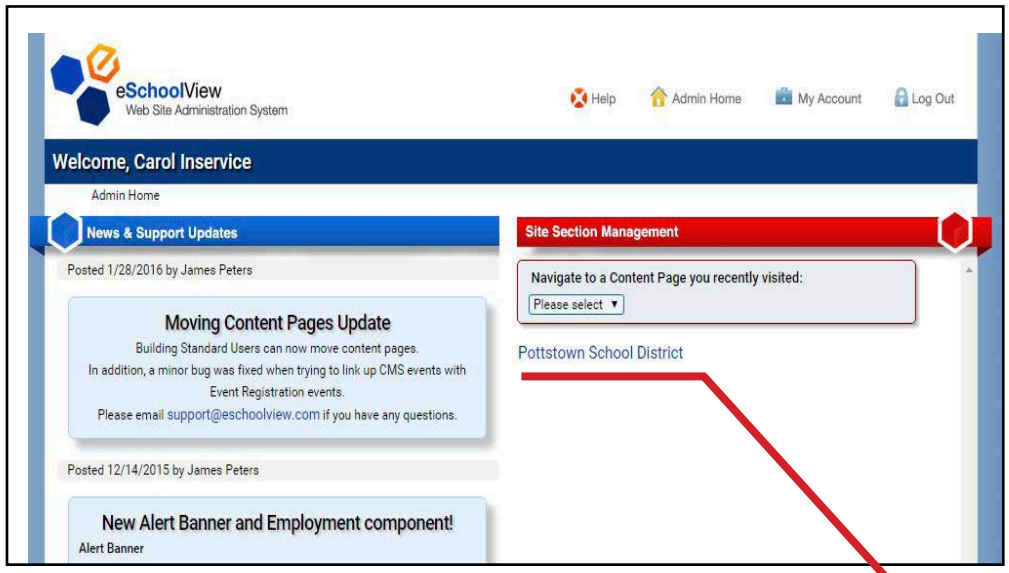
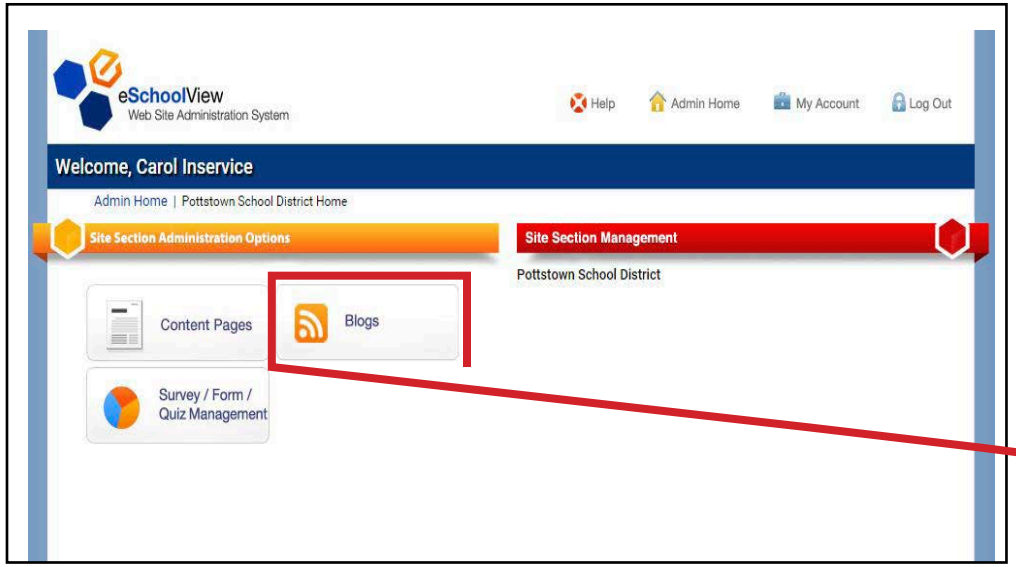


(figure 1)



(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.

