

Creating your HCS Teacher Blog

Getting Started:

1. Open any web browser. Enter the following URL: <http://teacher.haywood.k12.nc.us/>
Click on Create your own blog.
(Note: To browse other blogs, click on Locate blogs by school.)



2. Enter your user information:
Enter your username.
(Note: Please use your HCS username when signing up.)

Enter your email address.
(Note: Only HCS email addresses will be accepted.)

Click Gimme a blog!

Click Next >>

3. Enter your blog information:
Your blog name will automatically be entered.
(Note: Your blog address will be <http://www.teacher.haywood.k12.nc.us/blogname>)

Enter your blog title.
(Note: You can change this at any time.)

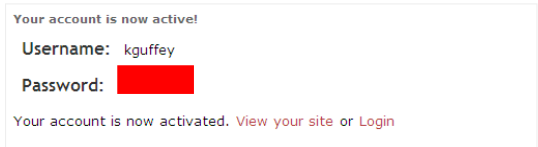
Choose your Privacy Options:
Yes: I would like my blog visible in search engines
No: I would not like my blog visible.

Blog Topic: Please choose your school site.

Click Signup>>

4. Your next screen will be a congratulations message. Check your email. You will receive an email from Teacher Spaces. Click on the link provided to create your blog. If you do not respond within 2 days, you will have to initiate this process again.

5. Congratulations! Your account is now active.
Write down your username and password.
Click View your site or Login to start editing your blog.



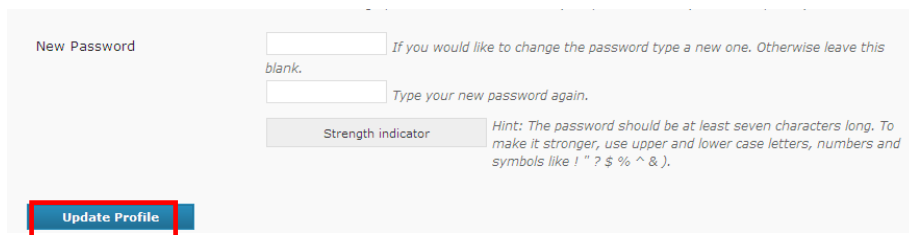
6. Login and update your password.
Enter your username and password provided.
Click Log In



Once logged in, you will see your Dashboard.
Click on your username in the upper right hand corner. You are now at your Profile page.



Scroll down to complete your First Name, Last Name, and nickname.
Continue scrolling to enter your new password. (Note: you will need to enter it twice.)



Click Update Profile

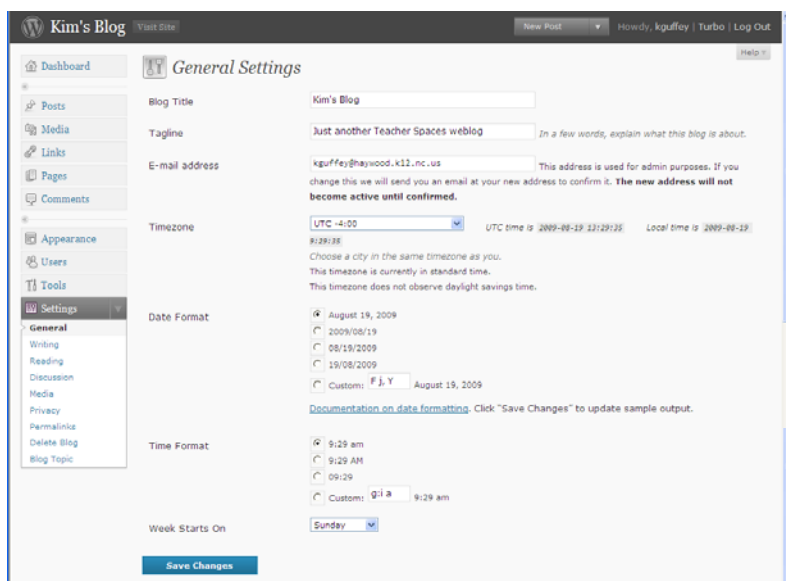
Update your Settings:

Click on Settings, on the left hand side. Settings allow you to configure reading, writing, discussion, privacy, etc.

