefferson Township High School – Science Department

EX#2: Mr. Walker's Class Information.

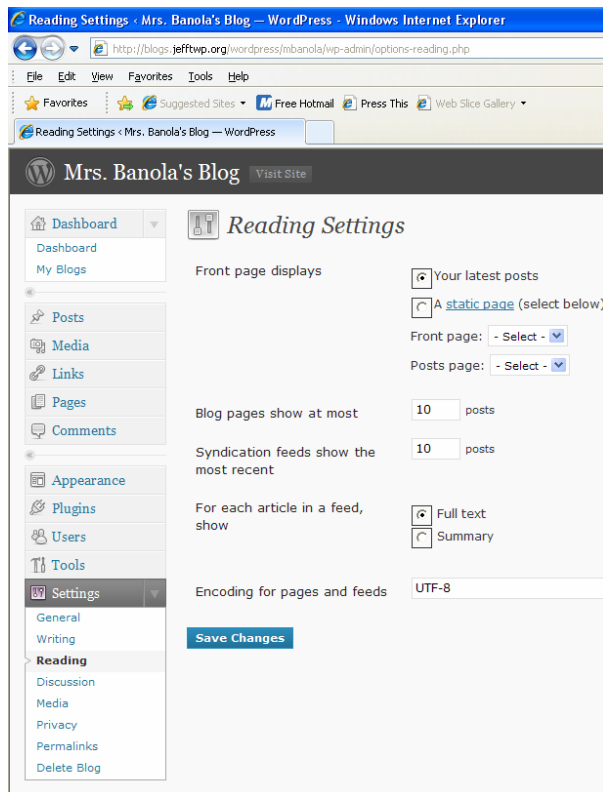
Time and Date format can be changed.

Click on **SAVE CHANGES** and then Click on **Writing**

Writing:

- Good News: It is not necessary to make any changes in the Writing Menu. Feel free to read the setting and make changes if you wish!

Reading



Front Page Displays: By Default your most recent post appears on the front page of your blog. In the reading settings you can setup your blog to show a PAGE that you created as your start page. This could be a page that contains contact information.

Note: You have to create a page before you can assign it. You will also have the option to make a blog posting “Sticky”. That means that the posting will always be the first one displayed. This could be a posting with contact information.

You do not have to change anything under Reading Settings. If you do click on “Save Changes” and let’s move on to Discussion.

Discussion

We will have to make a few changes under discussion.

- Please check and uncheck the boxes that you see below. These are the settings that we recommend at this time. **MOST IMPORTANT** are the comments settings. At this time we do not want to accept comments. It is very important that comments are approved by an administrator as well.

The screenshot shows the WordPress Discussion Settings page for 'Mrs. Banola's Blog'. The browser is Internet Explorer. The page title is 'Discussion Settings - Mrs. Banola's Blog - WordPress'. The URL is 'http://blogs.jeffwp.org/wordpress/mbanola/wp-admin/options-discussion.php'. The left sidebar shows the 'Settings' menu with 'Discussion' selected. The main content area is titled 'Discussion Settings' and contains several sections of checkboxes and input fields. A black arrow points from the text above to the 'An administrator must always approve the comment' checkbox.

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 levels deep
- Break comments into pages with 50 comments per page and the last page displayed by default

Comments should be displayed with the older 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 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".

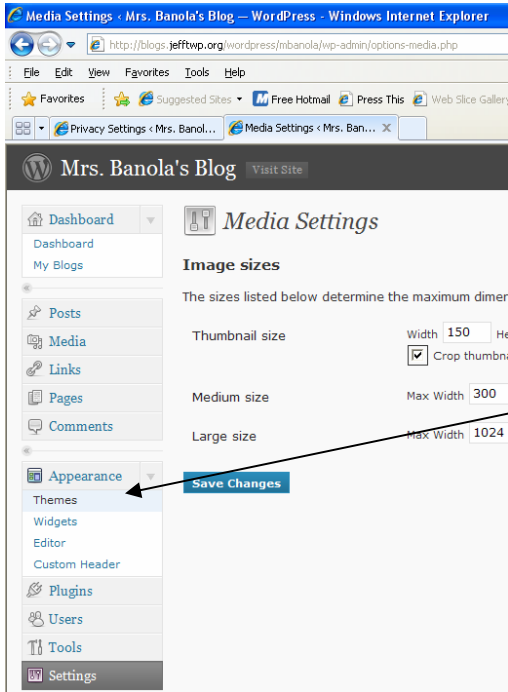
Comment Blacklist

When a comment contains any of these words in its content, name, URL, e-mail, or IP, it will be marked as spam. One word or IP

