



Blogging with Schoolwires Centricity 2

What is a blog?

A **blog** (short for **weblog**) is a type of web page. A blog provides commentary or news on a particular subject and can contain text, images, and links to web sites related to its topic. Entries are commonly displayed in reverse-chronological order. The ability for readers to leave comments in an interactive format is an option of many blogs.

Creating a Blog Page

- Select the **New Page** button on the **Summary** tab.
- Select **Blog** from the available page types.
- Give your Blog a name (this will appear on the navigation bar) and click **Save**.
- This will return you to the **Summary** tab.

Making a Blog Postings

- Open your blog by selecting the **Page Name** under **Current Pages** on the **Summary** tab.
- Select the **New Posting** button.
- The **New Posting** window consists of three tabs.
 - **General**
 - **Posting**
 - **Author**



General Tab

- Enter the Blog Posting Title and Post Date. (Both are required)
- Check the Activate on my page box when you are ready for the posting to appear.

Blog Posting
Enter the posting below and click the Save button.

General | **Posting** | Author

Title:
Welcome Back

Post Date:
09/08/2011 9 AM :00

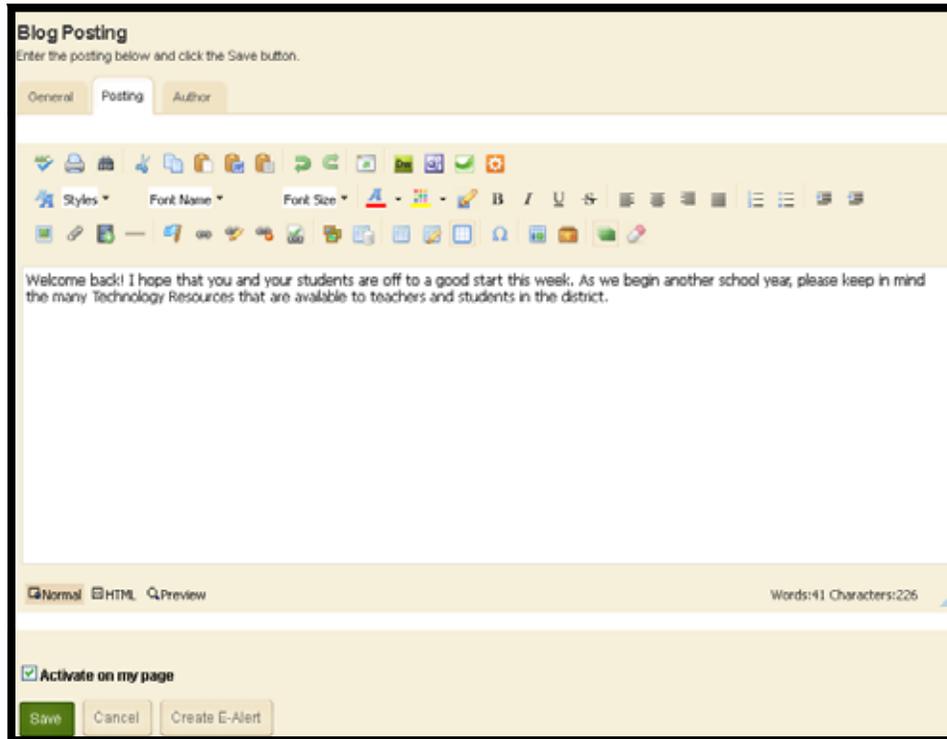
Activate on my page

Save Cancel Create E-Alert

Indicates a required field

Posting Tab

- Enter the posting content into the **Editor**.
- Use the **Editor** to format your posting and insert images, hyperlinks, etc.
- Be sure to **Spell check** your work before posting!



- Select **Activate on my page** to make the posting to be viewable on the webpage.
- If you are not ready to post, de-select **Activate on my page** until complete.
- Be sure to **Save** your work.

