

Adding And Editing Posts On Your Blog

By now you would have created your blog, applied the required settings, selected a theme, and added widgets. You also should have one Post with your contact information. This post was published as **STICKY ON THE FRONT** of your Blog. (this means that it is always the first displayed posting).

The following directions will explain how to add new posts to your blog. This may be updated homework assignments, class information, lesson materials, handouts, or links to web content.

You will find a video tutorial that supplements these directions on <http://blogs.jefftwp.org/wordpress/blog-tutorials/>

The diagram below labels the various part of a blog page for reference.

The diagram shows a screenshot of the Jefferson Township Public Schools blog page. The page is divided into several sections, with labels pointing to specific parts:

- Header:** The top blue banner containing the school logo, name, and tagline.
- Pages:** The navigation menu below the header, including links for Home, About Our Blogs, Blog Tutorials, Blog Vocabulary, and Features.
- Widgets:** The right sidebar containing several widget boxes: "GETTING STARTED" (with links for Create a New Blog and Login to your blog), "PAGES" (with links for About Our Blogs, Blog Tutorials, Blog Vocabulary, and Features), "SAMPLE BLOGS" (with links for Elementary, Elementary2, English, Example Site, High School Teacher, History, Mr. Manning, Sample Teacher 3, Science, and Science 2), "RECENT POSTS" (with a link for Welcome To Our Faculty And Student Blogs), "TAGS" (with a search box), and "META" (with a link for Site Admin).
- Posting:** The main content area on the left, featuring a "Welcome To Our Faculty And Student Blogs" post dated September 2, 2009.

I. Creating Categories and Posts.

Step 1.

1. Follow the direct link to your blog or go to <http://blogs.jefftwp.org/wordpress>
2. Once you reach either address, find the widget located on the right side of the screen called META. In that widget is a link to **Login to your blog**. If your computer remembered your login credentials you may automatically be logged into your blog. In that case you will see a link to **SITE ADMIN**) Click on either link.

Mr. Manning
Jefferson Township High School

Home About

Welcome to Mr. Manning's Weblog
September 4, 2009

Mr. Manning
Jefferson Township High School
Physical Education Department
Email: mmanning@jefftwp.org

1 Comment | General Info | Permalink
Posted by admin

Home » **Week of September 14**

PAGES

- About

CATEGORIES

- General Info
- Period 1
- Period 2
- Period 3
- Period 5

BLOGROLL

- WordPress.com
- WordPress.org

ARCHIVES

- September 2009

PODCAST FEEDS

- ITUNES
- RSS PODCAST

META

- Log in
- Entries RSS
- Comments RSS
- WordPress.org

Navigation

Clicking here will take you directly to your posts, pages or categories

Mr. Manning

WordPress MU 2.9.1 is available! Please [update](#).

Hi admin! You're logged in as a site administrator.

Akismet is almost ready. You must [enter your WordPress.com API key](#) for it to work.

Right Now

At a Glance		
2 Posts	1 Comment	
1 Page	1 Approved	
7 Categories	0 Pending	
0 Tags	0 Spam	

Theme **Contempt** with 6 Widgets [Change Theme](#)

You are using **WordPress MU 2.8.3**. [Update to 2.9.1](#)

Akismet blocks spam from getting to your blog, but there's nothing in your spam queue at the moment.

No comment spam attempts have been detected yet.

Storage Space »

25MB Space Allowed 0MB (0%) Space Used

Recent Comments

From [Mr WordPress](#) on [Welcome to Mr. Manning's Weblog #](#)

Hi, this is a comment. To delete a comment, just log in, and view the posts' comments, there you will have ...

[View all](#)

QuickPress

Title:

Add media: [+](#) [+](#) [+](#) [+](#)

Content:

Tags:

[Save Draft](#) [Reset](#) [Publish](#)

Recent Drafts

There are no drafts at the moment

WordPress Development Blog

[2010 Open Source Design Plans](#) January 13, 2010

2010 is the year we dive into open source design. We've dipped our toes in this pool before (icon contest, graphic design component for Trac tickets, header refresh contest, etc.), but this year we're going to cannonball and make a big splash. Here's what you need to know if you want to get involved. A list [...] [...]

