# Edublogs

- How to Post
- How to Use Your Posting Options

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Blog

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username and password | Sign

## How to Post

🖚 Dashboard

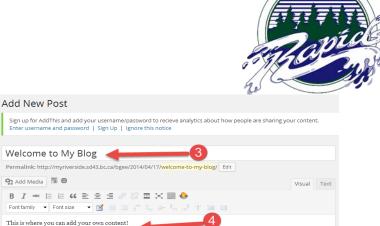
My Class

Links

Mv Site

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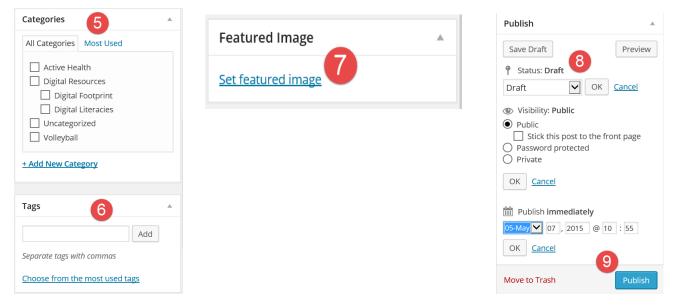


**Step 1:** Go to your Dashboard and click Posts, located on the left hand side of the page, or, at the top of the page click on New

Step 2: Click Add New to create a new post

Step 3: Add a title for your post

**Step 4:** Add content to your post. As you add content, there are options to alter the fonts, add media and hyperlink located above



**Step 5:** Select the appropriate category (usually a subject) where you want the post to go. The post will go to whatever categories your select. For example, students can choose portfolio, if they would like there post to go to their portfolio.

**Step 6:** Add tags that are specific to your post so that you can find it easier (e.g. World War 2, Short Stories). Tagging is a method used to organise your posts even more specifically by topic. If you are using the reading program on the blog, it will also allow you locate students work by tag.

**Step 7:** If you would like to set a featured image that will show up on your blog posts, you may select a picture specific to your blog post now.

Step 8: Prior to publishing, you have lots of options:

1) Status: You can save your post as a draft to publish at a later date

- 2) Visibility: You can make your posts public, private, or password protect them
- 3) Publish: You can select a publishing date fort the blog to automatically publish your work

# Step 9: Select Publish

#### How to Use Your Editor Video – <u>Click Here</u>



#### How to Post Video – Click Here



### How to Control and Edit Your Posts

edubloğis 🔎 My Sites 🚳 Dashboard 🔶	Mr Coe's Blog P 0 +	New					Howdy, bgee 💈 Screen Options 🔻 Help 🔻
My Class	Sign up for AddThis and add yn Enter username and password			ut how people are sha	aring your content.		
All Posts	All (39)   Published (26)   Drafts Bulk Actions	s (13) Show all dates	View all categories	▼ Filter		39	Search Posts
Categories Tags	Title	Author	Categories	Tags		Date	Lock Status
<b>9</b> 3 Media	Test - Draft Edit   Quick Edit   Trash	bgee Preview	Uncategorized	_	Ģ	2014/04/24 Last Modified	Unlocked
<ul><li>Links</li><li>Pages</li></ul>	🗌 (no title) - Draft	4 bgee	Uncategorized	-	Ģ	2014/04/24 Last Modified	Unlocked

Step 1: Go to your Dashboard

Step 2: Select Posts

Step 3: Select All Posts

Step 4: Locate the post you would like to edit or delete