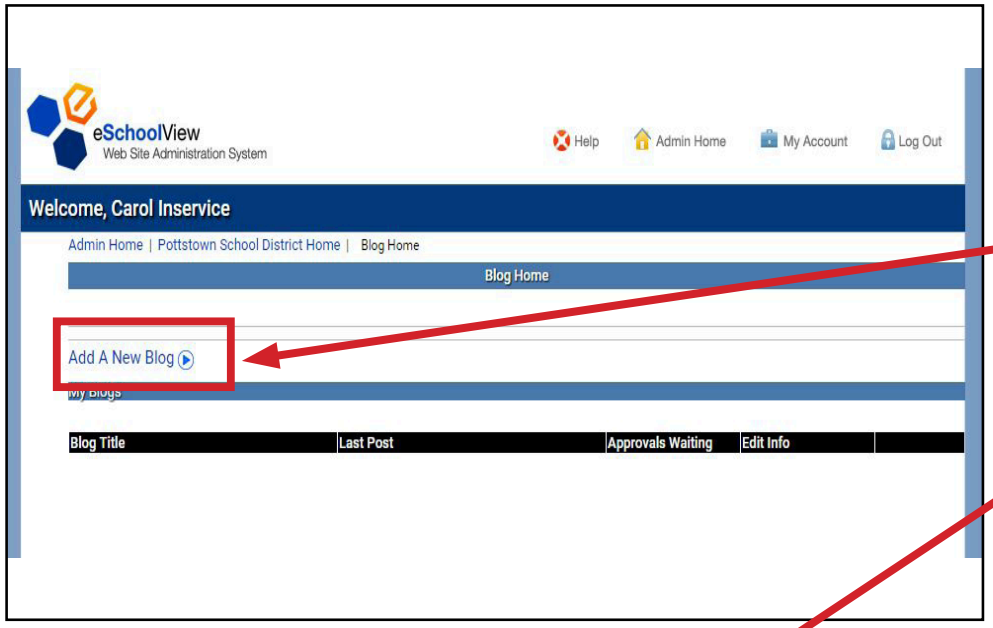
Step 2 - You add a page in your website, than you add the Blog page component.

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

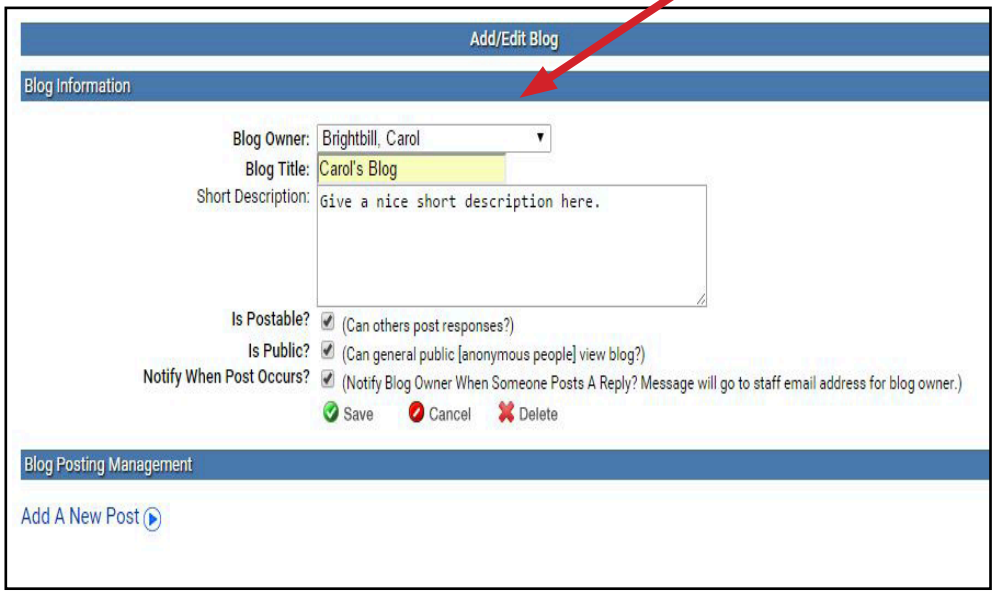
STEP 1

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.