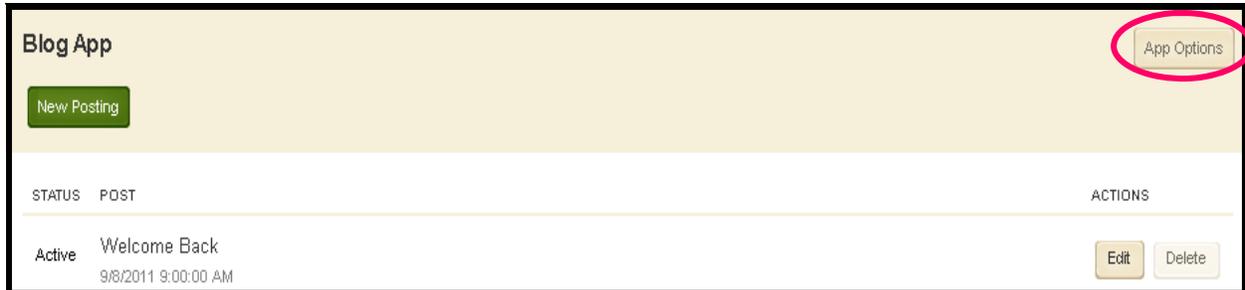
Author Tab

- Enter the name and email address for the posting author. (Both fields are required.)
- Your portent email address is recommended and note that it **will not be published**.
- This allows for you, the author, to receive an email when a comment is posted (if you choose to use commenting)
- Be sure to click **Activate on my page** and **Save**.



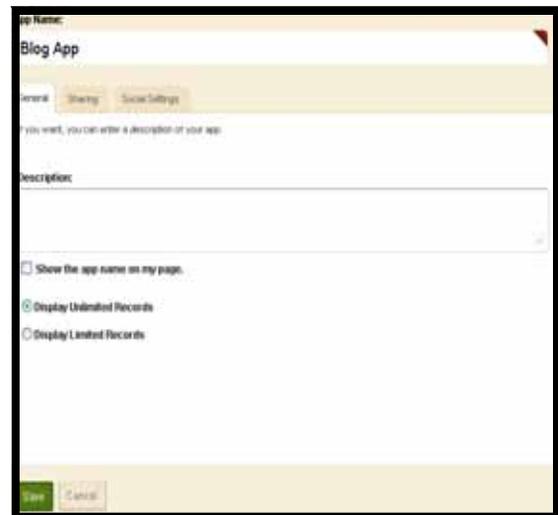
Allowing Commenting on a Blog Posting

- From the Blog App page, click the App Options button.



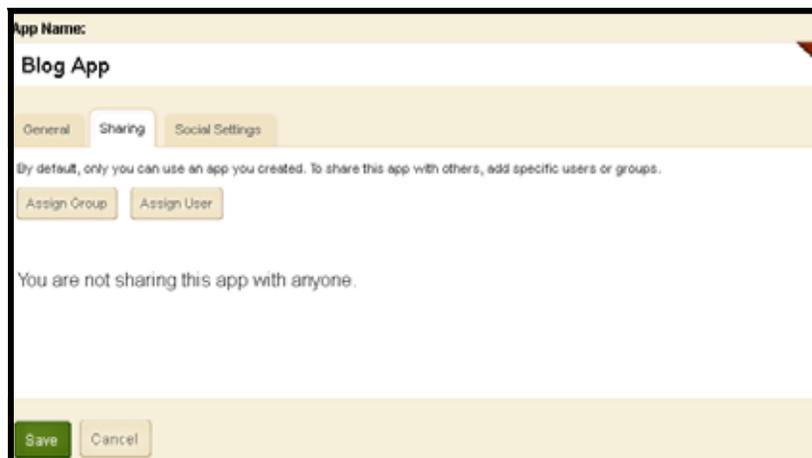
- **General Tab**

- Change the name of your App,
- Add a description
- Show the app name on your page (not recommended)
- Select the display records features (unlimited or limited)



