

## Edublogs: Adding Employees as Users to Your Blog

The instructions below will assist you in adding WCPSS employees as users to your blog. Instructions for adding students as users to your blog are available in **Edublogs: Adding Student as Users to Your Blog**.

Adding a user to your blog is required **ONLY** if:

- You want an individual to be able to contribute content, other than comments, to your blog.
- You have enabled a privacy setting on your blog and have restricted access only via password.

### IMPORTANT:

- **Carefully consider what role you assign other users** since Administrators are able to remove other users, including you, and editors can delete content.
- Only **WCPSS employees** can be blog administrators.

There are **two** ways to add employees as users to your blog:

1. Create a new user account and add user to your blog at the same time.
2. Add an existing user to your blog.

## Create a New User Account and Add a User At the Same Time

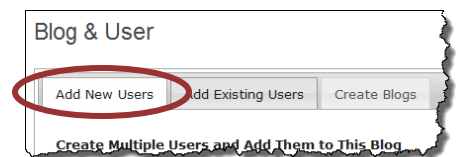
Use this option to add a user to your blog if the user does not currently have a WCPSS Edublogs account or if you do not know if one exists.

1. Visit <http://blogs.wcpss.net> and login to your blog.

2. Under Users, click **Blog and User Creator**.



3. Click **Add New Users**.



4. Enter the following information for each user you add to your blog:

#### Username

- **WCPSS employee** usernames **must** be their e-mail IDs without the @wcpss.net.

#### User Email

- This **must** be a WCPSS e-mail address.

#### User Password

- Enter a password of your choice or a **random password** will be generated for the user.

A screenshot of a user creation form. It has a title '1:' and four input fields: 'Username' with the value 'jsmith', 'User Email' with the value 'jsmith@wcpss.net', 'User Password' with the value '3ju8t0g8', and 'User Role' with a dropdown menu set to 'Administrator'.

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### Role

- Options are Administrator, Editor, Author, Contributor or Subscriber.
- Refer to the chart on page 3 for guidelines.

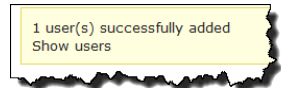
5. When finished adding users, click  .

**NOTE:** The user will be added to your blog immediately.

A confirmation message is displayed upon successful creation.

### NOTE:

- The message “Duplicated username or email address” will appear if the user **already has an account and username**. If this occurs, you **must** use the instructions **Add an Existing User** (below) to add the user to your blog.



### Add an Existing User

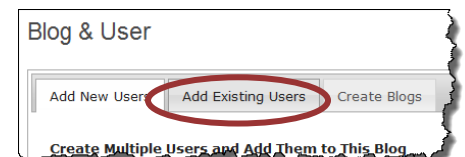
Use the following instructions to add a user to your blog if you know the user has a WCPSS Edublogs account.

1. Visit <http://blogs.wcpss.net> and login to your blog.

2. Under Users, click **Blog and User Creator**.



3. Click **Add Existing Users**.



4. Enter the following information for **each** user you want to add to your blog:

### User Email OR Username

- If entering User’s e-mail, this **must** be a WCPSS e-mail address.

### Role

- Options are Administrator, Editor, Author, Contributor or Subscriber.
- Refer to the chart on page 3 for guidelines when adding users to your blog.

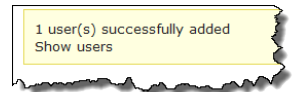
5. When finished adding users, click  .

**NOTE:** The user will be added to your blog immediately.



## Edublogs: Adding Employees as Users to Your Blog

A confirmation message is displayed upon successful completion.



**NOTE:** The message “No such user found” will appear if you attempt to add a user to your blog and they do not have a blog user account. If this occurs, you **must** follow the instructions for **Create a New User Account and Add a User At the Same Time** (above) to add the user to your blog.



Refer to the chart below for guidance when adding users to your blog.

User Capability	User Roles				
	Administrator	Editor	Author	Contributor	Subscriber
Switch Themes	✓				
Manage Plugins	✓				
Manage Users	✓				
Manage Media	✓				
Import	✓				
Moderate Comments	✓	✓			
Manage Tags & Links	✓	✓			
Edit Published Posts	✓	✓			
Edit Others Posts	✓	✓			
Write Own Pages	✓	✓			
Edit Pages	✓	✓			
Upload Files	✓	✓	✓		
Edit Own Posts	✓	✓	✓	✓	
Write Own Posts	✓	✓	✓	✓**	
Read/Write Comments	✓	✓	✓	✓	✓
Edit Own Profile	✓	✓	✓	✓	✓

**\*\* Able to write own posts but Admin/Editor approval is required for post to be published**