Blogging with Schoolwires Centricity 2

What is a blog?

A **blog** (short for **weblog**) is a type of web page. A blog provides commentary or news on a particular subject and can contain text, images, and links to web sites related to its topic. Entries are commonly displayed in reverse-chronological order. The ability for readers to leave comments in an interactive format is an option of many blogs.

Creating a Blog Page
- Select the **New Page** button on the **Summary** tab.
- Select **Blog** from the available page types.
- Give your Blog a name (this will appear on the navigation bar) and click **Save**.
- This will return you to the **Summary** tab.

Making a Blog Postings
- Open your blog by selecting the **Page Name** under **Current Pages** on the **Summary** tab.
- Select the **New Posting** button.
- The **New Posting** window consists of three tabs.

  - **General**
  - **Posting**
  - **Author**

Blog App

New Posting

General Tab
- Enter the Blog Posting Title and Post Date. (Both are required)
- Check the Activate on my page box when you are ready for the posting to appear.

Blog Posting
Enter the posting below and click the Save button.

General   Posting   Author

Title:
Welcome Back

Indicates a required field

Post Date:
09/08/2011   9 AM ▼   :00 ▼

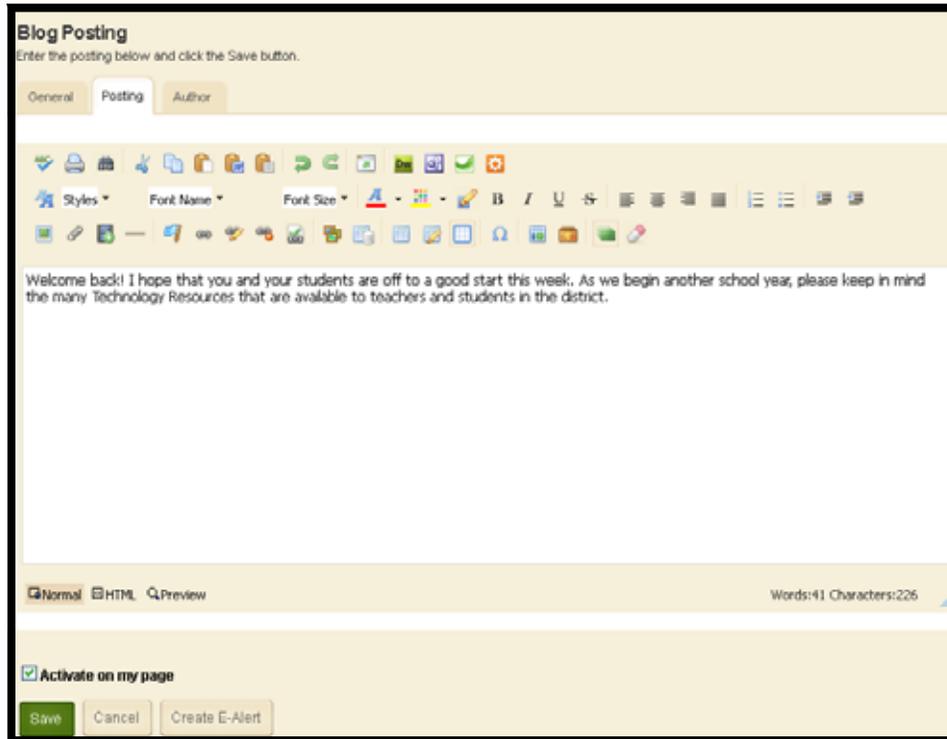☑ Activate on my page

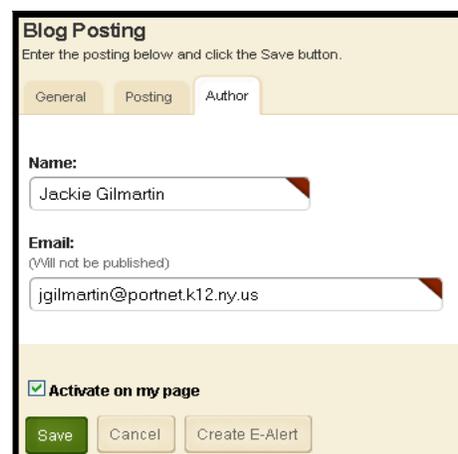Save   Cancel   Create E-Alert

Posting Tab

- Enter the posting content into the **Editor**.
- Use the **Editor** to format your posting and insert images, hyperlinks, etc.
- Be sure to **Spell check** your work before posting!