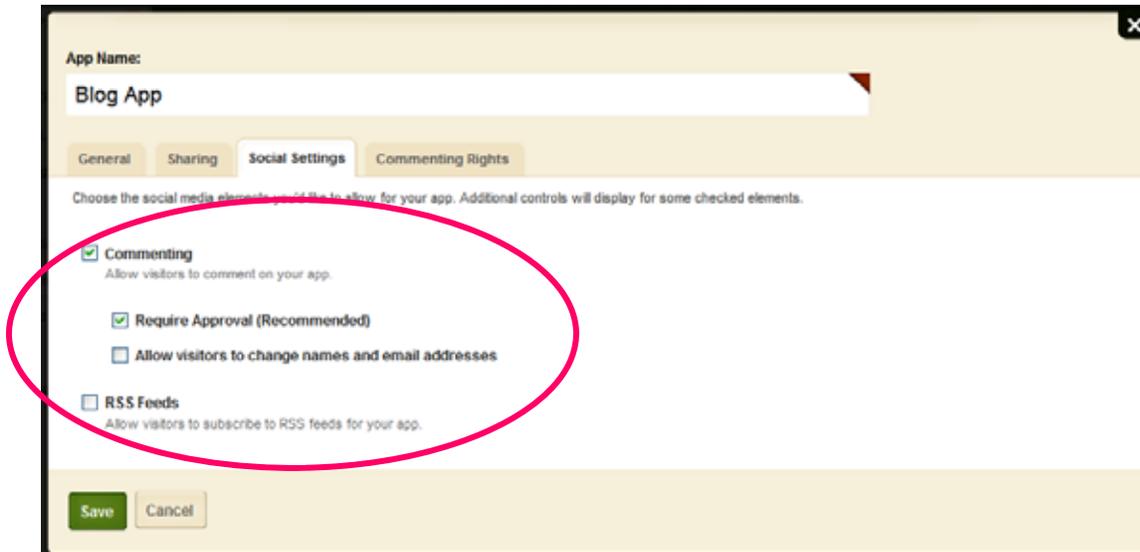
- **Sharing Tab**

- If you would like to share this Blog App with another teacher, you can click Assign User to search and assign them your Blog App.



- **Social Settings Tab**

- To allow commenting on your Blog Postings:
 - Check **Commenting**
 - Check **Require Approval (Recommended)** - This is required for Port Washington Teachers.

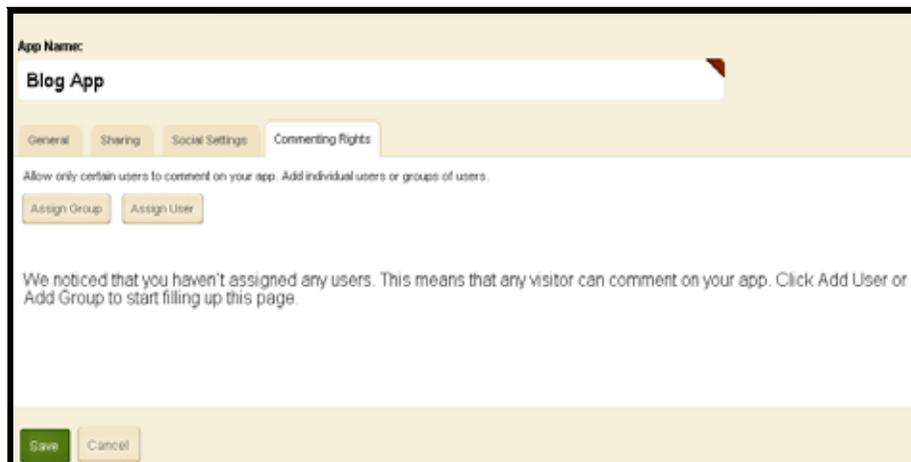


Other Social Settings Options:

- **Allow visitors to change names and email addresses.**
 - See page 5 for more details.
- **RSS Feeds-** If you wish to have the ability for your students/parents subscribe to your Blog, check **RSS Feeds**.
- Click **Save!**

- **Commenting Rights Tab**

No changes are necessary since our students/parents do not have Schoolwires accounts.



Commenting Options

- When **Allow visitors to change names and email addresses** is not selected.

General Sharing **Social Settings** Commenting Rights

Choose the social media elements you'd like to allow for your app. Additional con

- Commenting**
Allow visitors to comment on your app.
- Require Approval (Recommended)**
- Allow visitors to change names and email addresses**
- RSS Feeds**
Allow visitors to subscribe to RSS feeds for your app.

- The Comment field is required.**
- The name field **cannot** be changed.
- Teachers should instruct students to add their first name to their comment.

Post a Comment

Name: Anonymous

Comment:

Submit Comment

When this option is selected, the approved comment will appear as follows:

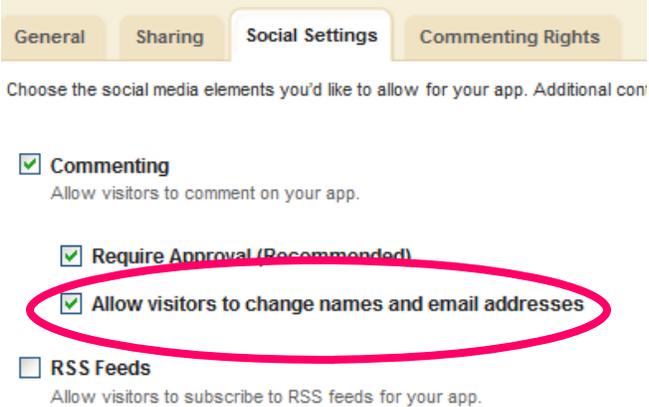
 **Anonymous** Reply

about a minute ago

I am looking forward to using the SMART board. - Jackie

Commenting Options– continued

- When **Allow visitors to change names and email addresses** is selected.

