

Edublogs

- How to Post
- How to Use Your Posting Options

How to Post



The screenshot shows the Edublogs dashboard. A red arrow labeled '1' points from the top navigation bar to the 'New' button. Another red arrow labeled '2' points from the left sidebar to the 'Posts' link. On the right, a third red arrow labeled '3' points from the 'Add New Post' button to the 'Add New' link in the sidebar. A fourth red arrow labeled '4' points from the 'Add New Post' window to the 'Add New' link in the sidebar.

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

The three screenshots show the post creation process. The first screenshot shows the 'Categories' section with a red circle labeled '5' over the 'Most Used' tab. The second screenshot shows the 'Featured Image' section with a red circle labeled '7' over the 'Set featured image' link. The third screenshot shows the 'Publish' dialog box with a red circle labeled '8' over the 'Status: Draft' dropdown. The fourth screenshot shows the 'Publish' dialog box with a red circle labeled '9' over the 'Publish' button.

Step 5: Select the appropriate category (usually a subject) where you want the post to go. The post will go to whatever categories you 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 for the blog to automatically publish your work

Step 9: Select Publish

How to Use Your Editor Video – [Click Here](#)

How to Post Video – [Click Here](#)

How to Control and Edit Your Posts

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

The screenshot shows the edublogs dashboard for 'Mr Gee's Blog'. A red arrow labeled '1' points to the 'Posts' link in the top navigation bar. Another red arrow labeled '2' points to the 'Posts' link in the left sidebar under 'My Class'. A third red arrow labeled '3' points to the 'All Posts' link in the same sidebar. A fourth red arrow labeled '4' points to a specific post titled 'Test - Draft' in the main content area, which is the target for editing or deletion.

Title	Author	Categories	Tags	Date	Lock Status
Test - Draft	bgee	Uncategorized	—	2014/04/24 Last Modified	Unlocked
(no title) - Draft	bgee	Uncategorized	—	2014/04/24 Last Modified	Unlocked