

## Overview

- Edublogs has been purchased as part of a Web 2.0 Toolkit for the purpose of creating blogs.
- Completion of the CyberSense Online Training Course is required prior to the creation of any blogs.
  - Visit <http://cybersense.wcpss.net> for more information on this training course.

**IMPORTANT:** This guide provides the information and instructions to assist you in using blogs including:

- Board Policies
- Blog Settings Recommendations and Requirements (General, Writing, Reading, Discussion, Media, Privacy, etc.)
- Support

## Related Board Policies

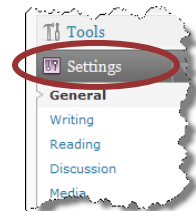
It is the blog administrator's responsibility to comply with all board policies and procedures.

The use of Edublogs is bound by the following board policies:

- **2313/3013/4013** and related R & P: Employee Acceptable Use of Electronic Resources.
- **6446** and related R & P: Student Acceptable Use of Electronic Resources.

## Blog Settings

Access "Settings" via the left navigation bar of your blog dashboard.



## General Settings

Blog Title

- OPTIONAL

**NOTE:** 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 5<sup>th</sup> Grade Class would require a signed form from each student.  
**- OR -**
2. Student first or last names are used.

Tagline

- OPTIONAL

E-mail Address

- This **MUST** be a WCPSS e-mail account



General Settings	
Blog Title	My Classroom Syllabus 2009-2010
Tagline	A New Year - A New Beginning
E-mail address	jsmith@wcpss.net <small>your new address to confirm it. The e</small>
Timezone	UTC-4:00 <small>Choose a city in the same timezone. The timezone is currently in standard. The timezone does not observe daylight</small>
Date Format	<input checked="" type="radio"/> August 21, 2009 <input type="radio"/> 2009/08/21 <input type="radio"/> 08/21/2009 <input type="radio"/> 21/08/2009 <input type="radio"/> Custom: F j, Y August 21, 2009 <small><a href="#">Documentation on date formatting</a></small>
Time Format	<input checked="" type="radio"/> 12:57 pm <input type="radio"/> 12:57 PM <input type="radio"/> 12:57 <input type="radio"/> Custom: Q1 a 12:57 pm
Week Starts On	Monday
Blog language:	English

## Continued – General Settings

Timezone, Date Format, Time Format

- Have been pre-set for you
- May be changed

Week Starts On

- Change as needed if you elect to add a calendar to your blog

Blog Language

- No change required.

## Writing Settings

Size of the Post Box

- It is recommended that you leave the setting as: 10

Formatting

- No change required

Default Post Category and Default Link Category

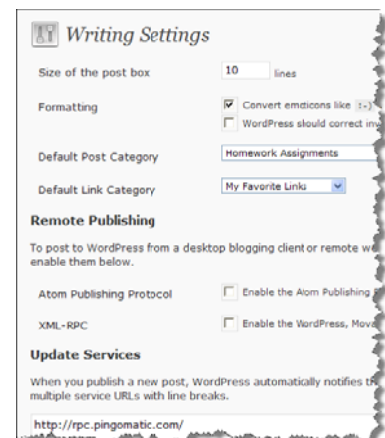
- Create and select new default post and link categories as desired.

Remote Publishing

- No change required

Update Services

- No change required



## Reading Settings

Front page displays

- Personal preference

Blog pages show at most and Syndication feeds show the most recent

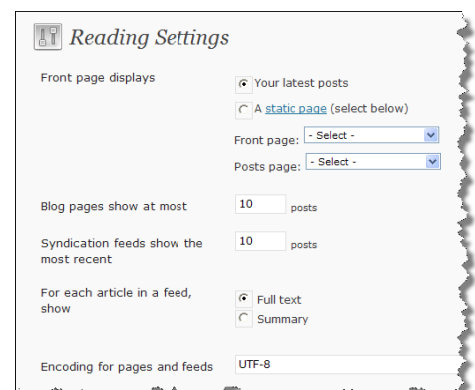
- It is recommended that you leave the setting as: 10

For each article in a feed, show

- It is recommended that you leave the settings as: Full text

Encoding for pages and feeds

- No change required.



