

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:

- Only **WCPSS employees** can be blog administrators.
- If students will be users in your blog, Board Policy 2313 requires a signed Photograph/Name Release for Web Site Development form under the following conditions:
 1. Blog name, title or tagline contains identifiable information such as School name, teacher name, student name, grade or class.
For example, a blog name of Mrs. Smith's 5th Grade Class would require a signed form from each student.

-OR-

 2. Student first or last names are used.
- Students cannot be administrators of a blog.
- Students **must** have a WCPSS e-mail address to be added to a blog.
 - Principals should contact the HelpDesk to request student e-mail accounts. Be sure to indicate the teacher's name and grade/class or whole school in the request.

There are **two** ways to add student users to your blog:

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

Create a New User Account and Add a Student User At The Same Time

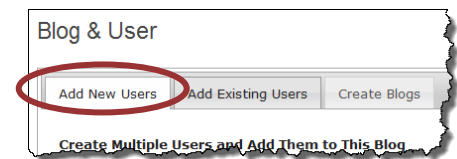
Use this option to add a user to your blog if the user does not currently have a WCPSS Edublogs account or if you do not know if one exists.

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 student user you add to your blog:

Username

- **WCPSS student** usernames **must** be a combination of the letter "s" and their PowerSchool ID.

EXAMPLE: s + 9811328 = s9811328

1:	
Username	s9811328
User Email	jsmith@students.wcpss.net
User Password	tu4462h
User Role	Contributor

User E-mail

- This **must** be a WCPSS student e-mail address. (jsmith@students.wcpss.net)

User Password

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

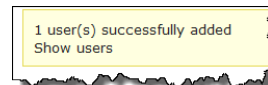
Role

- Students should be assigned role of **Contributor** or **Subscriber**.
- Carefully consider assigning students the roles of an **Editor** or **Author** as:
 - **Authors** can create and publish their own posts without your approval.
 - **Editors** have the same rights as authors with the additional right to create pages and approve other's posts/pages.
- 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 "Username already exists" 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**

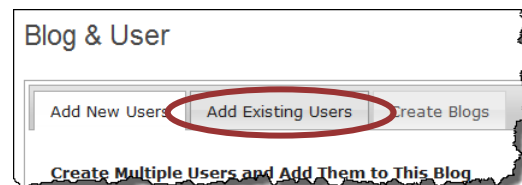
Use the following instructions to add a user to your blog if you know the user has a WCPSS Edublogs account.

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

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



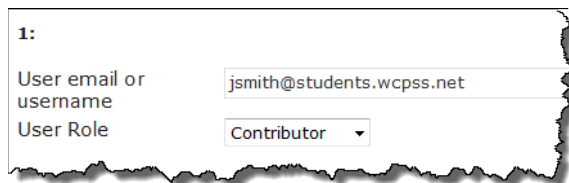
3. Click **Add Existing Users**.



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

User email OR Username

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



User Role

- Students should be assigned role of **Contributor** or **Subscriber**.
- Carefully consider assigning students as either an **Editor** or **Author** as:
 - **Authors** can create and publish their own posts without your approval.
 - **Editors** have the same rights as authors with the additional rights to create pages and approve other’s posts/pages.
- Refer to the chart below for guidelines.

5. When finished adding users, click **Submit** .

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

A confirmation message is displayed upon successful completion.



NOTE: The message “No such user found” will appear if you attempt to add a student 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 student user to your blog.



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

User Roles					
User Capability	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**