Blog Posting
Enter the posting below and click the Save button.

General | Posting | Author

Welcome back! I hope that you and your students are off to a good start this week. As we begin another school year, please keep in mind the many Technology Resources that are available to teachers and students in the district.

Normal HTML Preview   Words:41 Characters:226

☑ Activate on my page

Save | Cancel | Create E-Alert

- Select **Activate on my page** to make the posting to be viewable on the webpage.
- If you are not ready to post, de-select **Activate on my page** until complete.
- Be sure to **Save** your work.

Author Tab

- Enter the name and email address for the posting author. (Both fields are required.)

- Your portent email address is recommended and note that it **will not be published**.

- This allows for you, the author, to receive an email when a comment is posted (if you choose to use commenting)

- Be sure to click **Activate on my page** and **Save**.

Blog Posting
Enter the posting below and click the Save button.

General | Posting | Author

Name:
Jackie Gilmartin

Email:
(Will not be published)
jgilmartin@portnet.k12.ny.us

☑ Activate on my page

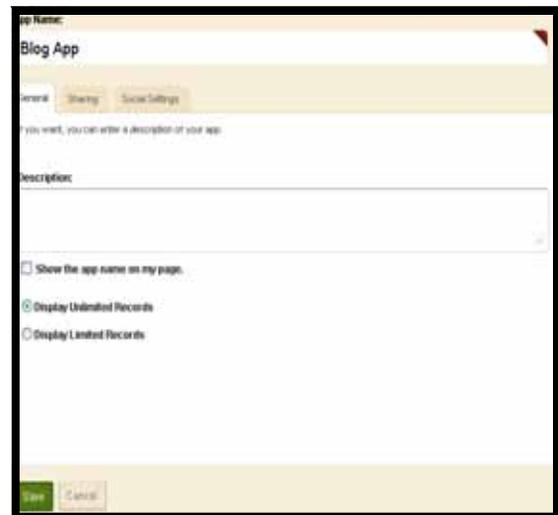Save | Cancel | Create E-Alert

Allowing Commenting on a Blog Posting

- From the Blog App page, click the App Options button.
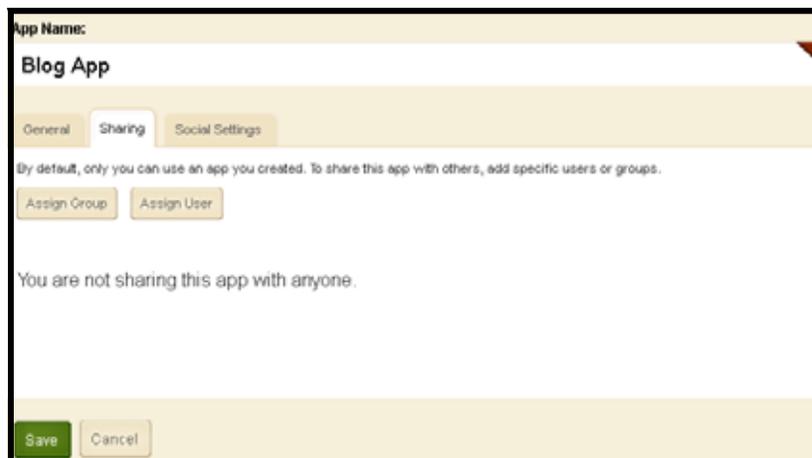

