Riverside Digital Manual
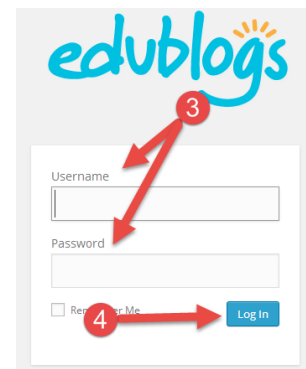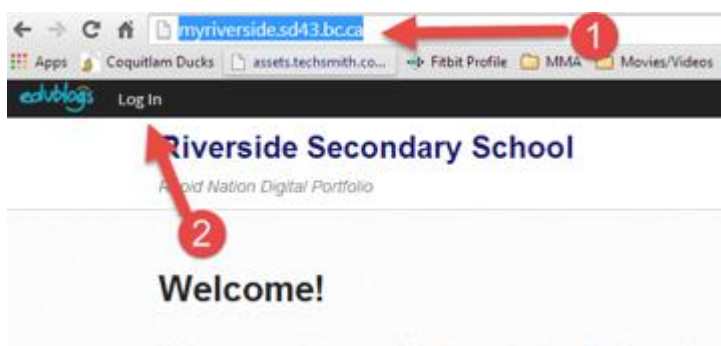
The Essentials - Edublogs

Contents

How to Login to Your Edublog

Step 1: Enter the following website into the URL http://myriverside.sd43.bc.ca/

Step 2: Click Login

Step 3: Enter your Edublogs Username and Password

Step 4: Click Log In

How to Visit a Teacher's Blog

To visit a specific teachers blog simply add a backslash (/), followed by the teacher's first initial and full last name at the end of http://myriverside.sd43.bc.ca/ For example, to visit Mr. Gee's blog, you would type in http://myriverside.sd43.bc.ca/bgee
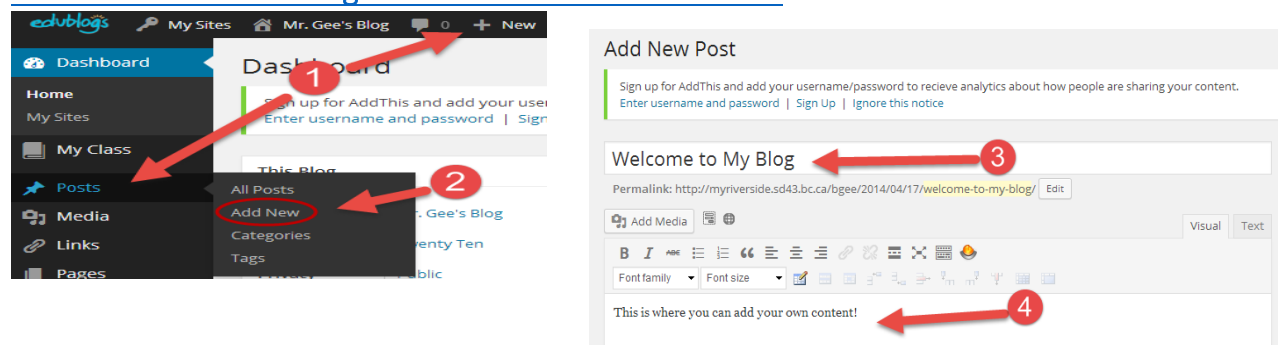
How to Visit a Student's Blog

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 -2014. For example, to visit John Smith's blog, you would type in http://myriverside.sd43.bc.ca/johns-2014*