[WordPress 2.9.1](#) January 4, 2010

After over a million downloads of WordPress 2.9 and lots of feedback from all of you, we're releasing WordPress 2.9.1. This release addresses a handful of minor issues as well as a rather annoying problem where scheduled posts and pingbacks are not processed correctly due to incompatibilities with some hosts. If any of these issues [...] [...]

3. After you login you will be directed the main dashboard for your blog. The dashboard provides navigation on the left and a dashboard view of your blog on the right. You can view the number of posts, pages, categories and storage space used on the dashboard. Many of these items are hyperlinks that will take you directly to the content.

4. Creating and Managing Categories

Every blog post that you publish must be assigned to a category. Categories are a way to associate postings with a particular class, topic, audience or subject. When people visit your blog they will find a category widget on the sidebar. They will click on the category that is relevant to them to view postings that are relevant to them.

Jefferson Township Falcons

Mr. Manning
Jefferson Township High School

Home About

Welcome to Mr. Manning's Weblog
September 4, 2009

Mr. Manning
Jefferson Township High School
Physical Education Department
Email: mmanning@jefftw.wp.org

PAGES

- About

CATEGORIES

- General Info
- Period 1
- Period 2
- Period 3
- Period 5

BLOGROLL

- WordPress.com
- WordPress.org

5. You can create as many categories as you wish. They do not display on the home page until they are assigned to a posting. Some teachers make a category for each period, subject or course. Other possible categories include: Articles of Interest, Parent News, Homework, Discussions.

6. A single posting can be assigned to multiple categories. That means you can create one posting with all of your classes homework assignments listed separately. You can apply that posting to all of your classes by selecting each category. This is a much needed time saver.

6. Where do you create and manage categories.

Categories can be created and edited in the POSTS menu. Click on Categories

The screenshot shows the WordPress admin interface for 'Mrs. Banola's Blog'. The left sidebar contains a menu with 'Posts' selected, and 'Categories' is a sub-option. The main content area is titled 'Categories' and features an 'Add Category' form. The form includes a 'Category Name' text input field, a 'Category Parent' dropdown menu set to 'None', and a 'Description' text area. Below the form is an 'Add Category' button. To the right of the form is a table listing existing categories. The table has columns for 'Name', 'Description', 'Slug', and 'Posts'. One category is listed: 'Uncategorized' with a slug of 'uncategorized' and 1 post. Below the table is a 'Bulk Actions' dropdown and an 'Apply' button. A note below the table states: '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](#).' Three red arrows point to specific elements: one to the 'Add New' link in the sidebar, one to the 'Category Name' input field, and one to the 'Add Category' button. Three text boxes with arrows provide instructions: '1. Type the name of the category here' points to the input field, '2. Click on Add Category' points to the button, and '3. You can edit your categories here' points to the table.

1. Type the name of the category here

2. Click on Add Category

3. You can edit your categories here

7. Creating and Editing Blog Postings:

After creating your categories you are now ready to add or edit blog postings. This task represents 99% of what you will do on the blog once you are past the initial setup.

I mentioned above that a single posting can be assigned to more than one category. This can be a big time saver. If you have information that needs to be shared with more than one class, you do not have to create two posts. You just create one and select each category (class) it applies to.

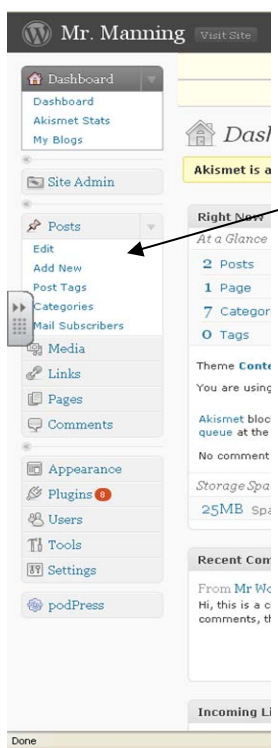
Blog postings are displayed in chronological order in a linear fashion. The best way to navigate to relevant postings (as a blog reader) is to select the category that is relevant to you. In some cases it is not necessary to keep old versions of postings. If

that is the case you may want to edit an existing post with new information instead of creating a new one.