- **General Tab**
    - Change the name of your App,
    - Add a description
    - Show the app name on your page (not recommended)
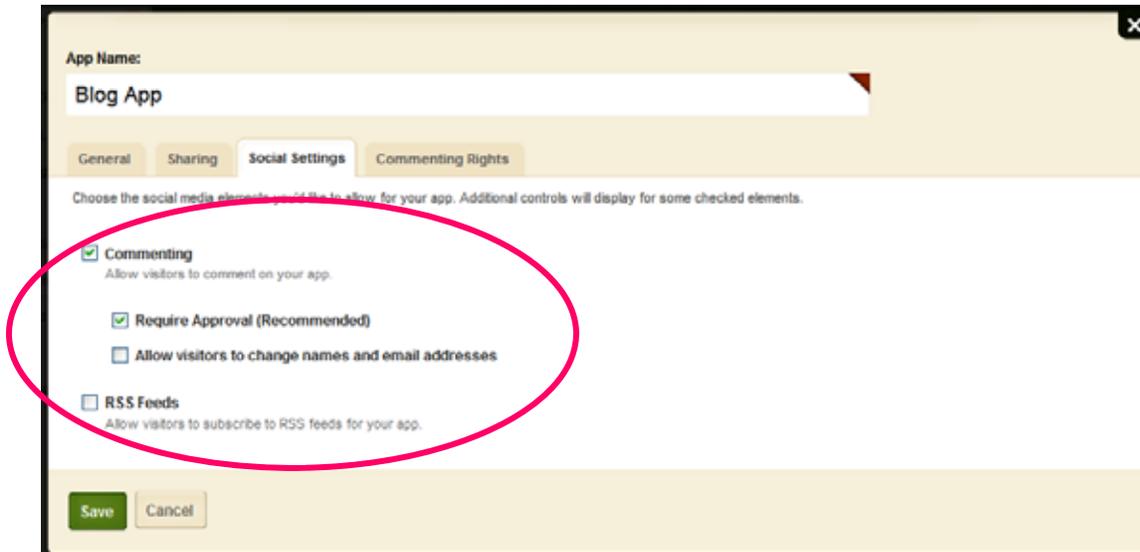   - Select the display records features (unlimited or limited)

- **Sharing Tab**
    - If you would like to share this Blog App with another teacher, you can click Assign User to search and assign them your Blog App.

- **Social Settings Tab**
    - To allow commenting on your Blog Postings:
        - Check **Commenting**
        - Check **Require Approval (Recommended) - This is required for Port Washington Teachers.**
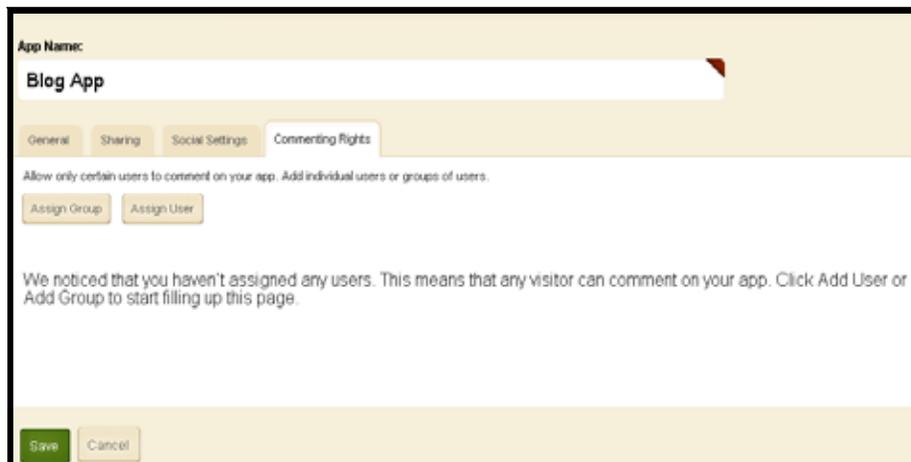

Other Social Settings Options:

- **Allow visitors to change names and email addresses**.
    - See page 5 for more details.