1. General Settings:

Use this setting to:
Modify your Blog Title or Tagline
Choose membership options
Change timezone, date, or time format
Select the weekly start date

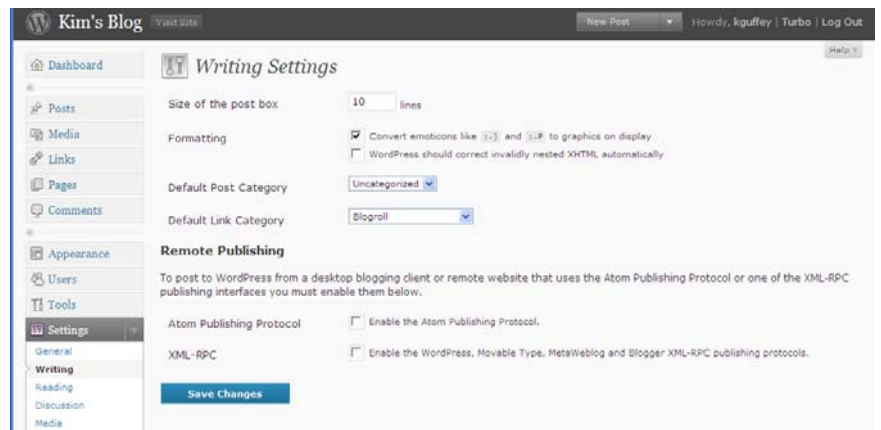
Click Save Changes



2. Writing Settings:

Use this setting to:
Change the size of post boxes
Change the formatting
Choose the default post and link categories

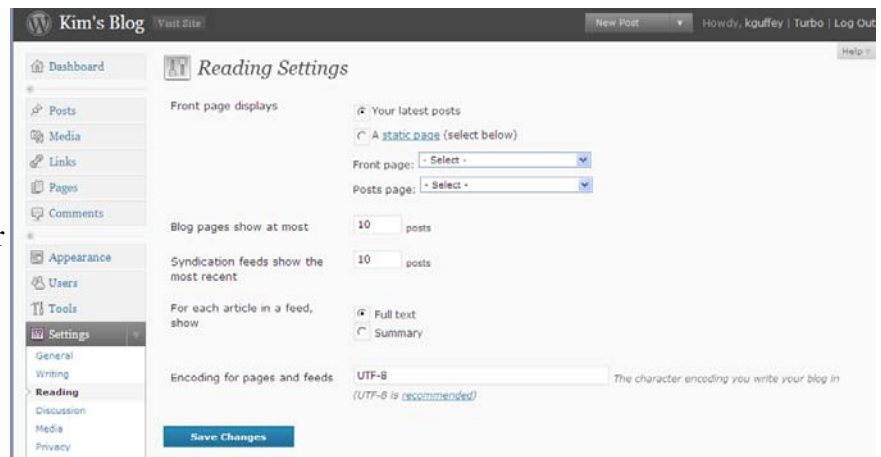
Click Save Changes



3. Reading Settings:

Use this setting to:
Change the front page display
(Note: the default is your post page, but you can select any page as your front page or your post page. Pages need to be created and saved first, then selected from the drop down.)
Change the number of posts and feeds that show.