*The -2014 represents the year the student entered grade 9 at Riverside

Official Edublog Support Resources: Click Here

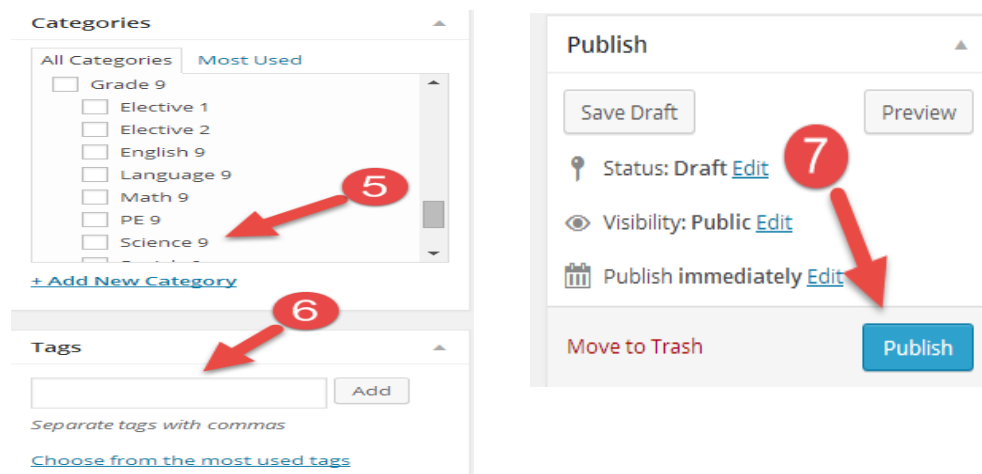## How to Post on Your Blog: Click Here for a Video Tutorial

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

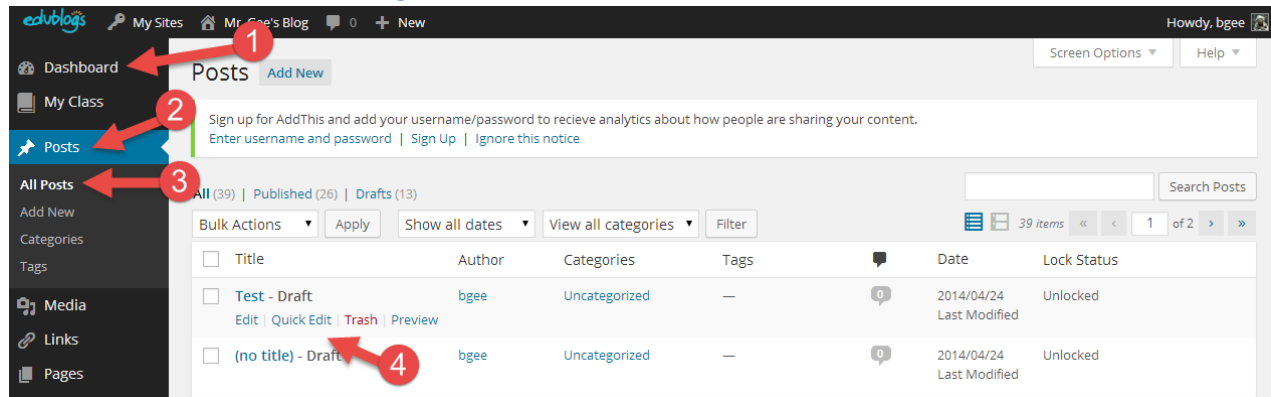**Step 4:** Add content to your post

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

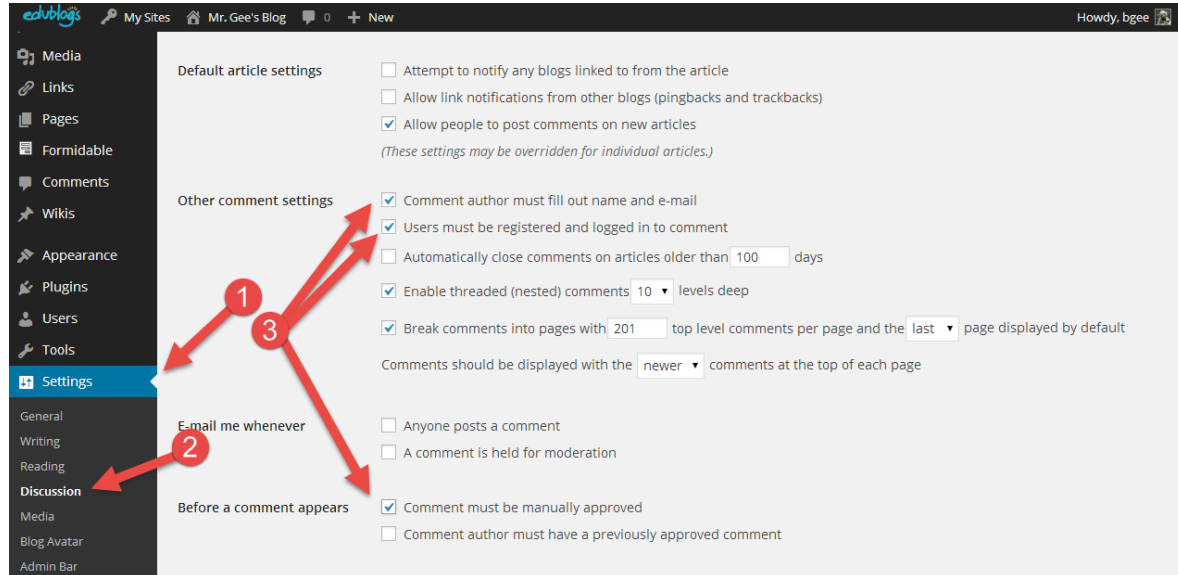## How to Edit/Delete Your Blog Posts:

