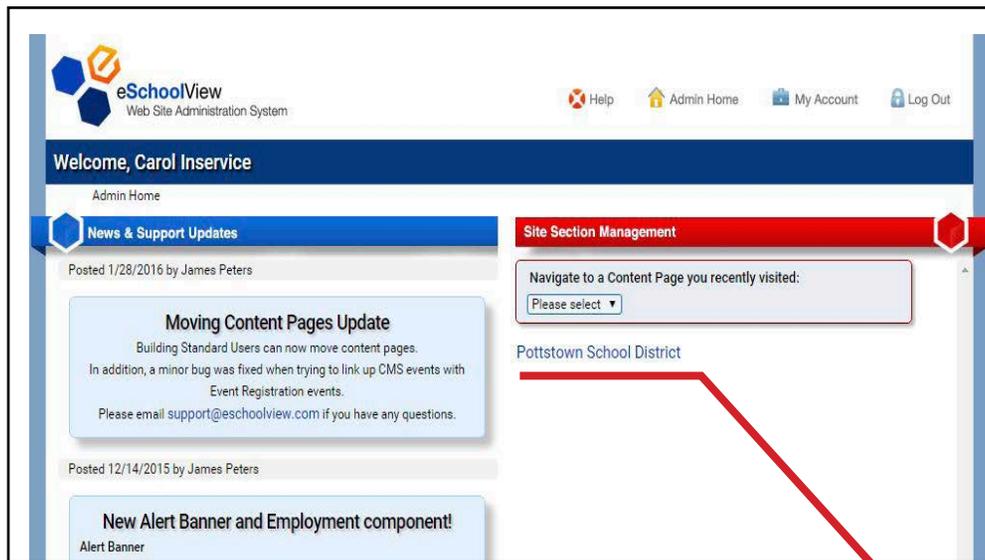
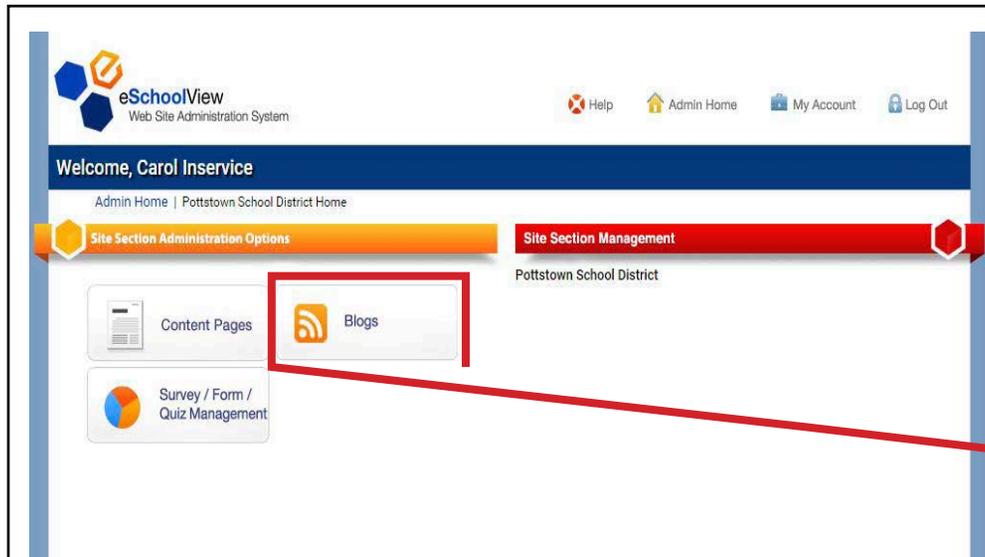


Site Section Management (Building & Intranet Management) - Content Management – Page Components



(figure 1)



(figure 2)

CREATING A BLOG IS A 2-STEP PROCESS.

Step 1 - You must first go to the Blogs (fig. 1) section of the Content Management System (CMS) and create your blog.