- The bottom section of the discussion settings refers to AVATARS. We recommend turning this functionality off.
- Please save your changes.

AT THIS TIME YOU DO NOT NEED TO CONFIGURE ANY OTHER SETTINGS. FEEL FREE TO REVIEW THE OTHER OPTIONS IF YOU WISH

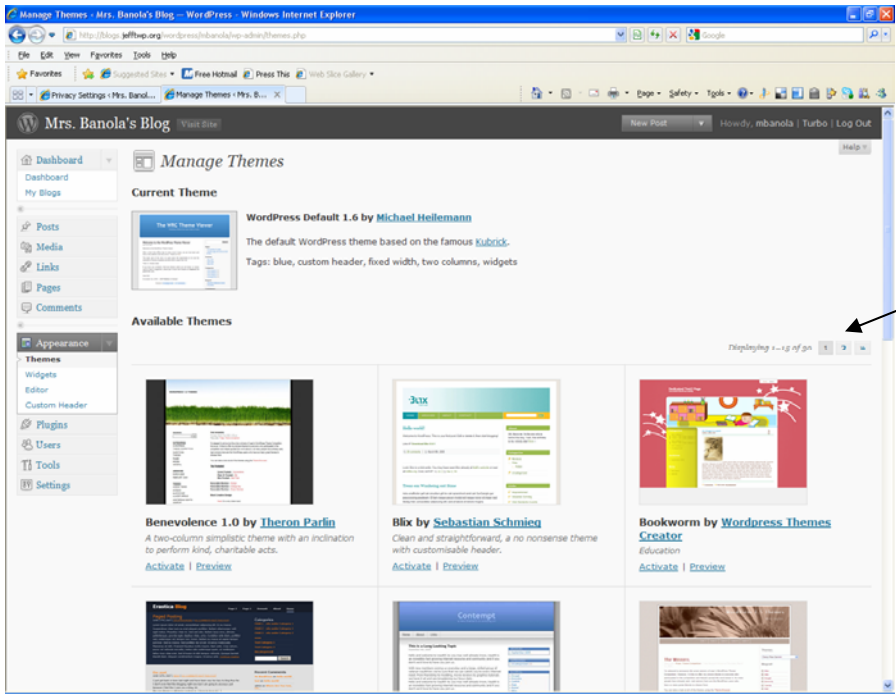
STEP 7 – Selecting your Theme:



We have installed a number of theme templates that you can select from. Each one is unique. At this time you can go through them and select the one you wish to use.

They can be found in the APPEARANCE menu.

Click on themes.



If you click on a Theme you can preview what it will look like. If you like it you can click on **ACTIVATE** in the top right corner of the preview.