Click Save Changes



4. Discussion Settings:

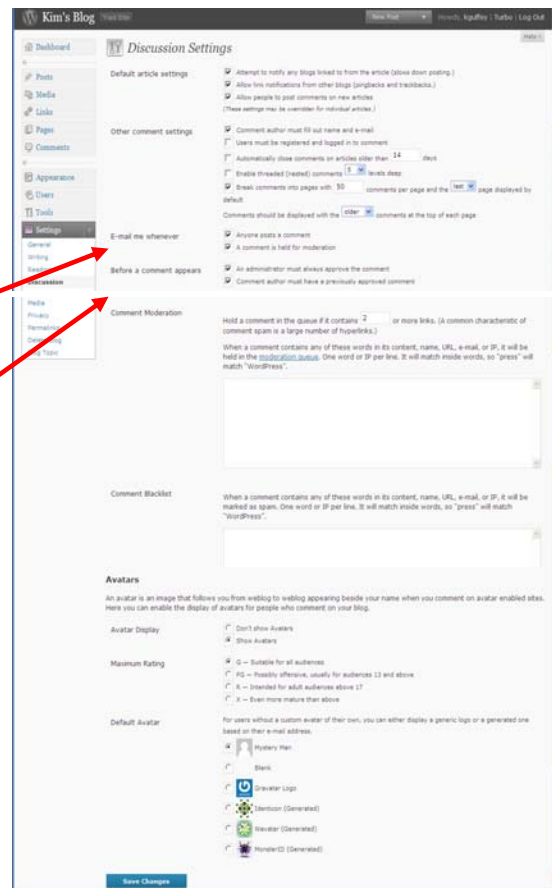
Use this setting to:
Allow or disallow people to post
Comments on your blog
Modify your blacklist
Choose avatar settings

Mandatory Settings:

Email me whenever:
Check both boxes

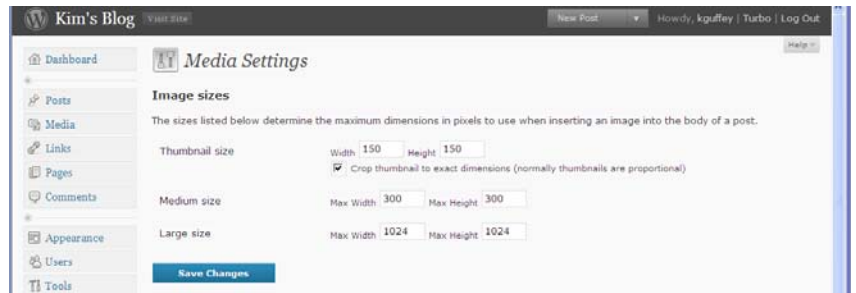
Before a comment appears:
First box must be checked. An administrator (you) must always approve comments before they post to your blog.

Click Save Changes



5. Media Settings:

Use this setting to:
Change the dimension of images
That you insert into pages or
posts.



6. Privacy Settings:

Use this setting to:
Choose whether you want your
blog visible in search engines.

Click Save Changes.

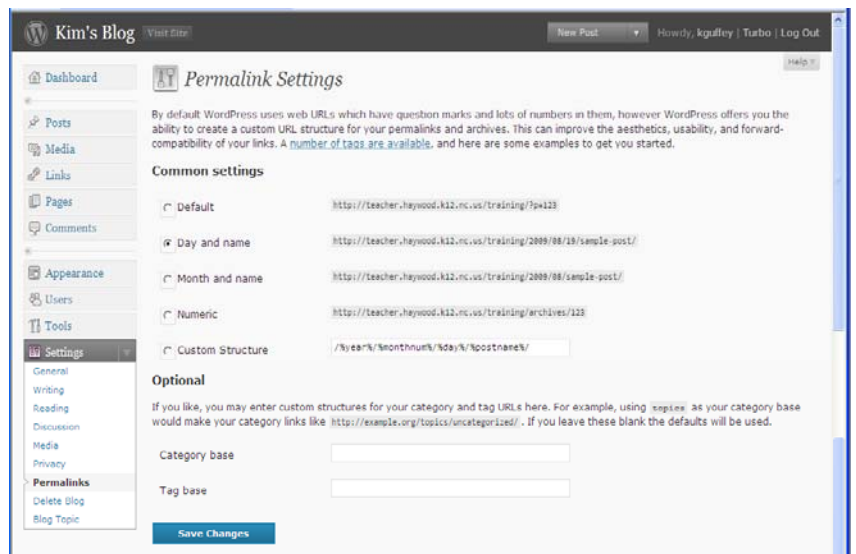


7. Permalink Settings:

The default will be day and name.