Example: If you are creating a homework posting on a weekly basis you may not need to have a record of the previous week's homework once the deadline has passed. Instead of creating a new posting for homework you can edit last weeks. When you re-publish the updated post it will assign the current published date.

In the above directions I also mentioned that you can create a single homework posting with each of your classes HW assignments listed. You can then apply that posting to multiple categories (classes).

8. How to create or edit a post.



The image shows a screenshot of the WordPress dashboard for a user named 'Mr. Manning'. The left sidebar contains a menu with several categories: Dashboard, Site Admin, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and podPress. The 'Posts' menu is expanded, showing sub-options: Edit, Add New, Post Tags, Categories, and Mail Subscribers. The 'Add New' option is highlighted with a mouse cursor. A text box with an arrow points to the 'Add New' option, containing the text: 'Under the posts menu you have the option to Edit existing posts, add a new post, and manage categories'. Another text box points to the 'Add New' option, containing the text: 'To create a new Post click on Add New.' The main content area of the dashboard shows a 'Right Now' summary with statistics for Posts (2), Pages (1), Categories (7), and Tags (0). There is also a 'Recent Comments' section showing a comment from 'Mr. Manning'.

Under the posts menu you have the option to Edit existing posts, add a new post, and manage categories

To create a new Post click on **Add New.**

1. Give the post a title here. Ex: Homework week of January 11

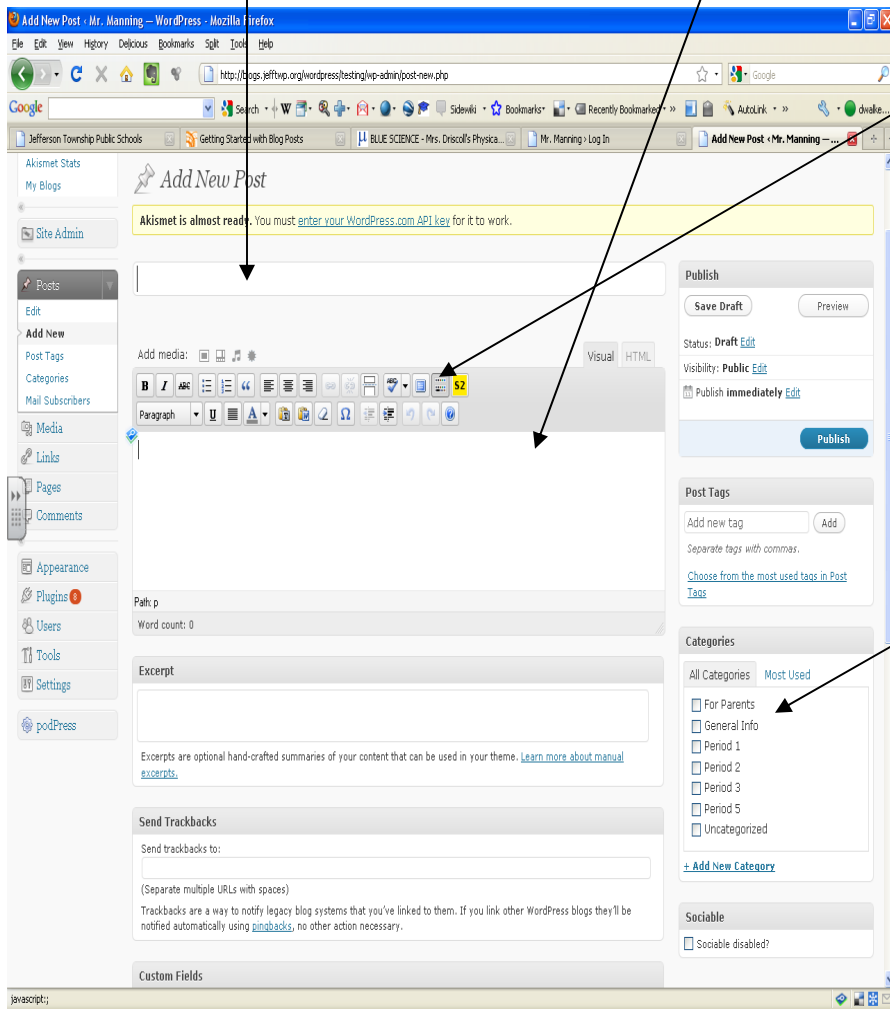
2. The body of your post goes here.