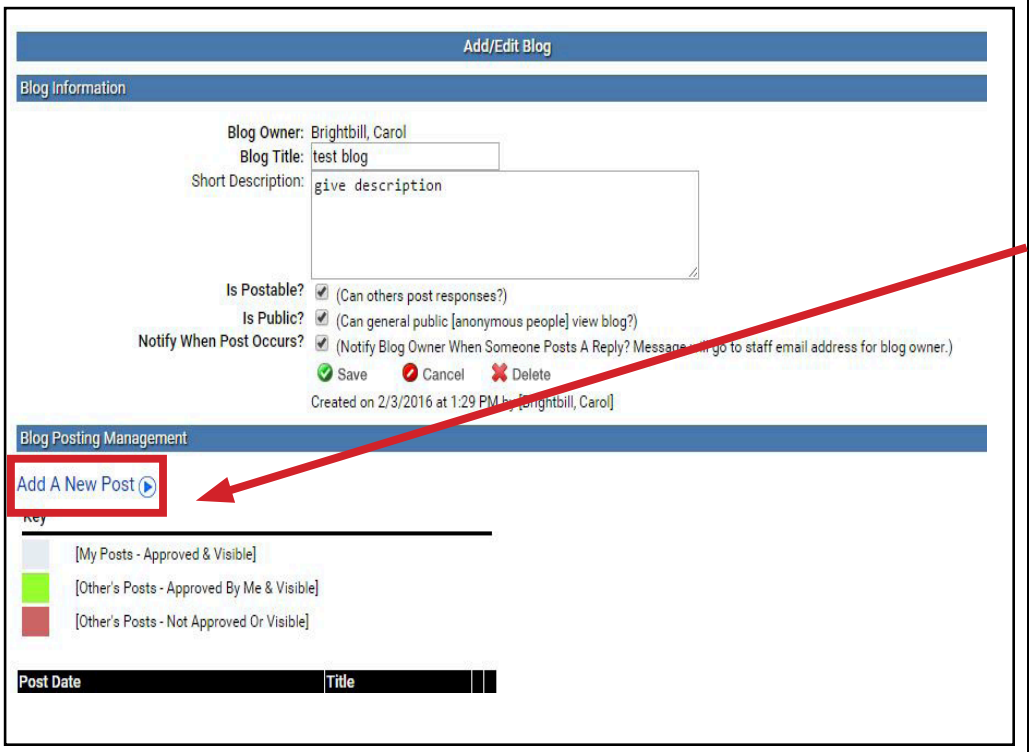
Blog Title – A short title for your blog.

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.

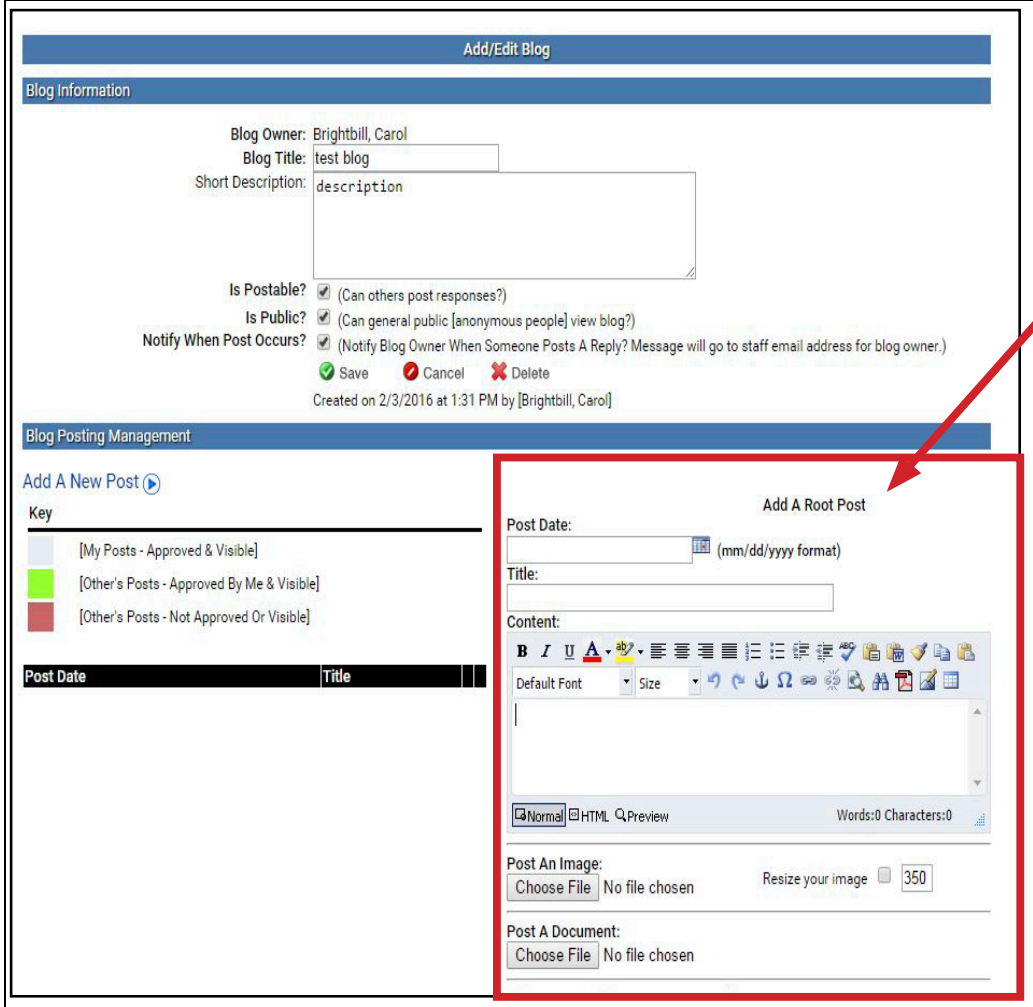
Notify When Post Occurs? – email notification is sent to Blog Owner every time someone replies to a post