It is best to leave permalink
structure as is by default and make
any changes to permalinks on
individual pages.

Click Save Changes.



8. Delete Blog

Use this setting to:
Permanently delete your blog.
Once deleted, blogs are not retrievable.

Click Delete my blog permanently.



9. Blog Topic:

Use this setting to:
Change your school site
(Note: This is how others will find
your blog on the Teacher Spaces site.)

Click Update Options



Understanding pages and posts:

Pages: Pages are static instances, used most often to share information you would like to remain on your blog or webpage. Ex. About, Mission, Policies and Procedures

Posts: Posts are revolving news items. Each blog is allowed 1 post page. New posts default to the top of the list. As new posts are added, older posts filter down. Ex. Weekly homework, News, Announcements

Writing a page or post:

1. Entering text

Click on Pages or Posts (located on the left hand side), then click Add New.

(Note: Posts can only be transferred to pages by copying and pasting the information. Please make sure you check this before you start typing your information.)

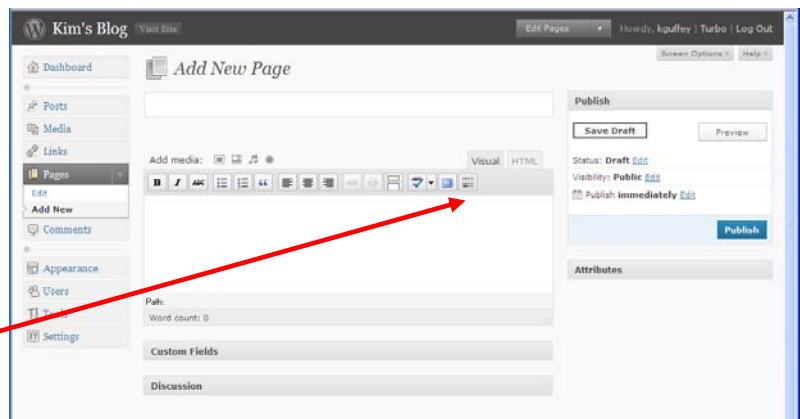


Enter the title of your page or post.

Enter the text for your post.

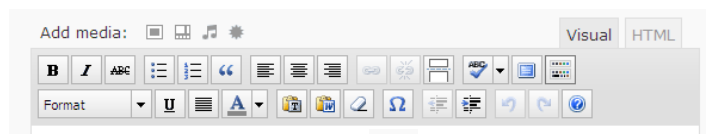
(Note: Rolling over the icons will allow you to see the functions.)


Click on Show/Hide Kitchen Sink to see all tools.



2. Upload media to your page or post. (Use this tool to add images, video, audio, etc. to your blog.) Place your cursor where you would like the media to be added.

Select the appropriate media to add.



Note: To upload docs, powerpoint, spreadsheets, pdf, etc. please use Media 

Beside Choose files to upload, click Select Files or Click the Browser uploader. Select the file from your storage device (computer, flash drive, external hard drive) and click open.

Change any settings that are necessary.

Below Link URL, click on File URL to place the active link in the box.

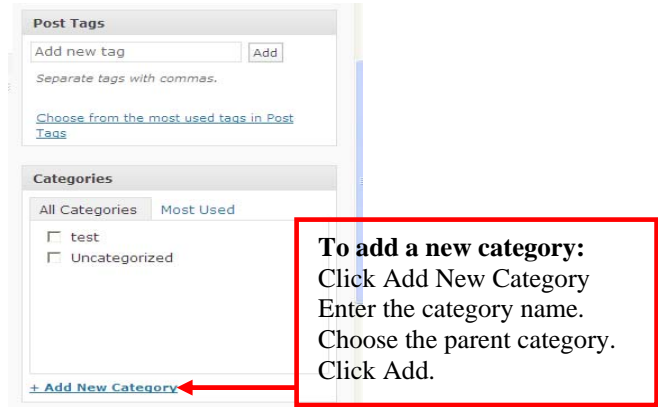


Click Insert into Post.