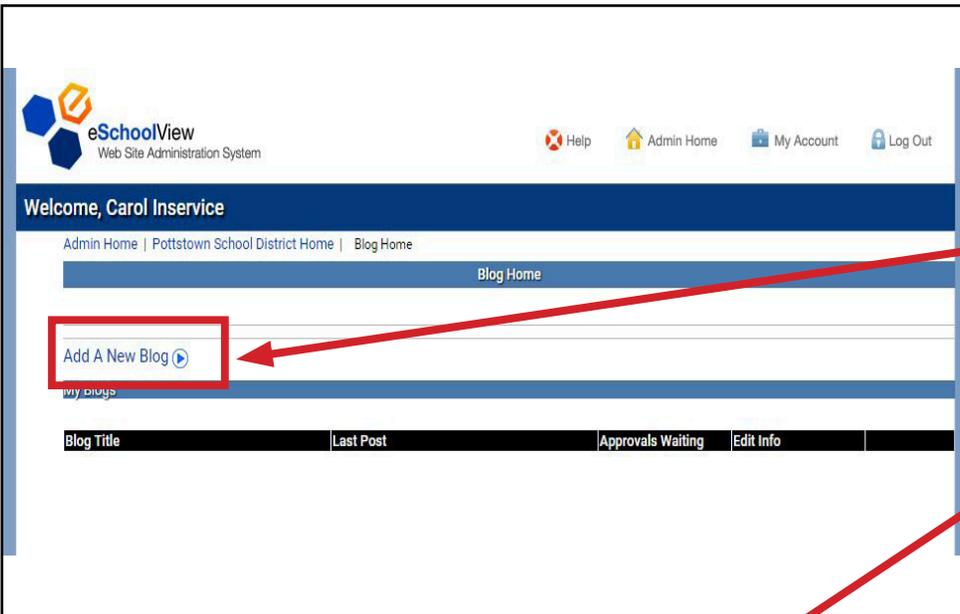
Step 2 - You add a page in your website, then you add the Blog page component.

The following pages will show the step-by-step process needed to create your blog and add it to your Teacher Web Pages.

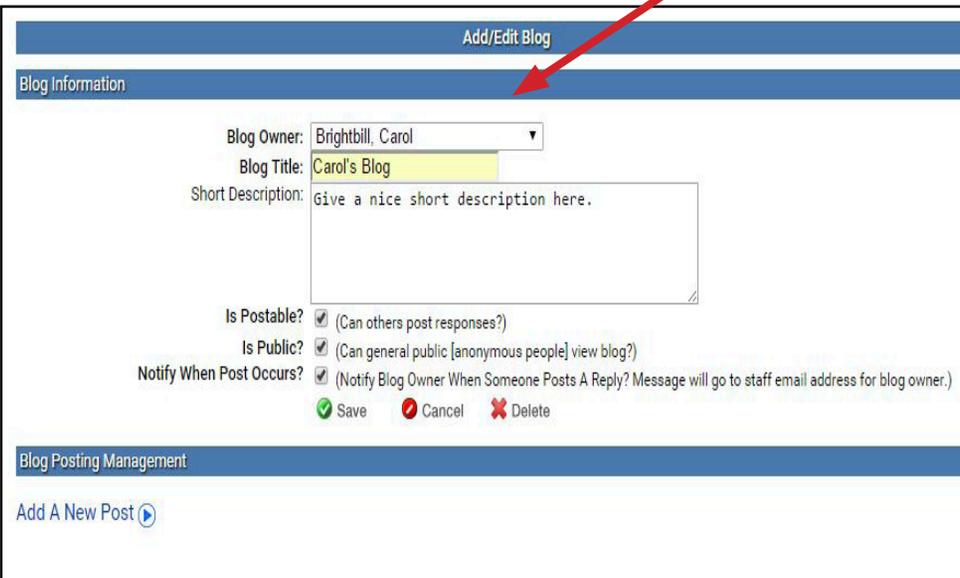
STEP 1

- 1 After you log into your Teacher Web Pages account, select **Pottstown School District**. (figure 1)

- 2 Select **Blogs** to go to the Blog area. (figure 2)



(figure 3)



(figure 4)

STEP 1

3 Select **Add a New Blog.** (figure 3)

4 The window on the left will appear. (figure 4)
Fill in the information and select **Save.**

The public can respond/comment on your blog but you will review all responses before it becomes visible on the page.