(figure 5)

STEP 1

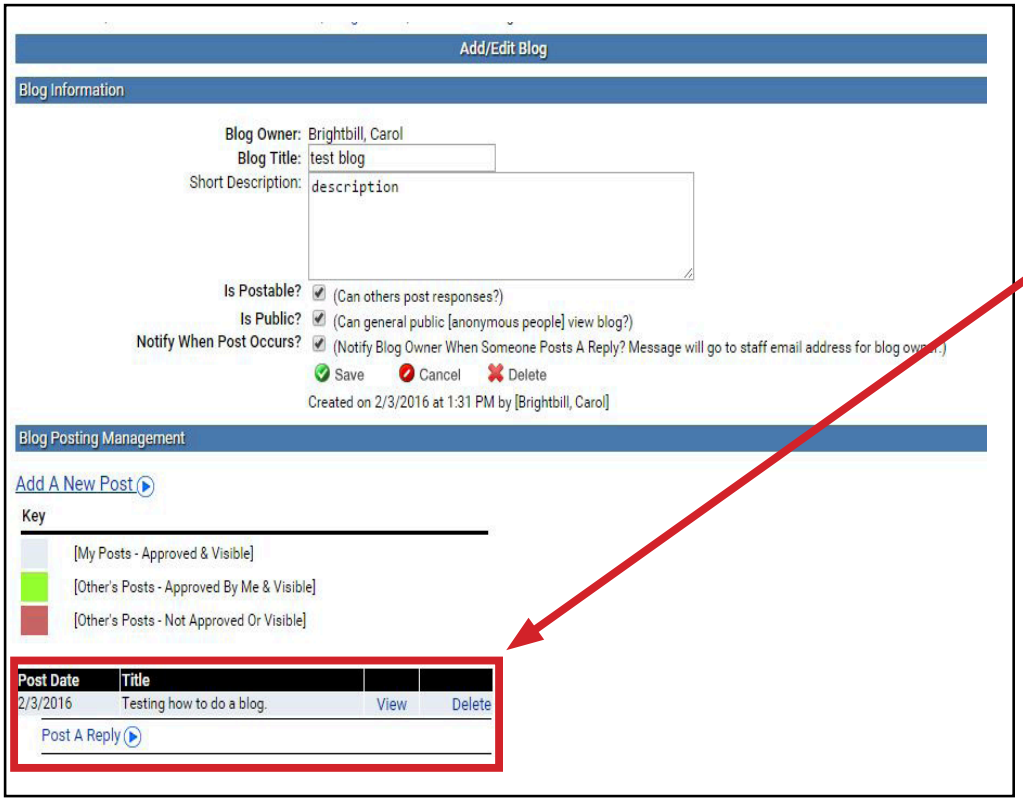
5 After you select Save, the window will change and to look like image on the right. *(figure 5)* Select **Add a New Post**.