3. Add Tags or Categories (Posts only)

Categories: Works like a filing system
Categories help you file your posts for easier search and retrieval

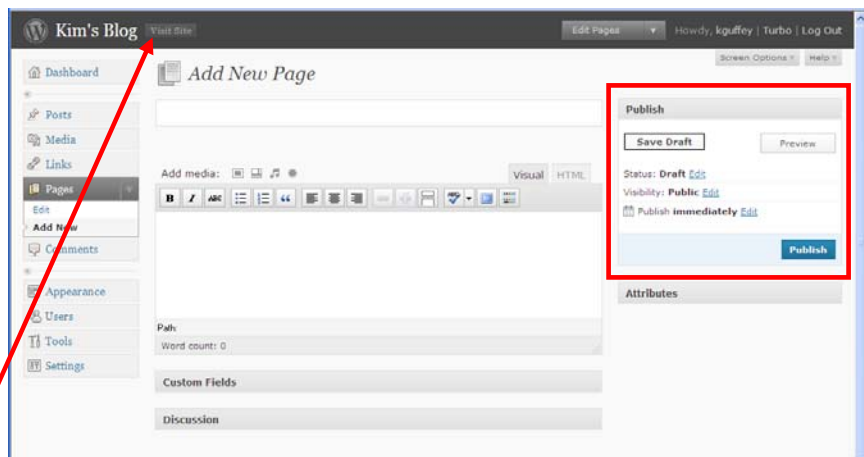
Tags: Used more as a keyword or topic search. Multiple tags can be added to each post allowing you a quick search through a tag cloud.



4. Save and/or Publish your page or post. Preview your site.

Save Draft: Saves your page or post to your wordpress directory. Only you have access to these pages.

Publish: Saves your page or post for viewing on your blog.



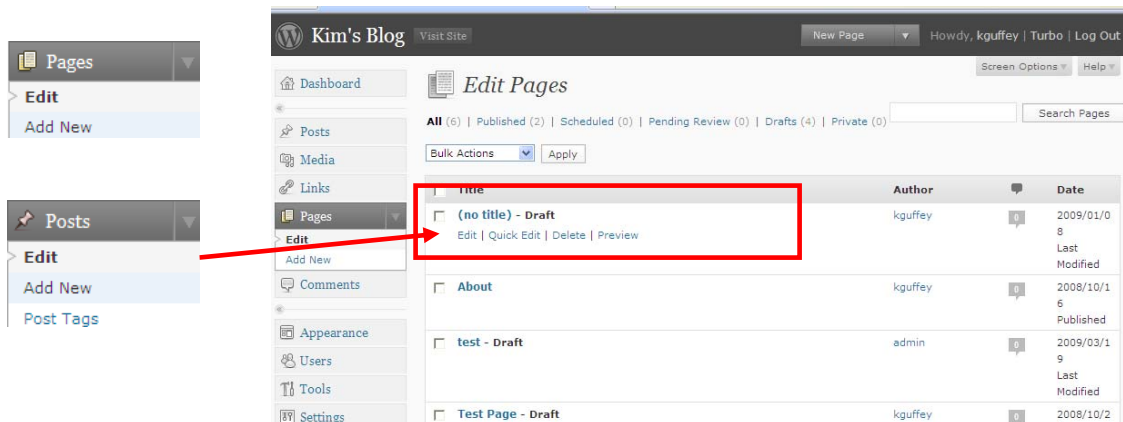
Preview your site at any time by clicking on Visit Site (located beside your page title at the top). This allows you to see your page or post as it will appear in your blog.