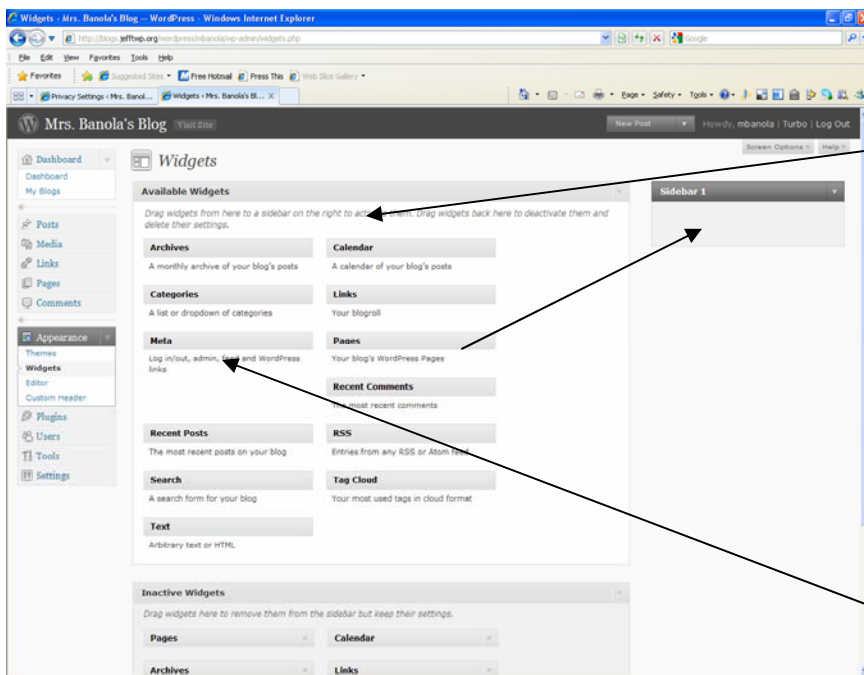
Note: There is more than one page of themes. Please see the page navigation.

You can change your theme at anytime.

Step 8 – Adding Widgets to your blog

Widgets in a blog are boxes that appear in either the left or right column of your blog. These can contain: Links, Most recent blog postings, categories, archives, RSS Feeds etc... They are the navigation for your blog. You can control what widgets are displayed at anytime.

To start editing your widgets click on WIDGETS found under APPEARANCE.



You can add widgets to your sidebar by clicking on them and dragging them over to the sidebar. You can order them in any order and change them at anytime.

To see how they look click on **VISIT SITE** to view your site.

IMPORTANT: You Must include the META widget in order to have a shortcut to the admin section and

Step 9. – Creating Categories and Posts.

Categories can be created at anytime. You can categorize your blog postings if you wish. Some teachers will create a category for each period that they teach. Others may create a category for homework, parent news, class news etc... You can create as many or as little as you would like.

When you create a blog post you can assign it to a category. If the category widget is available on your sidebar then a reader can click on that category to view posts that are relevant to that category. So, a student in your period 1 class can view information only relevant to them.

FYI- You can assign a post to as many categories as your wish. For example: one posting titled homework can be assigned to all categories. You can post your homework on one post for everyone using this method.

Categories can be created and edited in the POSTS menu.

You can add them Here

You can edit them here.

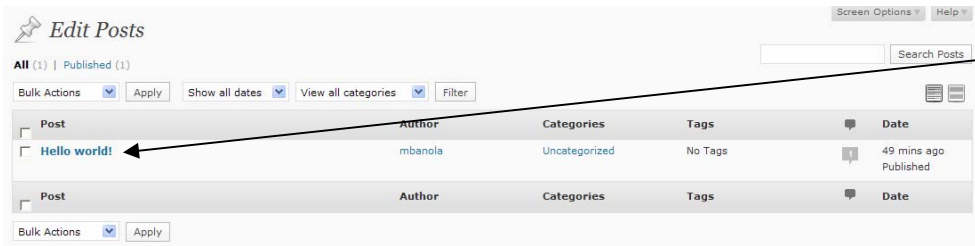
The screenshot shows the WordPress admin interface for 'Mrs. Banola's Blog'. The 'Categories' page is displayed, featuring a sidebar with navigation options like Dashboard, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The 'Posts' menu is active, and 'Categories' is selected. The main area is titled 'Categories' and includes a search bar. Below the search bar, there are two tables. The first table is for adding a new category, with fields for 'Category Name', 'Category Parent', and 'Description'. The second table lists existing categories, showing one entry: 'Uncategorized' with a slug of 'uncategorized' and 1 post. A note at the bottom states: 'Note: Deleting a category does not delete the posts in that category. Instead, posts that were only assigned to the deleted category are set to the category **Uncategorized**. Categories can be selectively converted to tags using the [category to tag converter](#).'

