

# SD73 Blogging - Introduction

Blogging is a communication tool for staff to interact with students and parents. Keep viewers informed about agendas, assignments, events, news, etc. Engage and interact with viewers using comments.

## Log in:

1. [blogs.sd73.bc.ca](http://blogs.sd73.bc.ca)
2. Login using your Zimbra Email username and password.
  - After you've setup your blog the address will be: <http://USERNAME.blogs.sd73.bc.ca>

## Two blog views:

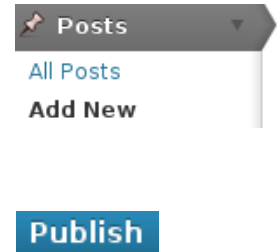
1. **Dashboard** – for managing and editing your blog website.
2. **Site** – for visiting your blog. ([USERNAME.blogs.sd73.bc.ca](http://USERNAME.blogs.sd73.bc.ca))



## Posts - Adding:

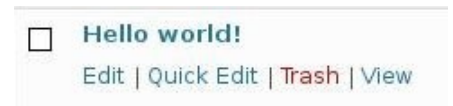
Posts are news items that are listed down the centre blog.

1. Login and go to Dashboard.
2. Click: Posts => Add New.
3. Enter a title.
4. Type your message.
5. Click: Publish



## Posts - Trashing:

1. Login and go to Dashboard.
2. Click: Posts.
3. Hover your mouse over an article and press "Trash".



## Pages - Adding & Trashing:

Pages are listed in a menu on your site.

- Add & Trash is the same as above except use the "Pages" section.
- Keep titles short for example: Agenda, Assignments, Projects, Links, Overview, Math, Science, About Us.



## Comments:

Students and parents can comment on your blog. You should read over comments and respond appropriately:

- Approve – shows comment on your site.
- Unapprove – removes comment from your site.
- Reply – post a response back to their comment on your blog.
- Spam and Trash can be used to handle junk email.



## Themes:

Themes allows you to customize how your site looks.

1. Click: Appearance => Themes
2. Click on a theme you like to preview.
3. Click "Activate" on the preview screen to change your theme.



## Settings:

- Site Title – is the main title for your blog. e.g. Mr Montgomery's Blog
- Tagline – a few words about what your site is about.