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

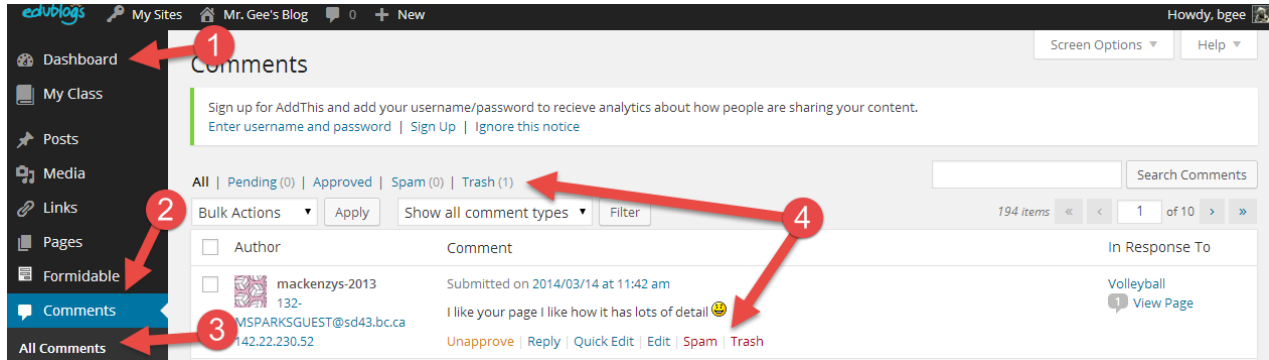## How to Control the Comments on Your Blog:

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:

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.
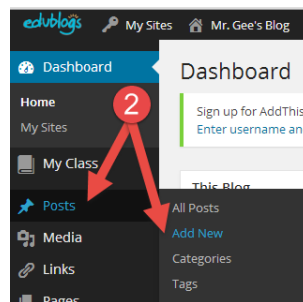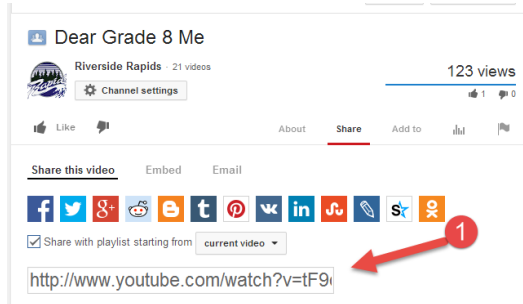
How to Embed Media into Your Blog

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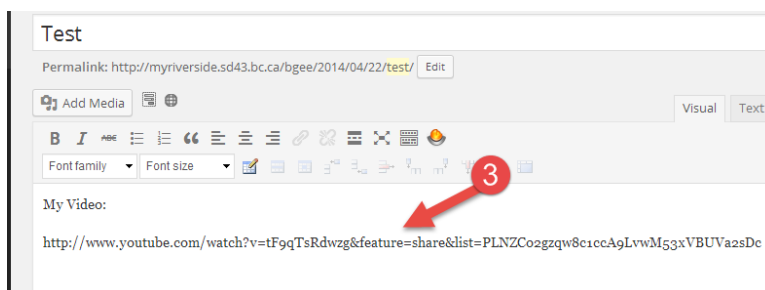1) Their video URL **or** 2) Their Embed Code

Official Edublogs Support Document for Embedding: Click Here

How to Embed a Video Using the URL:

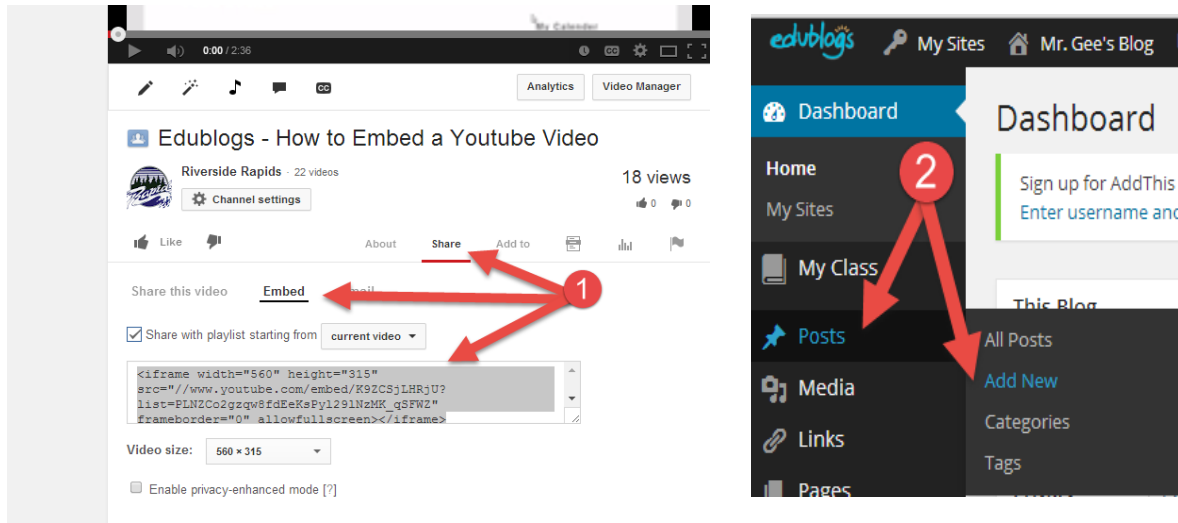

Step 1: Copy the video's URL from the web browsers address bar while viewing the video (when using YouTube, use the side URL from "Share this Video" under the Share options)

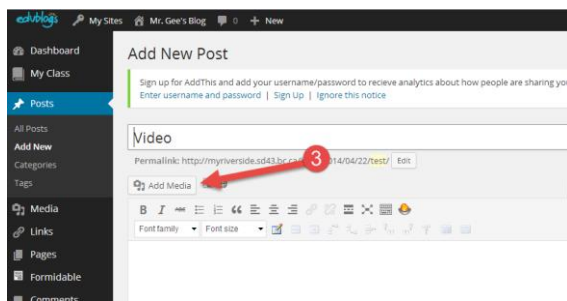**Step 2:** Go to your Dashboard, select Posts, and select Add New

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.
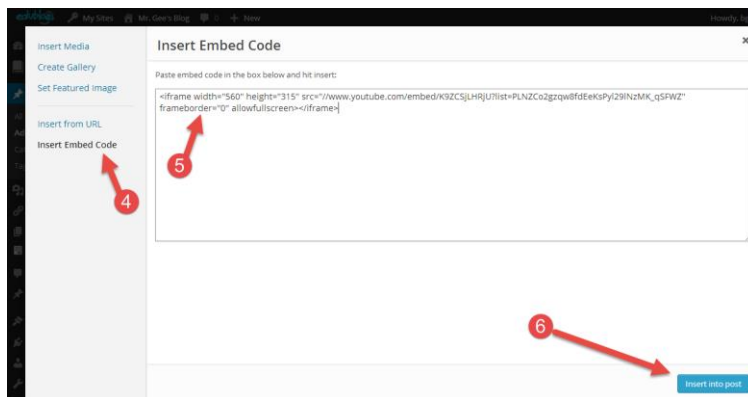
How to Embed a Video Using the Embed Code:

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

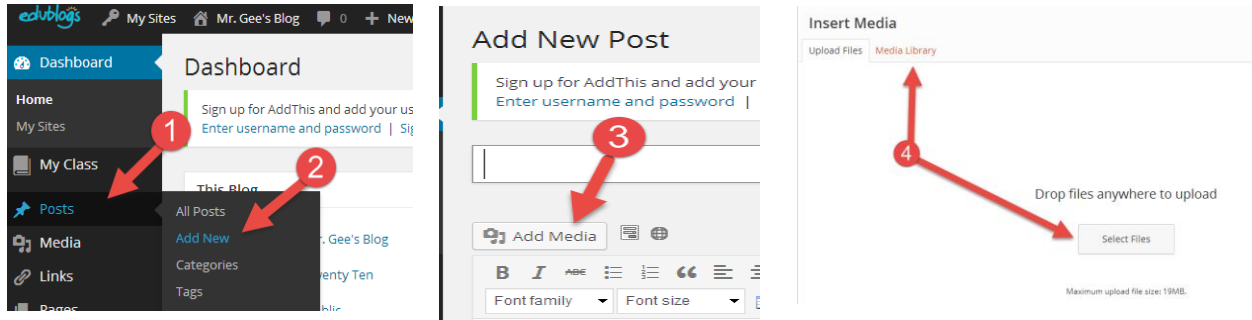**Step 4:** In the Add Media window click on Insert Embed Code