Blog Postings:

You are now ready to add a blog posting. Your first post will most likely be your contact information and welcome message. As mentioned previously, you can make a blog post sticky. This means that the post will always display on the first page of your blog as the first post.

Under the POST menu. You have a few options.

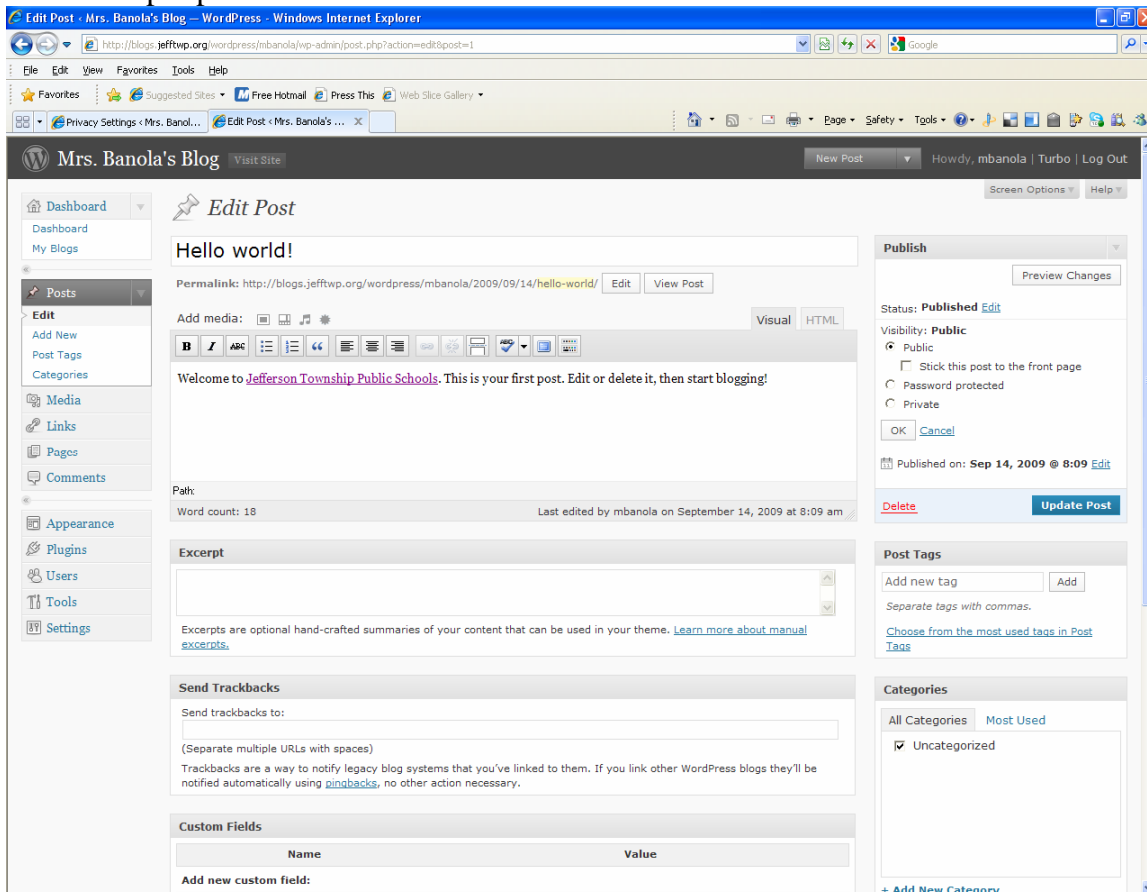
1. Edit – This is where you will go to edit existing posts. You currently have one post that is created by default. For this example we will go ahead and edit that post to be our welcome message. **CLICK ON EDIT – You will see a listing of your current posts.**



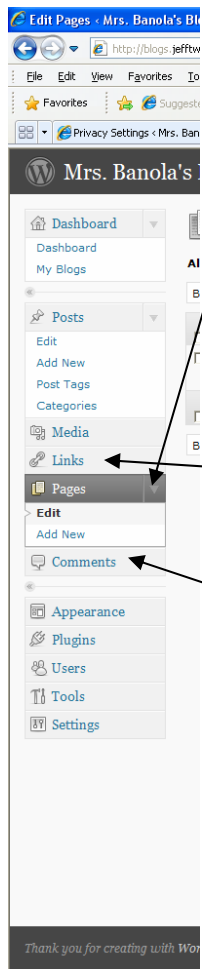
If you place your mouse on the title of the post you will see an option to edit that post. Click on Edit.