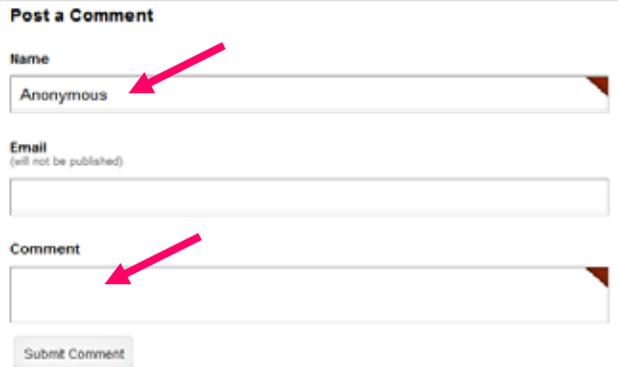


General Sharing **Social Settings** Commenting Rights

Choose the social media elements you'd like to allow for your app. Additional con

- Commenting**
Allow visitors to comment on your app.
- Require Approval (Recommended)**
- Allow visitors to change names and email addresses**
- RSS Feeds**
Allow visitors to subscribe to RSS feeds for your app.

- **The Name and Comment fields are required.**
- The Name field will say “*Anonymous*”.
- Teachers should instruct students to change “*Anonymous*” to their first name.
- An email address is **not** required.



Post a Comment

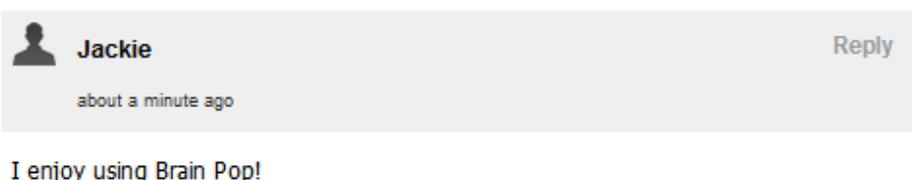
Name
Anonymous

Email
(will not be published)

Comment

Submit Comment

An approved comment will appear as follows:



 **Jackie** Reply

about a minute ago

I enjoy using Brain Pop!

- If a teacher is logged into Schoolwires and comments on a blog, their Schoolwires username and email address will automatically be entered into the Post a Comment area. Depending on the settings placed on the blog by the creator, the visitor may or may not be able to edit that information.



Post a Comment

Name
Jackie Gilmartin

Email
(will not be published)
jgilmartin@portnet.k12.ny.us

Comment

Submit Comment

Reply Comments

- If you have allowed **Commenting** on your Blog, it also allows visitors to reply to a previous comment. Creating a threaded discussion.
- Notice the **Reply** button on the comment.



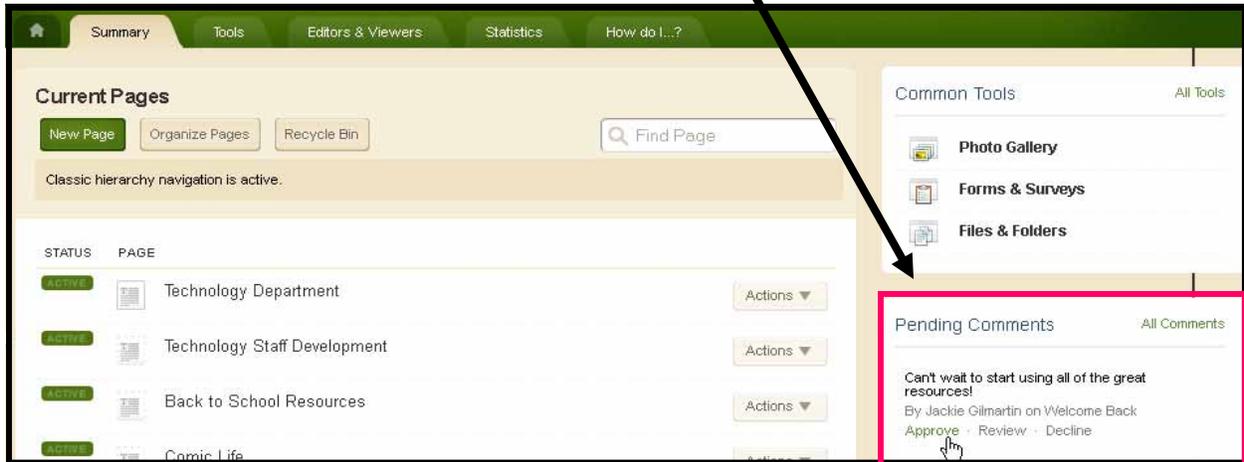
This is a great feature!