(figure 6)

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)*



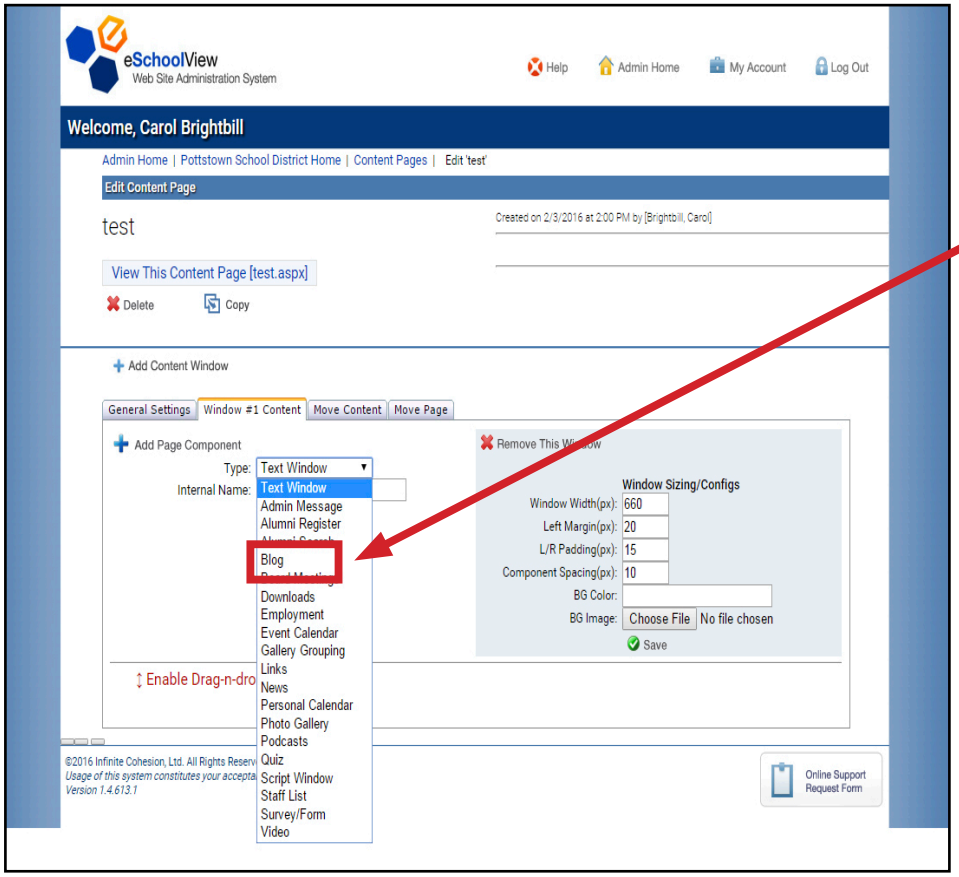
(figure 7)

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 1)