Blog Title – A short title for your blog.

Short Description – type a brief description of your Blog (optional)

Is Postable? – If checked, the public can Reply to your Posts

Is Public? – If checked the general public can see your Blog, if not checked they will have to log in as a Public User or Staff Member via the Public User Login or Intranet Login pages.

Notify When Post Occurs? – email notification is sent to Blog Owner every time someone replies to a post

STEP 1

- 5 After you select Save, the window will change and to look like image on the right. (figure 5) Select **Add a New Post**.

Add/Edit Blog

Blog Information

Blog Owner: Brightbill, Carol
Blog Title: test blog
Short Description: give description

Is Postable? (Can others post responses?)
Is Public? (Can general public [anonymous people] view blog?)
Notify When Post Occurs? (Notify Blog Owner When Someone Posts A Reply? Messages will go to staff email address for blog owner.)

Save Cancel Delete
Created on 2/3/2016 at 1:29 PM by [Brightbill, Carol]

Blog Posting Management

Add A New Post 

Key

- [My Posts - Approved & Visible]
- [Other's Posts - Approved By Me & Visible]
- [Other's Posts - Not Approved Or Visible]

Post Date	Title
-----------	-------

(figure 5)

STEP 1

- 6 After you selected, **Add a New Post**, a new window will appear. Fill in the information. This is now creating what will appear on your blog. You can post a photo and/or a document if you choose to. Make sure to select **save**. (figure 6)

The screenshot shows two main sections of a web application interface. The top section, titled 'Add/Edit Blog', contains a form for blog information. The 'Blog Owner' is 'Brightbill, Carol'. The 'Blog Title' is 'test blog' and the 'Short Description' is 'description'. There are three checkboxes: 'Is Postable?' (checked), 'Is Public?' (checked), and 'Notify When Post Occurs?' (checked). Below these are 'Save', 'Cancel', and 'Delete' buttons. The bottom section, titled 'Add A Root Post', is highlighted with a red border. It contains a 'Post Date' field with a calendar icon and '(mm/dd/yyyy format)', a 'Title' field, and a 'Content' field with a rich text editor toolbar. Below the content field are 'Post An Image' and 'Post A Document' sections, each with a 'Choose File' button and 'No file chosen' text.

Add/Edit Blog

Blog Information

Blog Owner: Brightbill, Carol
Blog Title: test blog
Short Description: description

Is Postable? (Can others post responses?)
Is Public? (Can general public [anonymous people] view blog?)
Notify When Post Occurs? (Notify Blog Owner When Someone Posts A Reply? Message will go to staff email address for blog owner.)

Save Cancel Delete

Created on 2/3/2016 at 1:31 PM by [Brightbill, Carol]

Blog Posting Management

Add A New Post ▶

Key

- [My Posts - Approved & Visible]
- [Other's Posts - Approved By Me & Visible]
- [Other's Posts - Not Approved Or Visible]

Post Date	Title
-----------	-------

Add A Root Post

Post Date: (mm/dd/yyyy format)

Title:

Content:

Default Font Size

Normal HTML Preview Words:0 Characters:0

Post An Image: Choose File No file chosen Resize your image 350

Post A Document: Choose File No file chosen

(figure 6)

Add/Edit Blog

Blog Information

Blog Owner: Brightbill, Carol
Blog Title: test blog
Short Description: description

Is Postable? (Can others post responses?)
Is Public? (Can general public [anonymous people] view blog?)
Notify When Post Occurs? (Notify Blog Owner When Someone Posts A Reply? Message will go to staff email address for blog owner.)