- Click the **Reply** button to post a Reply comment.
- The Reply comment will also have to be approved by the Blog creator before it is posted.
- Once the comment has been approved it will post under the original comment.
- Notice the reply comment is indented under the original comment.



Managing Comments– there are several ways to view pending comments

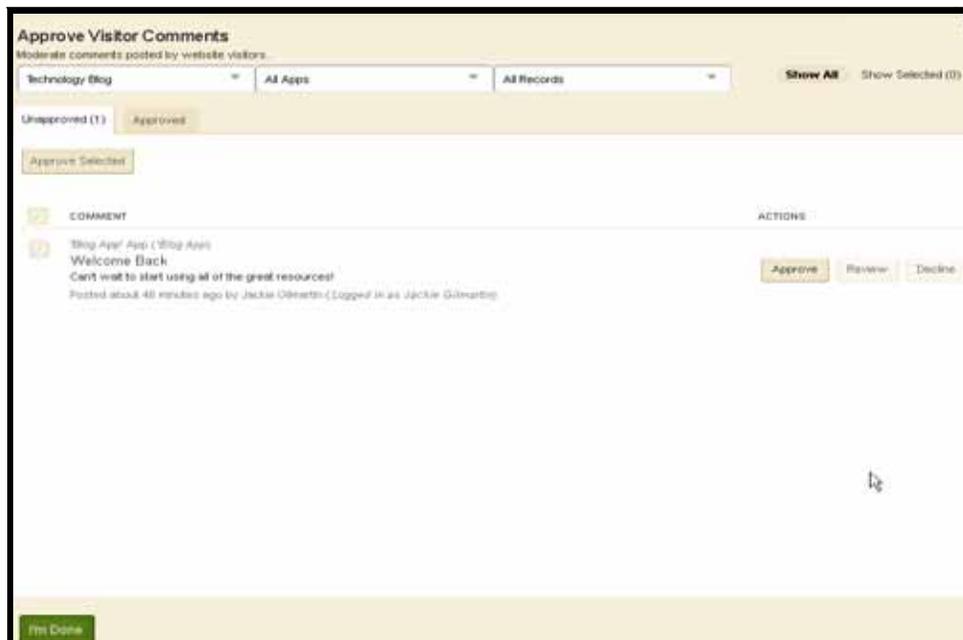
- **Summary Tab**-notice the **Pending Comments** box on the right. All Pending Comments will be listed. Hover over the comment to view the Approve, Review and Decline buttons. Click the appropriate button.



- **Current Pages**- If there are pending comments, they will also be listed under the Blog Page listed in the Current Pages section on the Summary tab. Click the comments text to moderate.



- The **Approve Visitor Comments** window will open.

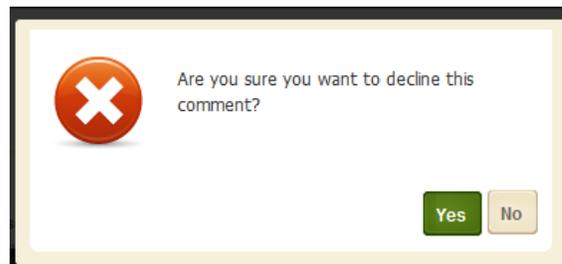


Approve Visitor Comments– continued

Approve Selected

COMMENT	ACTIONS
<input checked="" type="checkbox"/> 'Blog App' App ('Blog App') Welcome Back Can't wait to start using all of the great resources! Posted Yesterday at 9:44 AM by Jackie Gilmartin (Logged in as Jackie Gilmartin)	Approve Review Decline

- **Approve**– either select the **Approve** button or check the comments to be approved and then select the **Approve Selected** button.
- **Decline**– by selecting the **Decline** button, the message below will appear, click yes and the comment will be deleted.



- **Review**– allows the teacher to edit the Author Name, Email and Comment fields. Check **Approved** to post the comments and be sure to click **Save** when finished.

Review Comment
Review and approve this comment. If you want, you can edit the comment.

Author Name:
Jackie Gilmartin

Author Email:
jgilmartin@portnet.k12.ny.us

Date/Time:
9/8/2011 9:44:11 AM

Comment:
Can't wait to start using all of the great resources!

Approved

Posted by Jackie Gilmartin at IP Address 69.74.236.101

Save Cancel

- Be sure to click the **I'm Done** button at the bottom of the Approve Visitor Comments box when finished.

