

# Jefferson Township High School

## Faculty Websites: Wordpress MU Blog Server

### Getting Started

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#### 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.

#### Did you notice:

- **Categories:** On the sample blogs I created I organized the blog postings by categories. On the admin side of the blogs we can create as many categories as we wish. This allows us to organize our postings for the readers. I used a category for each period as well as one for parents, projects etc... You can categorize your postings any way you wish. It is also important to know that you can assign a posting to more than one category. That is helpful if you create a single posting with all of your homework assignments. You can apply that to multiple categories.
- **Static Pages:** Many of these blogs have pages. Pages can be created to provide information that does not change frequently.
- **Sticky Posts** – You can create a blog post and have it be sticky at the top of a page. That could be your posting with your contact information and welcome message. It will always be the first post if you select that option.
- **Widgets-** Widgets are boxes that appear in the sidebar of the blogs. They can be added and organized by you. They act as a navigation for the blog. There are a number of widgets that can be added.

# SAMPLE TEACHER BLOG

Pages

Subscription Feeds  
- RSS

Sticky on Top blog  
Post – Contact info

Other postings will  
display in  
chronological  
order as well as by  
clicking on a  
category in the  
sidebar.

## Widgets

There are a  
number of widgets  
to add.  
The category  
widget can be  
added as a drop  
down list as well.

You always want  
to leave the META  
widget on the  
sidebar. That is  
how you access  
the admin section  
of your site.

The screenshot shows a WordPress blog for Mrs. Santos, English Department at Jefferson Township High School. The page features a header with 'Home' and 'About' tabs, a search bar, and a 'Feed on' section with '3 Posts' and '3 Comments'. Below the header is a large landscape image of a river and trees. A sticky post titled 'Welcome to Our Class Blog' is at the top, followed by contact information for Mrs. Santos. Below this is a 'Homework' post. The right sidebar contains several widgets: 'ARCHIVES' (September 2009), 'CATEGORIES' (Parent Corner, Period 1-5, Uncategorized, Worth a Read), 'RECENT POSTS' (Homework, Welcome to Our Class Blog), and 'META' (Site Admin, Log out, Entries RSS, Comments RSS, WordPress.org). The footer includes theme information (MistyLook by Sadish), protection (Akismet), and podcasting (podPress v8.8).

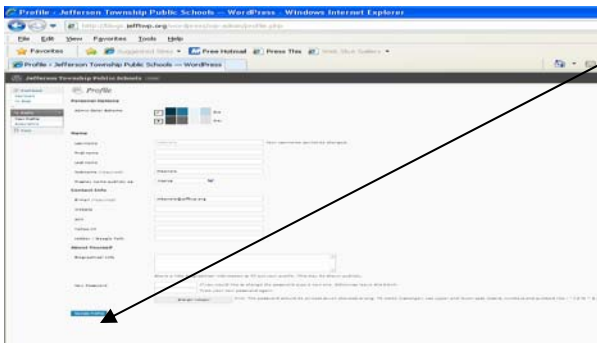
## Step 1 – Logging in

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).



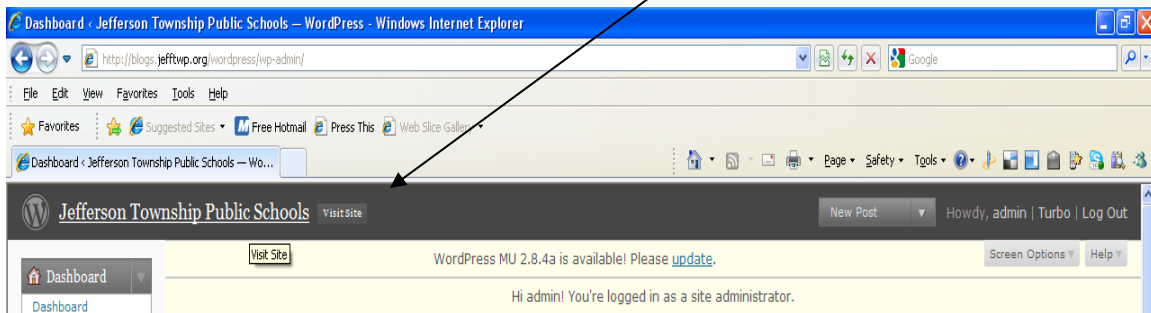
## Step 2 - Changing your Password

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.

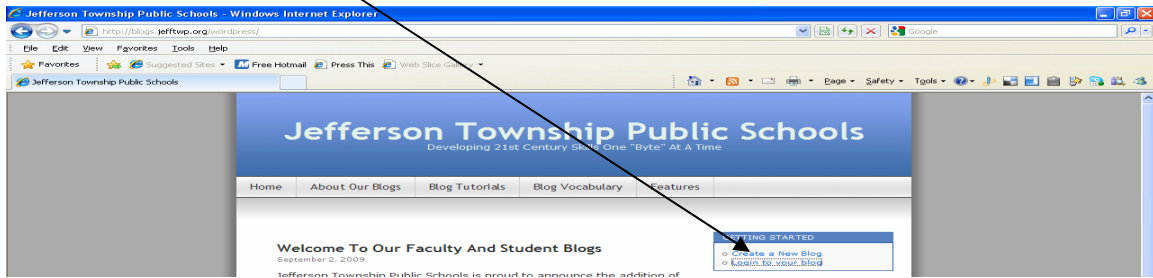


## Step 3 – Creating your blog

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.

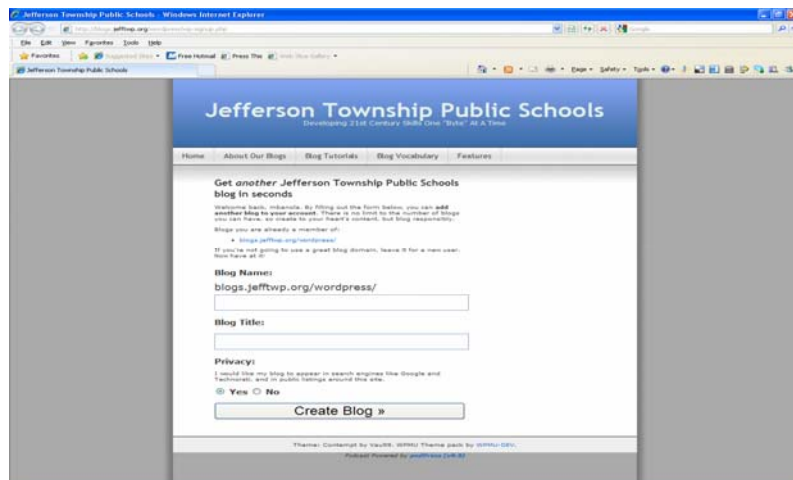


Once back at the main blog you are ready to create your blog. Please click on "create a new blog" located in the far right column.



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.**



You are now ready to configure your blog. You have a few options.

**Option 1:** See the tutorial page located on <http://blogs.jefftwp.org/wordpress>. There you will find handouts and video tutorials to get started.

**Option 2** – I have provided an abbreviated version of the getting started guide. This is for individuals that are familiar with blogs or are good at figuring these types of things out on his or her own. The abbreviated document contains settings that must be configured.

**Option 3** – I will be offering workshops starting this week on setting up your blog. They will be offered in the high school on multiple days. The schedule will be released shortly.