Editing your pages and posts:

Click on Pages or Posts, (located on the left hand side), then click Edit.

Locate the page you wish to edit, hover over the page title and click Edit.

Remember to save your pages once you have finished editing.



Adding links to the blogroll:

A blogroll allows you to reference other blogs, favorite sites, etc. and share them with all your readers.

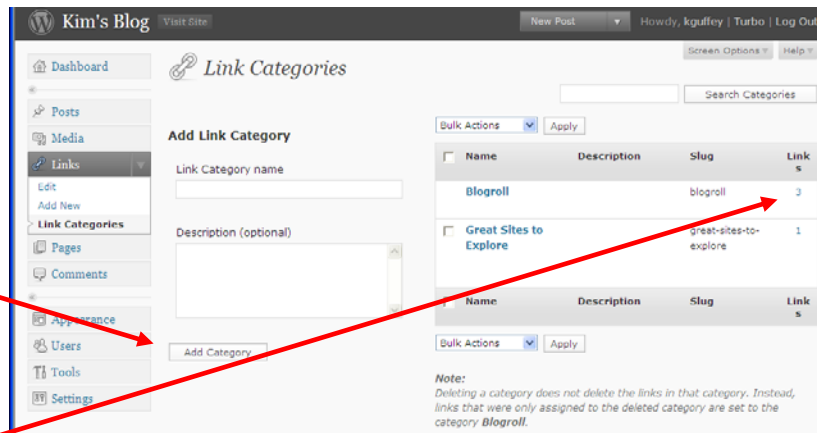
1. Manage Link Categories

Categories will appear as separate sections on some themes. On other themes, all links will remain in the same blogroll.

Click on Links, then Link Categories

Under Add Link Category, enter a new Link category name, then click Add Category.

To view sites within a category, click on the number associated with the category under links.



2. Adding Links

Click on Link, then Add New

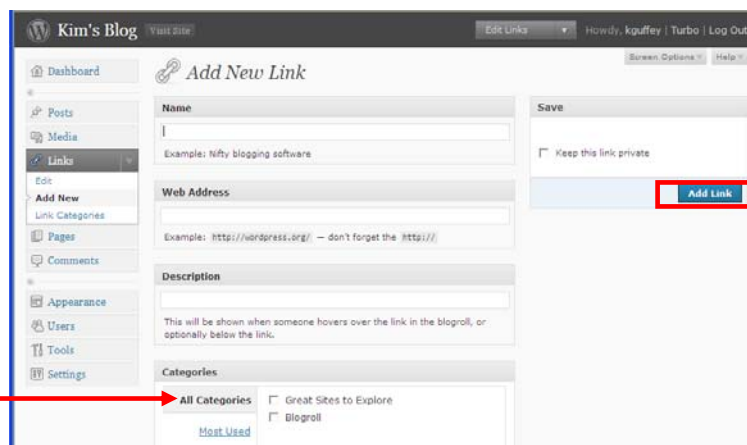
Enter the Name of your link
Ex. Haywood County Schools

Enter the web address (include http://)
Ex. http://www.haywood.k12.nc.us

Enter a description (optional)

Select a category.

Click Add Link



3. Edit Links

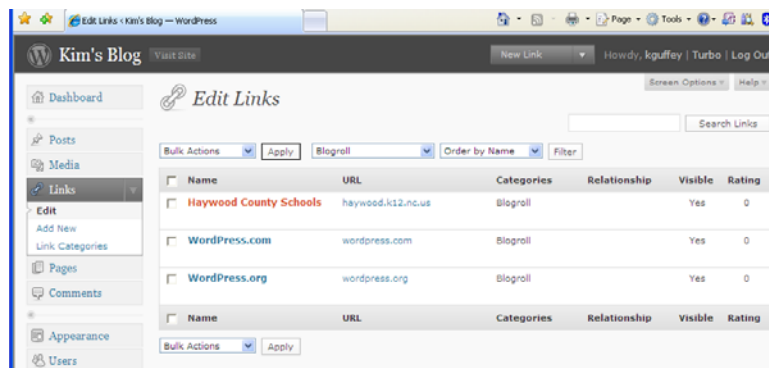
Click on Links, then Edit

OR

From Link Categories, select the link list

To Edit: Click on the link name.
Make modifications, then click Update Link

To Delete: Hover over the link name and press delete to delete it.



