



# Heritage Woods Digital Manual - Edublogs

The Essentials - Edublogs

## Contents

## How to Login to Your Edublog

 Step 1: Enter the following website into the URL <a href="http://kodiaks.sd43.bc.ca/">http://kodiaks.sd43.bc.ca/</a>

 Step 2: Click Login

 Step 3: Enter your Edublogs Username and Password

 Step 4: Click Log In

## How to Visit a Student's Blog

To visit a student's blog add a backslash (/), followed by the full first name of the student, the initial of their last name, and -2017. For example, to visit John Smith's blog, you would type in <a href="http://kodiaks.sd43.bc.ca/johns2017">http://kodiaks.sd43.bc.ca/johns2017</a>\*

## \*The 2017 represents the year the student entered grade 9 at Heritage Woods

Official Edublog Support Resources: Click Here

How to Post on Your Blog: Click Here for a VideoTutorial

edubloĝis , P My	/ Sites 😤 Mr. Gee's Blog 📮 0 🕂 New	Add New Post
🚳 Dashboard	Dashbourd	Add New Post
Home My Sites	Enter username and password   Sign	Sign up for AddThis and add your username/password to recieve analytics about how people are sharing your content. Enter username and password   Sign Up   Ignore this notice
My Class	This Blog	Welcome to My Blog
🖈 Posts	All Posts	Permalink: http://myriverside.sd43.bc.ca/bgee/2014/04/17/welcome-to-my-blog/ Edit
9) Media	Add New Gee's Blog	🛐 Add Media 🗟 🔀
<ul><li>∂ Links</li><li>I Pages</li></ul>	Tags	B I → E E E E E E E E P 22 E X E O
		This is where you can add your own content!

**Step 1:** Go to your Dashboard and click Posts, located on the left hand side of the page, or, at the top of the page click on New

Step 2: Click Add New to create a new post

Step 3: Add a title for your post

Step 4: Add	l content to	your	post
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Categories	<b></b>	Publich	
All Categories Most Used		Publish	
Grade 9	<b></b>		
Elective 1		Save Draft	Preview
Elective 2			
English 9			
Language 9		Y Status: Draft Edit	
Math 9			
PE 9		Visibility: Public Edit	
Science 9	-		
+ Add Now Category		Publish immediately Edit	
- Add New Category			
			_
Tags		Move to Trash	Publish
Add			
Separate tags with commas			
Choose from the most used tags			

Step 5: Select the appropriate category (usually a subject) where you want the post to go

**Step 6:** Add tags that are specific to your post so that you can find it easier (e.g. World War 2, Short Stories)

Step 7: Click Publish which is usually on the right hand side of the page

Tow to Early Delete four blog Posts.								
edubloğis 🔎 My Sites	🗥 Mr Gre's Blog 🛡 0 🕂 New							Howdy, bgee 🔝
🚯 Dashboard	Posts Add New						Screen Options 🔻	Help 🔻
My Class	Sign up for AddThis and add your usern	ame/password	to recieve analytics about ho	w people are sharing your	r content.			
* Posts	Enter username and password   Sign u	Jp   Ignore this	notice					
All Posts	All (39)   Published (26)   Drafts (13)							Search Posts
Add New Categories	Bulk Actions   Apply Show	all dates 🔻	View all categories 🔻	Filter		39	items « < 1	of 2 > »
Tags	Title	Author	Categories	Tags	•	Date	Lock Status	
<b>9</b> , Media	Edit   Ouick Edit   Trach   Preview	bgee	Uncategorized	-	Ģ	2014/04/24 Last Modified	Unlocked	
🖉 Links	(no title) - Draft	bgee	Uncategorized	_	0	2014/04/24	Unlocked	
Pages	4				Ŧ	Last Modified		

## How to Edit/Delete Your Blog Posts:

Step 1: Go to your Dashboard

Step 2: Click on Posts

Step 3: Click on All Posts

Step 4: Locate the post you would like to edit/delete, select the option you would like to do



## How to Control the Comments on Your Blog:

Step 1: Go to your Dashboard and click on Settings

#### Step 2: Click on Discussion

**Step 3:** Look through the variety of options available to you regarding comments. Some suggestions have been highlighted above, such as approving all comments manually, and having the commentors log into Edublog and registered to comment.