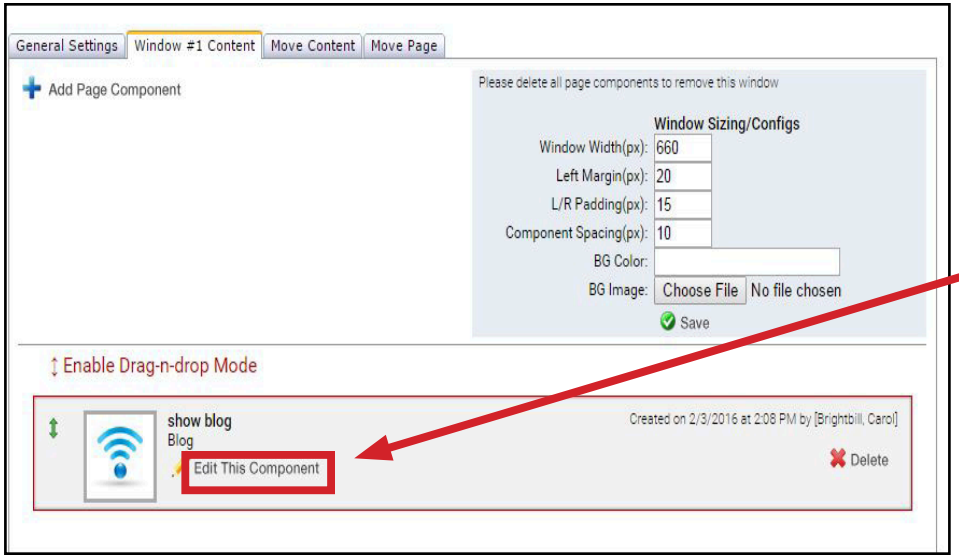


(figure 2)

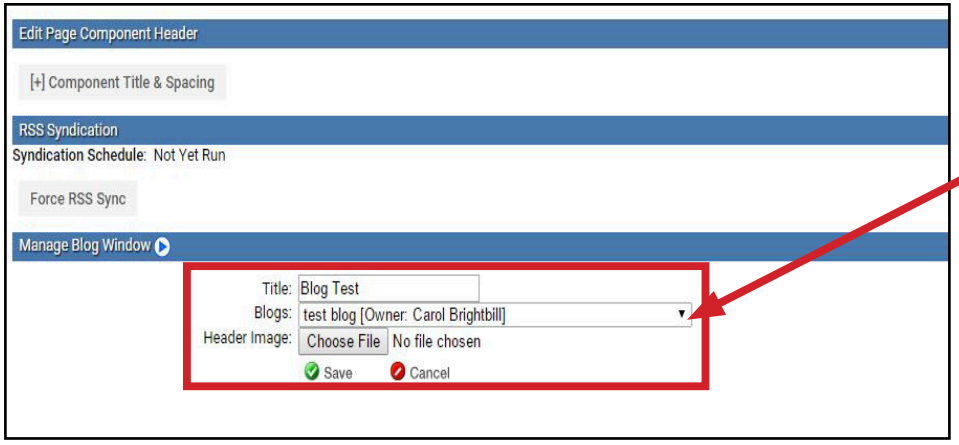
STEP 2

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

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



(figure 3)



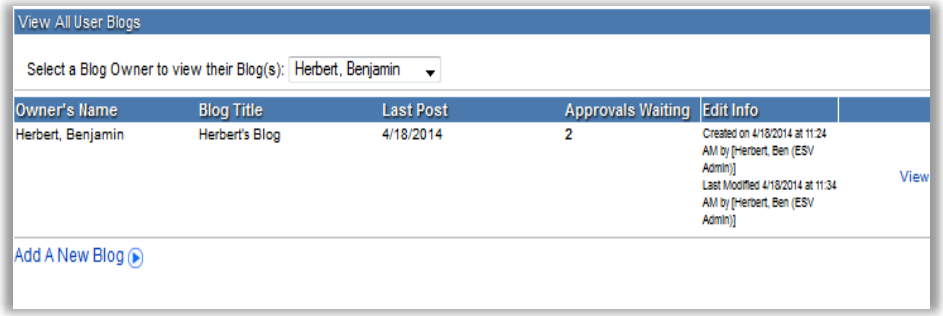
(figure 4)