Save Cancel Delete
Created on 2/3/2016 at 1:31 PM by [Brightbill, Carol]

Blog Posting Management

[Add A New Post](#)

Key

- [My Posts - Approved & Visible]
- [Other's Posts - Approved By Me & Visible]
- [Other's Posts - Not Approved Or Visible]

Post Date	Title		
2/3/2016	Testing how to do a blog.	View	Delete

[Post A Reply](#)

STEP 1

7 After you select save, the editing window will go away. But you can select **View** or **Delete** your blog. (figure 7).

This is also where you go to **Post a Reply**.

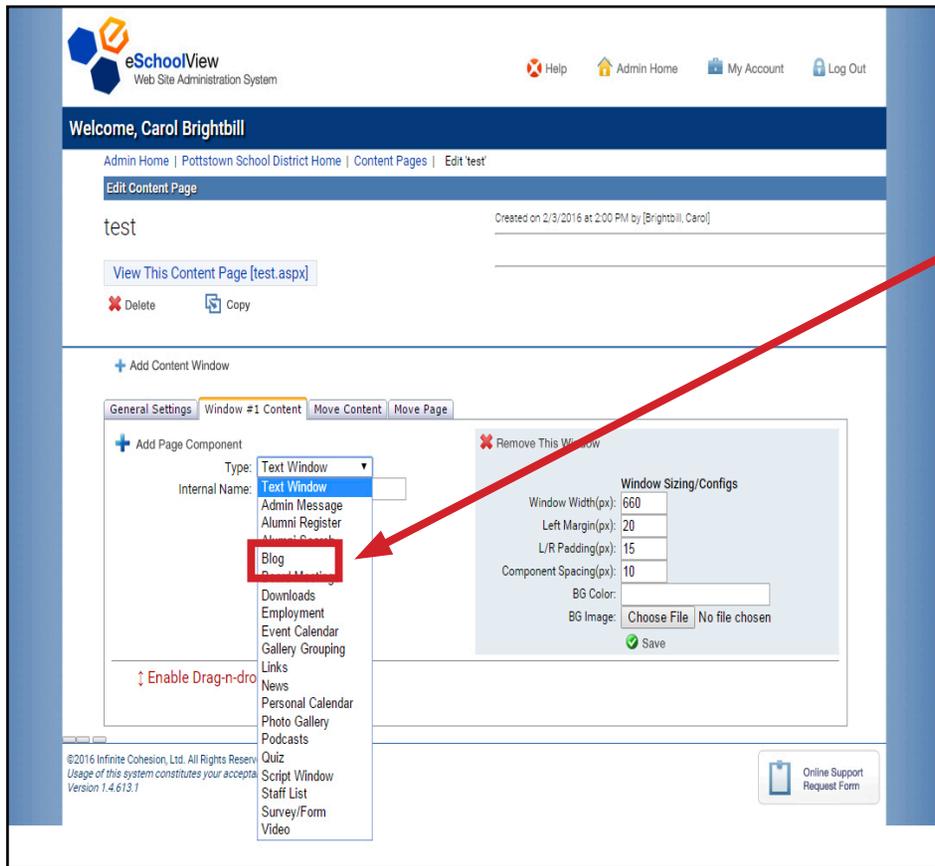
(figure 7)



(figure 1)