## How to Approve/Unapprove/Delete Comments on Your Blog:

edublogis 🔑 My Sites	🔏 Mr. Gee's Blog 📮 0 🕂 New		Howdy, bgee 🔝
Dashboard	Umments		Screen Options 🔻 Help 🔻
My Class	Sign up for AddThis and add your use	rname/password to recieve analytics about how people are sharing your content.	
🖈 Posts	Enter username and password   5ign	Top Tightre distribute	
93 Media	All   Pending (0)   Approved   Spam (	(0)   Trash (1)	Search Comments
@ Links 2	Bulk Actions   Apply Show	w all comment types  Filter	194 items « < 1 of 10 > »
📕 Pages	Author	Comment	In Response To
🗏 Formidable	mackenzys-2013	Submitted on 2014/03/14 at 11:42 am	Volleyball
Comments	MSPARKSGUEST@sd43.bc.ca	I like your page I like how it has lots of detail 🕲 📂	View Page
All Comments	142.22.230.52	Unapprove   Reply   Quick Edit   Edit   Spam   Trash	

#### Step 1: Go to your Dashboard

Step 2: Click on Comments

Step 3: Click on All Comments

Step 4: From the menu, choose what option you would like for each comment.

## How to Embed Media into Your Blog

\*Videos from video sharing websites can be embedded into posts or pages by either using: 1) Their video URL **or** 2) Their Embed Code

Official Edublogs Support Document for Embedding: Click Here

#### How to Embed a Video Using the URL:



**Step 1:** Copy the video's URL from the web browsers address bar while viewing the video (when using YouTube, use the side URL from "Share this Video" under the Share options)

Step 2: Go to your Dashboard, select Posts, and select Add New

Permalink: http://myriverside.sd43.bc.ca/bgee/2014/04/22/test/ Edit	
3 Add Media	Visual Text
B I ∞ ⊟ 등 66 분 ± ± 2 2 % ≣ X 🚟 🕹	
Font family 🔻 Font size 🔹 🛒 🖃 🐨 🕄 🖃 🐂 👘 👘 🦿	
My Video:	

**Step 3:** Paste the URL on a line by itself in your post/page editor where you want the video to appear. Your video will appear on your blog when you publish your post.



**Step 1:** Locate the video you want to embed. Copy the embed code (when using YouTube, use the share option, and select embed to generate an embed code). Websites range in the methods they use to represent the embed codes, look closely for them.

Step 2: Go to your Dashboard, select Posts, and then select Add New



Step 3: Place the cursor where you want the video to appear, and then click on Add Media



Step 4: In the Add Media window click on Insert Embed Code

Step 5: Paste the embed code into the text box

Step 6: Click Insert into Post. Your media will appear when you publish your video

#### Additional Embed Resources

- 1) Click Here for a Video Tutorial: <u>How to Embed a Youtube Video</u>
- 2) Click Here for a Video Tutorial: How to Embed a Prezi Presentation
- 3) Click Here for a Video Tutorial: <u>How to Embed Audio Files</u>
- 4) Click Here for a Video Tutorial: <u>How to Embed an Office 365 PowerPointPresentation</u>

How To Add Pictures to Your Posts:

edubloĝis 🔎 My Site	es 🔏 Mr. Gee's Blog 🛡 0 🕂 New	Add New Post	Insert Media
② Dashboard	Dashboard	Circum fan AddThia and adduruur	option Pies Media Lollary
Home My Sites	Sign up for AddThis and add your us Enter username and password   Sig	Enter username and password	I
My Class	This Blog		4 Drop files anywhere to unload
🖈 Posts	All Posts		Drop mes anywhere to upload
9 Media	Add New Gee's Blog	93 Add Media	Select Files
<ul><li>∂ Links</li><li>■ Pages</li></ul>	Categories renty Ten Tags	B I ↔ i i i i i i i i i i i i i i i i i i	Maximum upload file sizer 199MB.