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: How to Embed a Youtube Video
2) Click Here for a Video Tutorial: How to Embed a Prezi Presentation
3) Click Here for a Video Tutorial: How to Embed Audio Files
4) Click Here for a Video Tutorial: How to Embed an Office 365 PowerPoint Presentation
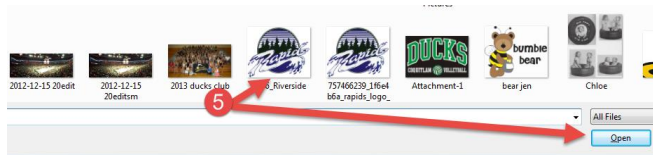
How To Add Pictures to Your Posts:
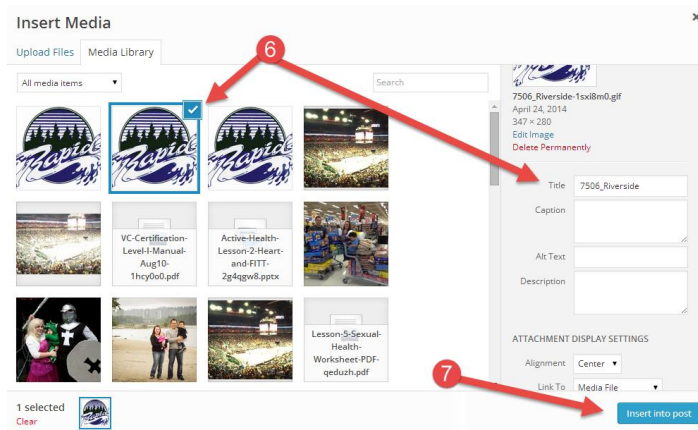

Step 1: Go to your Dashboard, select Posts

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
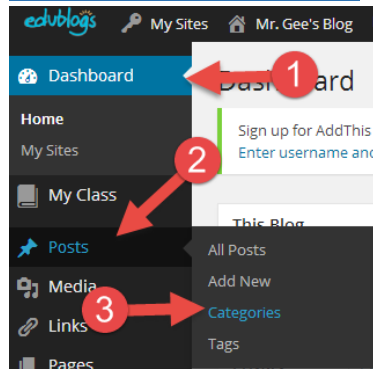

Step 5: Select a picture, and click Open

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

Step 7: Click on Insert into Post

How to Create Categories:

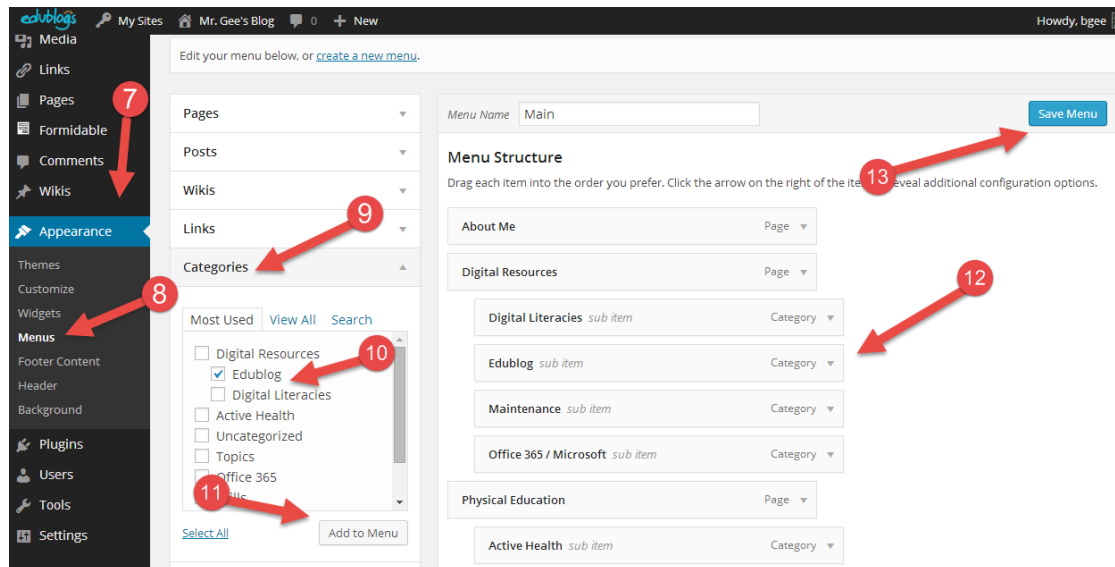**Step 1:** Go to your Dashboard

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

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.
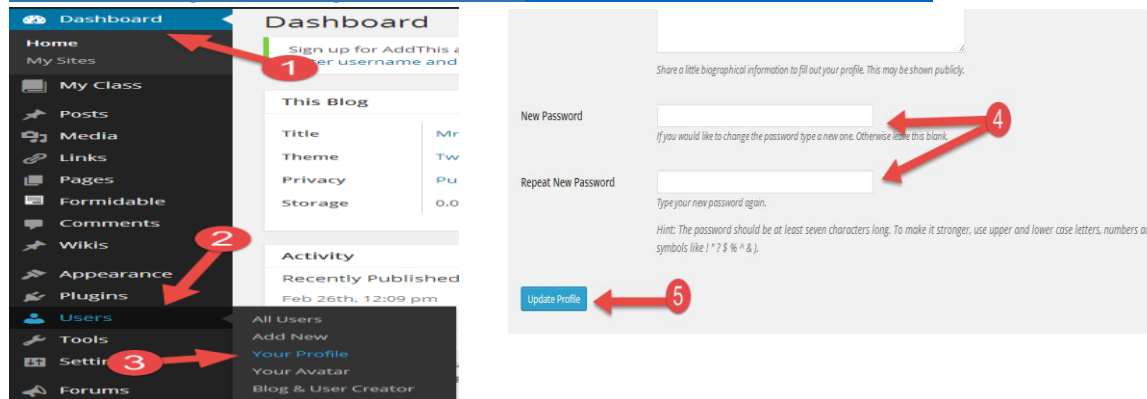
Step 11: Click Add to Menu

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: Click Here for a Video Tutorial
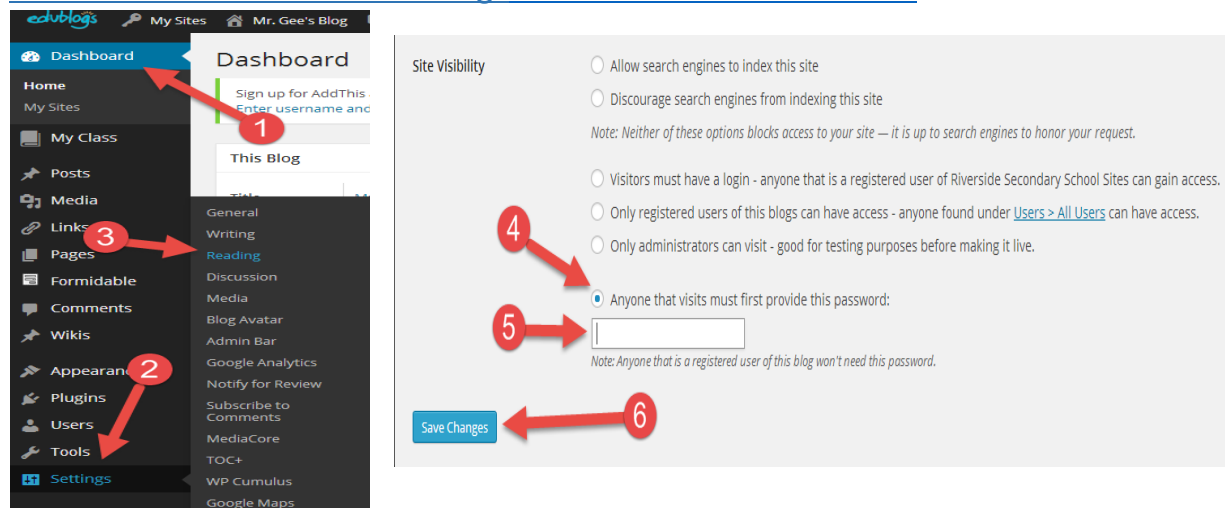

Step 1: Go to your Dashboard

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