3. This icon will display more edit format icons

4. You can insert files (powerpoint, word, pdf, movies), hyperlinks to websites, and music. Place your mouse over each icon for a description of what it does. (FYI- There is a separate tutorial on the tutorial page for adding a file to your blog)

5. Check off the categories that the posting applies to.

6. Click Publish. Your posting will now be live. Click View your site at the top of the page to see your site with the new posting. Remember that your contact info post is set to be sticky so you may need to click on the appropriate category to see the posting you just created.

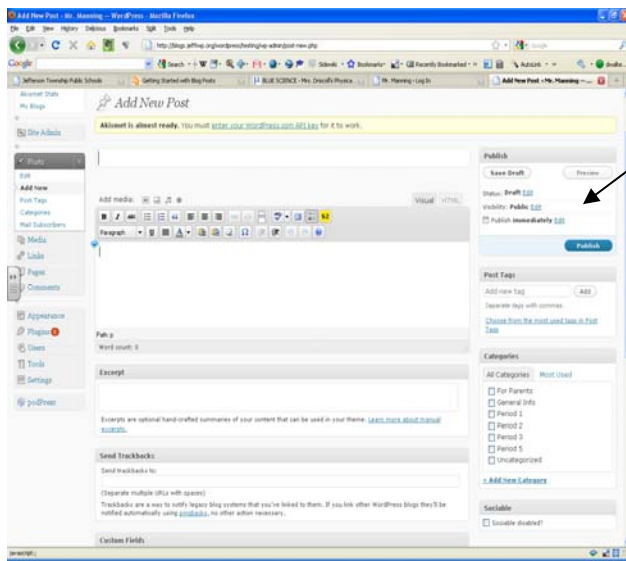


7. Other options

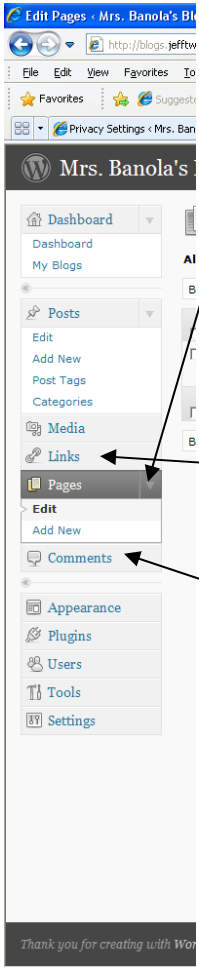
Visibility - This is where you can make a post sticky or password protect it.

Status - This is where you can save a post as a draft. While it draft mode only you can see the post in the admin screen. You can work on it until it is ready to be published.

Comments - At the very bottom of the post entry page is an option to turn on comments. Any submitted comments must be approved by you before they are posted. You will receive an email when a comment is waiting for moderation with a link to it.



8. You have successfully added a post to your blog. Below is a diagram that highlights where you can add other resources to your blog such as Pages and Links.



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, information regarding a class project, class expectations, grading scales etc... Pages are displayed as links or tabs on the top of the blog.

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.

Congratulations - You now have a blog with updated content. From this point forward you will be primarily only adding or editing posts. If you need any further help be sure to visit the tutorial page or contact Doug Walker directly.