- **RSS Feeds-** If you wish to have the ability for your students/parents subscribe to your Blog, check **RSS Feeds**.

- Click **Save**!

- **Commenting Rights Tab**
No changes are necessary since our students/parents do not have Schoolwires accounts.

Commenting Options

- When **Allow visitors to change names and email addresses** is **not** selected.

- **The Comment field is required.**

- The name field **cannot** be changed.

- Teachers should instruct students to add their first name to their comment.

When this option is selected, the approved comment will appear as follows:

Commenting Options– continued

- When **Allow visitors to change names and email addresses** is **selected**.

General	Sharing	**Social Settings**	Commenting Rights

Choose the social media elements you'd like to allow for your app. Additional cont

☑ **Commenting**
　Allow visitors to comment on your app.

　　☑ Require Approval (Recommended)
　　☑ Allow visitors to change names and email addresses

☐ **RSS Feeds**
　Allow visitors to subscribe to RSS feeds for your app.

- **The Name and Comment fields are required.**

- The Name field will say "*Anonymous*".

- Teachers should instruct students to change "*Anonymous*" to their first name.

- An email address is **not** required.

Post a Comment

Name
[Anonymous]

Email
(will not be published)
[ ]

Comment
[ ]

[Submit Comment]

An approved comment will appear as follows:

👤 **Jackie**　　　　　　　　　　　　　　　Reply

about a minute ago

I enjoy using Brain Pop!

- If a teacher is logged into Schoolwires and comments on a blog, their Schoolwires username and email address will automatically be entered into the Post a Comment area. Depending on the settings placed on the blog by the creator, the visitor may or may not be able to edit that information.

Post a Comment

Name
[Jackie Gilmartin]

Email
(will not be published)
[jgilmartin@portnet.k12.ny.us]

Comment
[ ]

[Submit Comment]

Reply Comments

- If you have allowed **Commenting** on your Blog, it also allows visitors to reply to a previous comment. Creating a threaded discussion.

- Notice the **Reply** button on the comment.

- Click the **Reply** button to post a Reply comment.

- The Reply comment will also have to be approved by the Blog creator before it is posted.

- Once the comment has been approved it will post under the original comment.

- Notice the reply comment is indented under the original comment.

**Managing Comments– there are several ways to view pending comments**

- **Summary Tab**-notice the **Pending Comments** box on the right. All Pending Comments will be listed. Hover over the comment to view the Approve, Review and Decline buttons. Click the appropriate button.
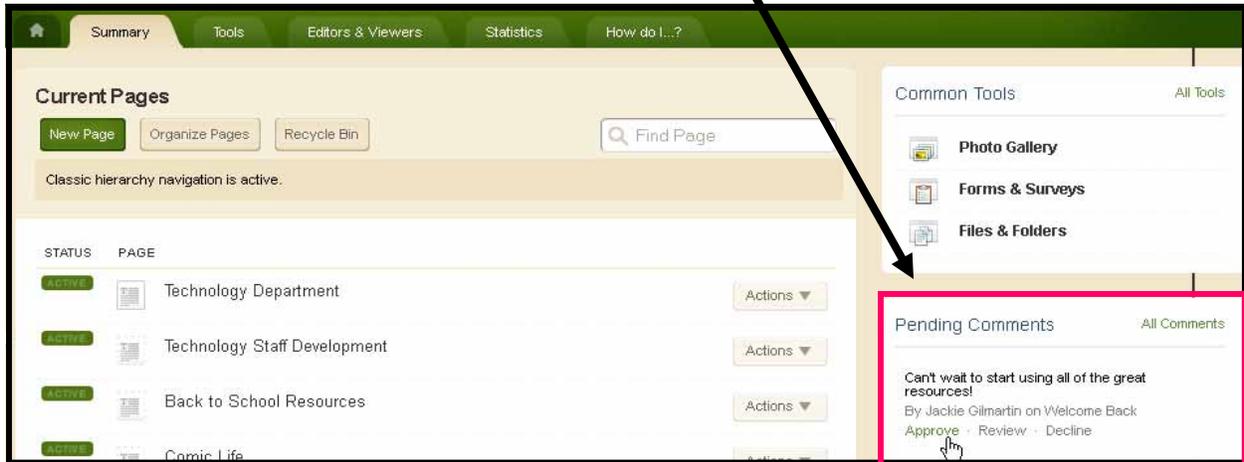
- **Current Pages**- If there are pending comments, they will also be listed under the Blog Page listed in the Current Pages section on the Summary tab. Click the comments text to moderate.
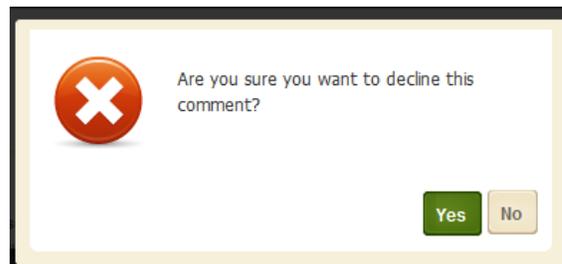