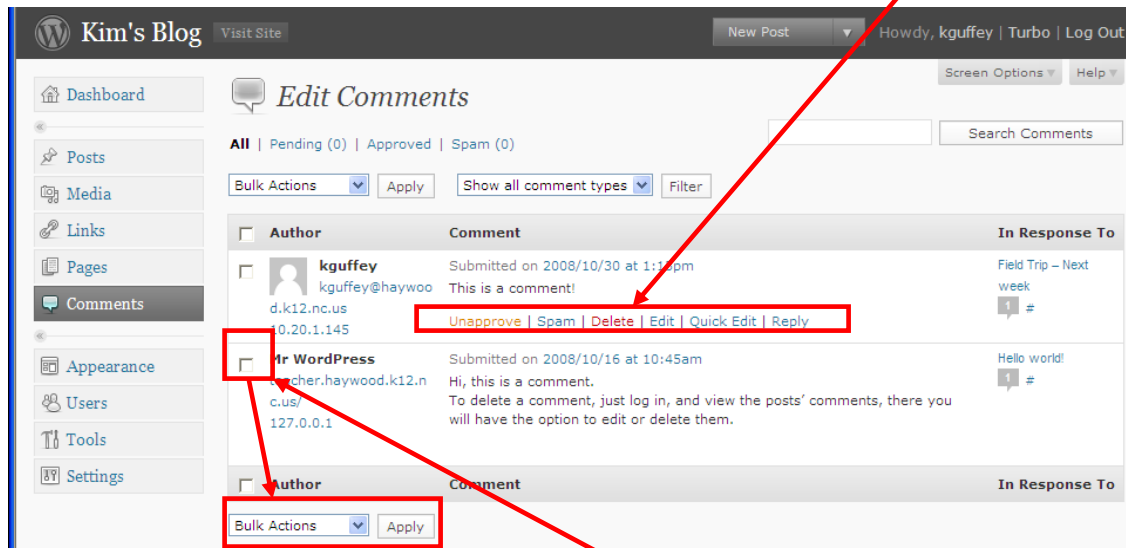
To delete multiple links: Check the box beside the link names. Select the Bulk Actions drop down box. Choose Delete, then click Apply.

Managing Comments:

It is mandatory that you approve any comment that posts to your blog.

Click on Comments (located on the left hand side)

For individual comments: Hover over the selected comment and click on Approve, Unapprove, Spam, Delete, Edit, Quick Edit, or Reply just below the comment



To mark multiple comments, check the box beside each comment, then select the Bulk Actions drop down box. Choose Unapprove, Approve, Mark as Spam, or Delete and then click Apply.

Changing the appearance of your blog:

1. Click on Appearance, then Themes.

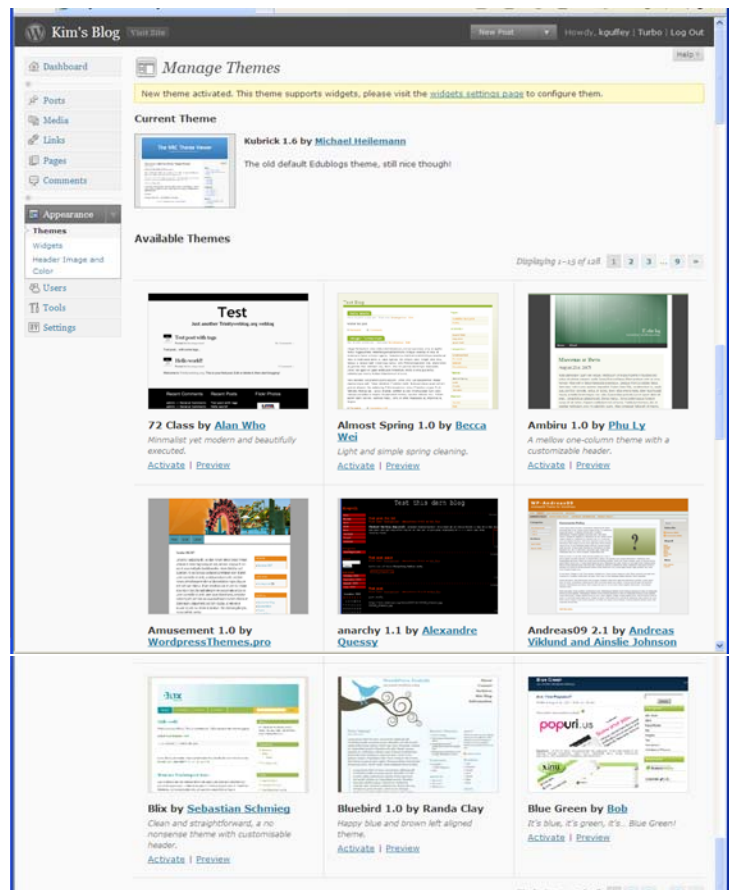
The current theme will be shown at the top.

Preview available themes from the list below. Click on the thumbnail to preview full size.

To select your new theme, click Activate in the upper right hand corner

Your new theme is now active.

Click Visit Site to preview your theme.



Note: Some these are widget ready and some are not. Widgets can be added to the sidebars on your theme. The META widget is important as it allows you quick access to login from your homepage. When changing themes, not all components transfer seamlessly.

To modify Widgets:

Click on Appearance, then Widgets

Drag available widgets into the sidebar of your choice.

Note: Some themes will replace all existing widgets with any new ones you select.

Getting back into your blog:

1. Navigate to your web address (<http://www.teacher.haywood.k12.nc.us/blogname>)

2. Click on Login under Meta. Enter your username and password.

Note: If Meta is not visible on your theme, add /wp-login after the URL

Ex. www.teacher.haywood.k12.nc.us/kguffey/wp-login

3. You will always enter your blog at the dashboard. Navigate to any page or post in your blog from here.

The Dashboard:

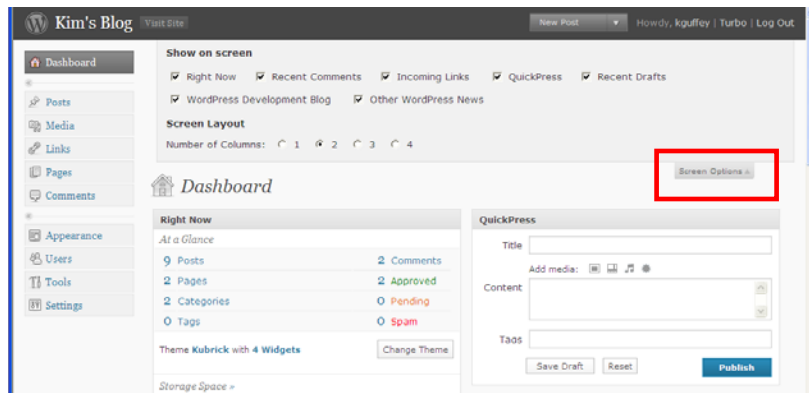
Note: At any time, you can modify the look of your dashboard for easier viewing.

From your dashboard:

Click on Screen Options.

Choose what you would like to appear on your dashboard.

Choose how many columns you wish to see.



QuickPress allows you to make a post quickly without entering the editor.

Enter the title, your content, and click Save or Publish.