Edit the Post

- **Change the Title:** Ex: Welcome or Welcome to Mr. Walker’s Blog. If this was homework posting it could read: Homework 9/14/2009.
- **Edit the Text in the text box.** You have a number of formatting tools available.
- **Scroll down on the page:** You do not need to worry about Excerpts, trackbacks or custom fields.
- **Discussion:** Please uncheck both options under discussion. You do not want to allow comments at this time.
- **On the right column** you can select the **category or categories** to associate this post with.
- The last step is to publish the post. You can select whether or not you want this post to be **sticky to the front page** as well.
- When we begin to allow threaded discussions you can password protect the posting to keep it private.



Other Menu Options:



Pages:

Click here to add static pages to your blog. These are pages that contain information that does not change frequently. It could be a page of website links or information regarding a class project.

Links:

You can add a Widget to your sidebar called Links. In the Links menu you can add a number of website links. You can categorize your links just as you do with blog postings.

We recommend you include a link widget with links to pages within our district website.

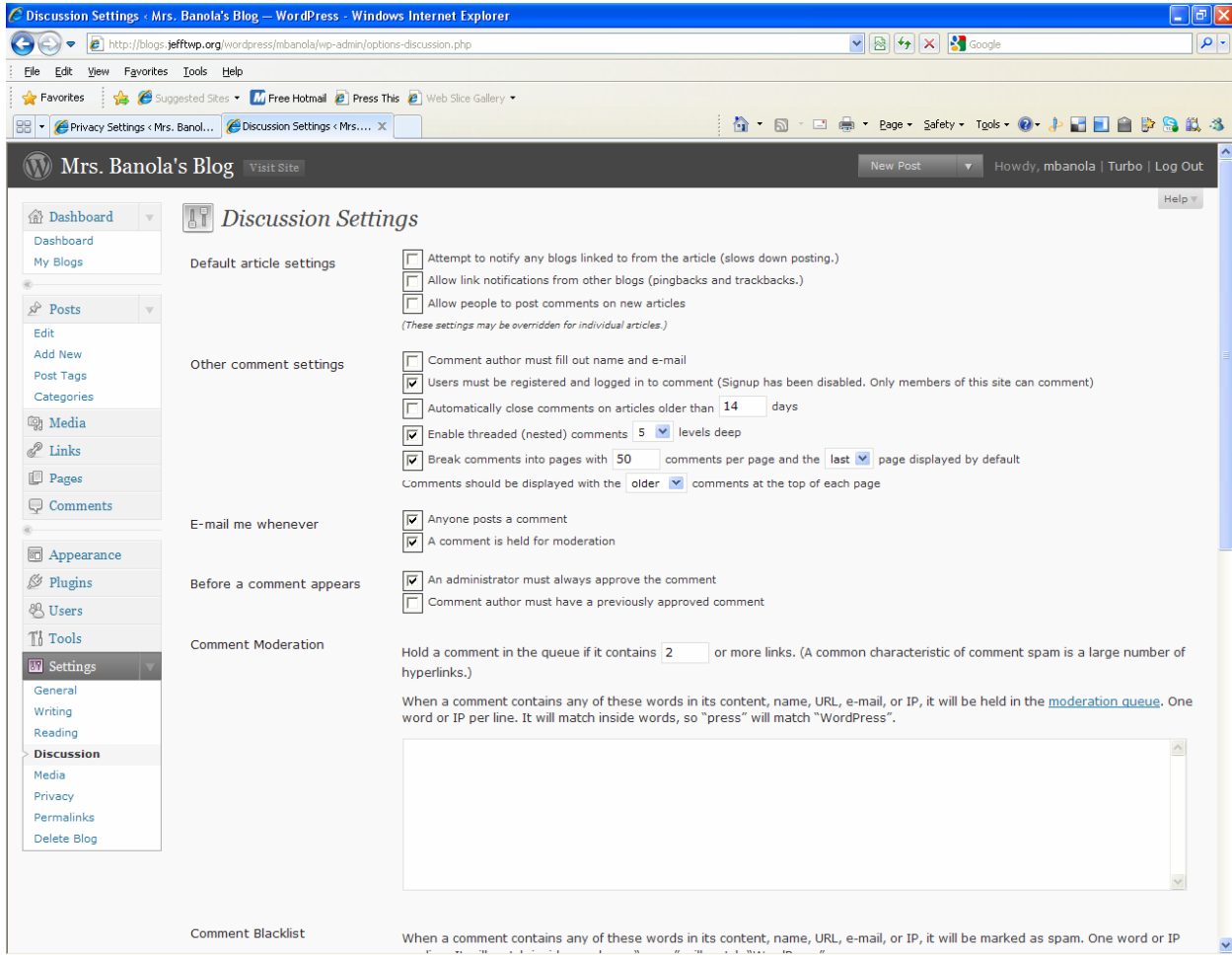
Comments

Click here to manage and moderate comments. At this time we are not allowing comments on our blogs. Further information will be available when we decide to turn this on. Please be sure to uncheck "allow comments" in your settings and on your blog postings.

IMPORTANT SECURITY SETTINGS – Abbreviated Version

1. UNDER THE SETTINGS MENU – DISCUSSIONS

- a. Please use the following settings. Remember to click on **SAVE CHANGES** at the bottom of the page.



The screenshot shows the WordPress Discussion Settings page for 'Mrs. Banola's Blog'. The browser window title is 'Discussion Settings - Mrs. Banola's Blog - WordPress - Windows Internet Explorer'. The address bar shows 'http://blogs.jefftwp.org/wordpress/mbanola/wp-admin/options-discussion.php'. The page has a sidebar with navigation links: Dashboard, My Blogs, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The 'Settings' menu is expanded, showing sub-items: General, Writing, Reading, Discussion (selected), Media, Privacy, Permalinks, and Delete Blog. The main content area is titled 'Discussion Settings' and contains several sections of settings:

- 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
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 - Enable threaded (nested) comments 5 levels deep
 - Break comments into pages with 50 comments per page and the last page displayed by default
 - Comments should be displayed with the older 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 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".
- Comment Blacklist:**

When a comment contains any of these words in its content, name, URL, e-mail, or IP, it will be marked as spam. One word or IP

2. When Adding or Editing a Post Please remember to click off both boxes under discussion near the bottom of the page. We do not want to allow for comments at this time.



The screenshot shows the 'Discussion' settings for a specific post. It contains two checkboxes:

- Allow comments on this post
- Allow [trackbacks and pingbacks](#) on this post

MAIN DASHBOARD NAVIGATION

The image shows a screenshot of a WordPress dashboard for a user named Mrs. Banola. The dashboard is viewed through a web browser. The left sidebar contains several menu categories: Dashboard, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. Each category has a dropdown arrow. Callout boxes with arrows point to these categories, providing instructions on how to use them. The browser's address bar shows a URL starting with 'http://bl'. The browser's menu bar includes File, Edit, View, and Favo. The browser's toolbar includes Favorites and Privacy Settings.

POSTS
Add, Delete, or Edit Posts and Categories here.
Remember to uncheck allow comments on posts!

LINKS
Manage your links here. They can be displayed as widgets on a sidebar. We recommend a widget with links to our district website.

Comments
This is where you will manage and moderate comments. By default you have one comment that you can delete.

Pages
This is where you can add, delete and edit static pages of information that you can add to your blog.

Appearance
This is where you select a theme and organize the widgets on your sidebar.

Settings
This is where you adjust the settings for your blog. Please remember to make the recommended changes under discussion. We want to disable comments at this time.