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

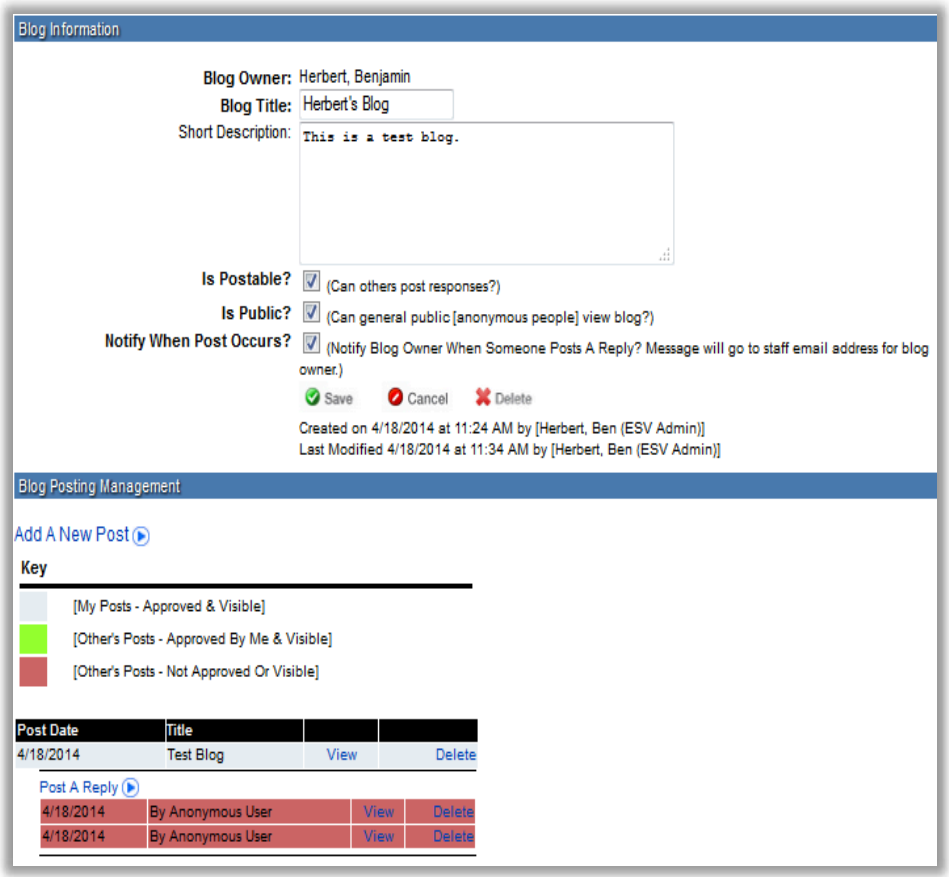
Blogs allow public visitors to reply to a topic that you post on your web site. All blog posts are Content Controlled and have to be reviewed or deleted by the blog owner (it is good to post your blog policy in a Text Window Component on that page). Board Office staff and/or teachers at each building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



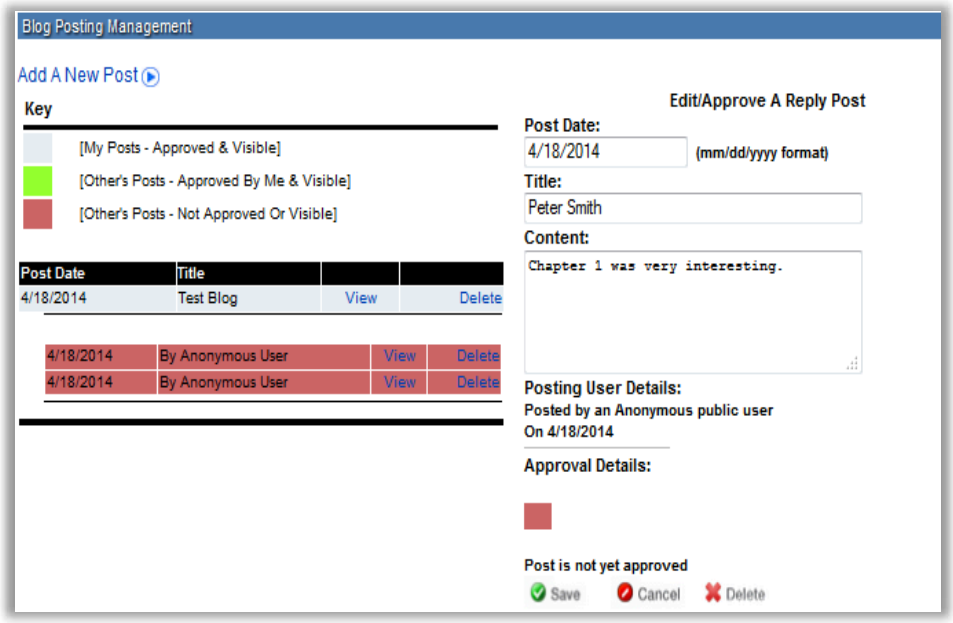
Blog Management

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.



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.pottstownschools.org/iPadBlog.aspx