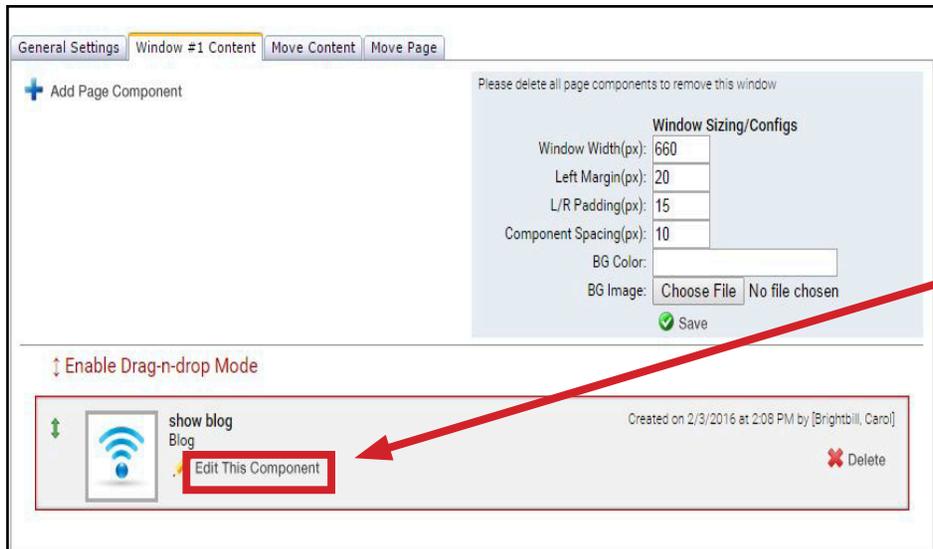
STEP 2

1 Add a new page to your Teacher Web Pages. The add page is located beside your name in Content Pages. (figure 1)

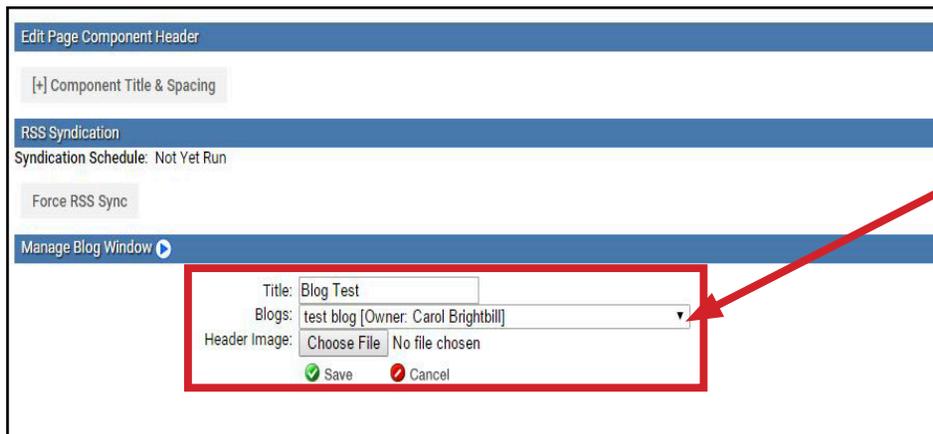


(figure 2)

2 Select **Add Page Component** and Choose the **Blog** Page Component. (figure 2)



(figure 3)



(figure 4)

STEP 2

3 Select **Edit This Component**. (figure 3)

4 Select the dropdown where it says **Blogs** and choose your blog. Choose **Save**. (figure 4)

Your blog is now located on your page.

Blog Management

Blogs allow public visitors to reply to a topic that you post on your web site. All blog posts are Content Controlled and have to be reviewed or deleted by the blog owner (it is good to post your blog policy in a Text Window Component on that page). Board Office staff and/or teachers at each building can use Blogs.

To create a new blog, click on “Add A New Blog” towards the bottom of the page and create a Blog Owner.

If you have an existing blog, the information about each blog will show in the middle of the page and list Owner’s Name, Blog Title, Last Post, Approval’s Waiting and View (click to edit your blog and approve/delete posts).

Clicking “View” on the right will generate the next page.

Note: After you create your blog, you will need to place a Blog Page Component in your window and select your Blog from a drop down to display your Blog on the page (see video in Help section for further details).

The screenshot shows a web interface for managing blogs. At the top, there is a header 'View All User Blogs'. Below it is a dropdown menu labeled 'Select a Blog Owner to view their Blog(s):' with 'Herbert, Benjamin' selected. The main content is a table with the following data:

Owner's Name	Blog Title	Last Post	Approvals Waiting	Edit Info	
Herbert, Benjamin	Herbert's Blog	4/18/2014	2	Created on 4/18/2014 at 11:24 AM by [Herbert, Ben (ESV Admin)] Last Modified 4/18/2014 at 11:34 AM by [Herbert, Ben (ESV Admin)]	View

At the bottom of the interface, there is a button labeled 'Add A New Blog' with a right-pointing arrow.