Click to moderate.

- The **Approve Visitor Comments** window will open.
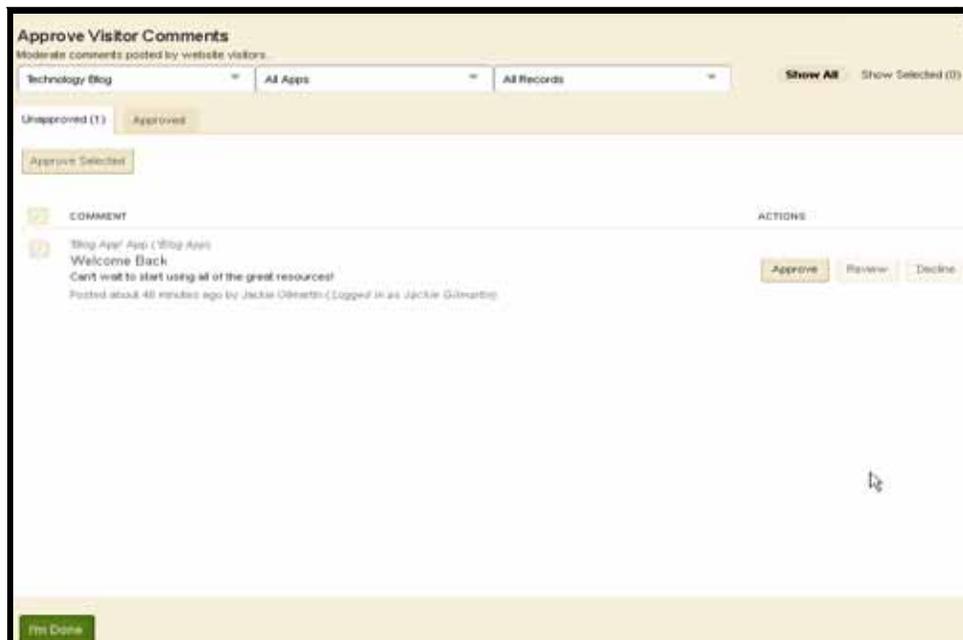
Approve Visitor Comments– continued

- **Approve–** either select the **Approve** button or check the comments to be approved and then select the **Approve Selected** button.

- **Decline–** by selecting the **Decline** button, the message below will appear, click yes and the comment will be deleted.

- **Review–** allows the teacher to edit the Author Name, Email and Comment fields. Check **Approved** to post the comments and be sure to click **Save** when finished.

- Be sure to click the **I'm Done** button at the bottom of the Approve Visitor Comments box when finished.