Step 1: Go to your Dashboard, select Posts

Step 2: Select Add New

Step 3: Select Add Media

**Step 4**: You have two options: 1) Upload a picture from your computer **or** 2) Add a picture you have already uploaded from your Media Library



Step 5: Select a picture, and click Open



Step 6: Select a picture from your Media Library, enter a title

### Step 7: Click on Insert into Post

How to Create	e Categories:
edubloĝis 🔑 My Site	es   Mr. Gee's Blog 🛛
🚯 Dashboard	<b>Dasi 1</b> ard
Home	Sign up for AddThis
My Sites	Enter username and
My Class	This Blog
🖈 Posts	All Posts
9 Media	Add New
A Links	Categories
	Tags



Step 1: Go to your Dashboard

Step 2: Select Posts

Step 3: Select Categories

**Step 4:** Give your category a name

**Step 5:** Choose if you would like to parent your category. You use a parent category if you want to nest a category within a category. If not, simply select None.

Step 6: Click Add New Category

edubloĝis 🔑 My Sites	📸 Mr. Gee's Blog 👎 0 🕂 New		Howdy, bgee 🚪
Inks	Edit your menu below, or <u>create a new menu</u> .		
Pages 7	Pages v	Menu Name Main	Save Menu
Formidable     Comments	Posts v	Menu Structure	13
🖈 Wikis 🔻	Wikis	Drag each item into the order you prefer. Click the arrow on the right of the ite	eveal additional configuration options.
🔊 Appearance	Links	About Me Page 🔻	
Themes Customize	Categories	Digital Resources Page v	12
Widgets	Most Used View All Search	Digital Literacies sub item Category *	
Menus Footer Content Header	□ Digital Resources 10 ✓ Edublog	Edublog sub item Category v	
Background	Active Health	Maintenance sub item Category v	
🖌 Plugins	Uncategorized	Office 365 / Microsoft sub item Category v	
🖉 Tools	11	Physical Education Page v	
Settings	Select All Add to Menu	Active Health sub item Category v	

Step 7: From your Dashboard, select Appearance

Step 8: Click on Menus

Step 9: Click on Categories

Step 10: Locate the Category you created, and want added to your blog, select it.

Step 11: Click Add to Menu

**Step 12:** The category you selected will appear in the Menu Structure on the right. Move the category to the appropriate location you would like it to appear on your blog.

Step 13: Click Save Menu

How to Change Your Login Password: <u>Click Here for a Video Tutorial</u>							
🝘 Dashboard 🛛 <	Dashboard	d					
Home My Sites	Sign up for Add	This a e and		Share a little biographical information to fill out your orafile. This may be shown oublicly.			
My Class							
🖈 Posts	This Blog		New Password				
🛱 Media	Title	Mr	nen russiloid	If you would like to change the password type a new one. Otherwise leve this blank			
P Links	Theme	Tw					
Pages	Privacy	Pu	Repeat New Password				
🖻 Formidable	Storage	0.0		Type your new password again.			
Comments				Hint: The nassword should be at least seven characters long. To make it stronger, use unner and lower case letters, numbers and			
🖈 wikis 🛛 💙	Activity			symbols like ! " ? \$ % ^ & ).			
🔊 Appearance	Recently Public	shed					
🚁 Plugins 📂	Feb 26th, 12:09 p	m	Update Profile	6			
🚢 Users	All Users						
差 Tools							
E Settir 3							
	Your Avatar						

Step 1: Go to your Dashboard

Step 2: Click on Users

-

Step 3: Click on Your Profile

**Step 4:** Scroll down to the bottom of the page where the option to change the password is. Change the password.

#### Step 5: Click Update Profile



## How to Password Protect Your Blog: Click Here for a Video Tutorial

Step 1: Go to your Dashboard

Step 2: Click on Settings

Step 3: Click on Reading

**Step 4:** Scroll down on Site Visibility, and select the option "Anyone that Visits Must First Provide this Password"

Step 5: Enter a secure password

Step 6: Click Save Changes