Blog Management

Blog Information

Blog Owner: Herbert, Benjamin
Blog Title: Herbert's Blog
Short Description: This is a test blog.

Is Postable? (Can others post responses?)
Is Public? (Can general public [anonymous people] view blog?)
Notify When Post Occurs? (Notify Blog Owner When Someone Posts A Reply? Message will go to staff email address for blog owner.)

Created on 4/18/2014 at 11:24 AM by [Herbert, Ben (ESV Admin)]
 Last Modified 4/18/2014 at 11:34 AM by [Herbert, Ben (ESV Admin)]

Blog Posting Management

[Add A New Post](#)

Key

- [My Posts - Approved & Visible]
- [Other's Posts - Approved By Me & Visible]
- [Other's Posts - Not Approved Or Visible]

Post Date	Title		
4/18/2014	Test Blog	View	Delete
Post A Reply			
4/18/2014	By Anonymous User	View	Delete
4/18/2014	By Anonymous User	View	Delete

When editing or creating a new blog the items above the “Blog Posting Management” will appear; you will have the ability to update the Blog Title, Short Description, Is Postable and Is Public. Your Title and Short Description will appear above your blog to the public. If you would like public visitors to post responses, check the “Is Postable” box. If “Is Public” is checked then your public visitors can view your blog.

In the bottom left corner of the screen you can “View” or “Delete” blog posts that are submitted. There are three color codes for blog posts:

Gray – my blog post is visible to the public

Green – public visitor’s post has been approved by me and visible

Red – public visitor’s post that is not approved or visible

When clicking “View” the edit/approve post will appear to the right starting with the “Post Date” field. This area is detailed on the next page.

The screenshot shows the 'Blog Posting Management' interface. At the top left, there is a link 'Add A New Post'. Below it is a 'Key' section with three color-coded items: a grey square for '[My Posts - Approved & Visible]', a green square for '[Other's Posts - Approved By Me & Visible]', and a red square for '[Other's Posts - Not Approved Or Visible]'. To the right is the 'Edit/Approve A Reply Post' section, which includes a 'Post Date' field with the value '4/18/2014' and a '(mm/dd/yyyy format)' label, a 'Title' field with the value 'Peter Smith', and a 'Content' field with the value 'Chapter 1 was very interesting.'. Below these fields is the 'Posting User Details' section, which states 'Posted by an Anonymous public user On 4/18/2014'. Underneath is the 'Approval Details' section, which shows a red square and the text 'Post is not yet approved'. At the bottom of the form are three buttons: 'Save' (with a green checkmark icon), 'Cancel' (with a red circle and slash icon), and 'Delete' (with a red X icon). On the left side of the interface, there is a table with columns 'Post Date', 'Title', 'View', and 'Delete'. The table contains two rows of data, both with a red background, indicating they are not approved. The first row has '4/18/2014' in the 'Post Date' column, 'By Anonymous User' in the 'Title' column, and 'View' and 'Delete' links in the 'View' and 'Delete' columns respectively. The second row has the same data.

Post Date	Title	View	Delete
4/18/2014	By Anonymous User	View	Delete
4/18/2014	By Anonymous User	View	Delete

Blog Management Viewing a Post

When viewing a post, the administrator has the ability to read and approve the title and/or content. The blogs awaiting approval will be pink, but then will change color as the administrator approves or denies them.

As soon as you click "Save" the approved post will be visible to the public; if you need to delete a post due to inappropriate content, simply click "Delete" at the bottom of the page and the content will not appear on the webpage.

Note: remember to post your blog's policy before you let the public post to your blog. For an example please visit:

<http://www.pottstownschoools.org/iPadBlog.aspx>