## Discussion Settings

### Default article settings

- Personal preference

### Other comment settings

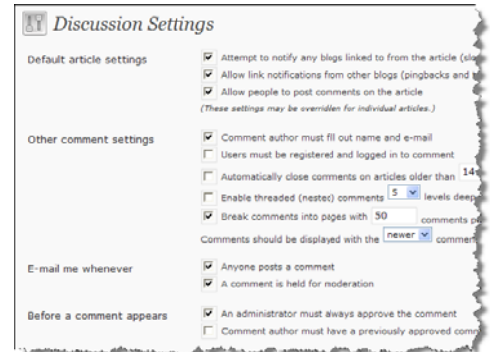
- If you allow comments to be posted, it is recommended that you leave the following settings as:
  - Comment author must fill out name and e-mail
  - Break comments into pages with 50 comments per page and the last page displayed by default
  - Comments should be displayed with the newer comments at the top of the page

### E-mail me whenever

- It is highly recommended that you leave the settings as:
  - Anyone posts a comment
  - A comment is held for moderation

### Before a comment appears

- It is highly recommended that you change the setting to:
  - An administrator must always approve the comment



### Comment Moderation, Comment Blacklist, Avatar Display and Default Avatar

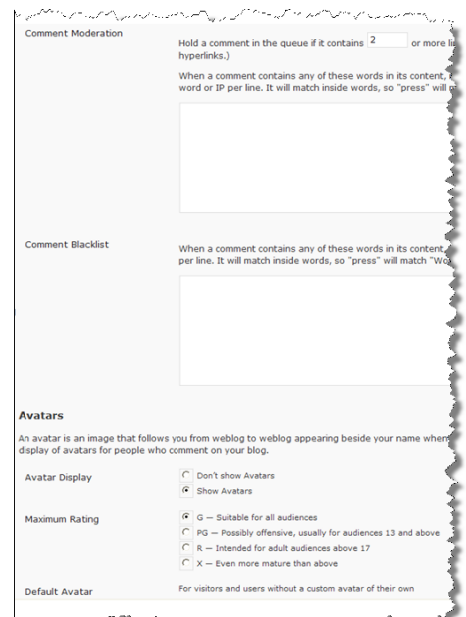
- Add comments to be moderated or blacklisted as desired

### Avatars

- Select from choices provided or upload an additional avatar

### Maximum Rating

- It is recommended that you leave the setting as:
  - G – Suitable for all audiences



## Media Settings

It is recommended that you leave the settings for each as:

### Thumbnail size

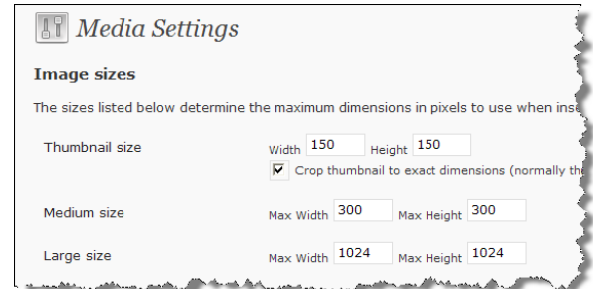
- Width: 150; Height: 150

### Medium size

- Width: 300; Height: 300

### Large size

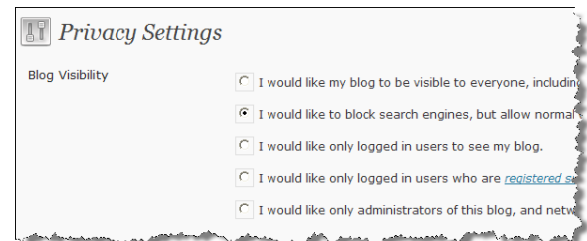
- Width:1024; Height: 1024



## Privacy Settings

### Blog Visibility

- Default has been set. Make changes with care.



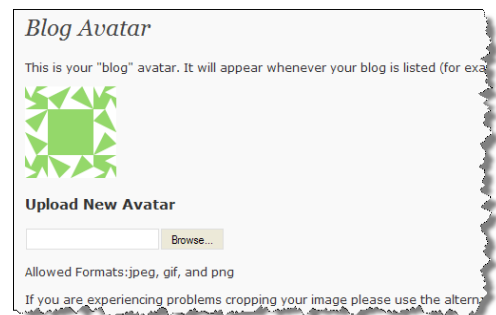
## Delete Blog

- You can delete your WCPSS blog if you do not wish to use it any more
- Once you delete your blog it **cannot** be restored
- Blog names **cannot** be reused even after they are deleted



## Blog Avatar (optional)

- Personal preference



## Support

### Technical Support

1. Online help within your blog dashboard.
2. Edublogs Help and Support: <http://help.edublogs.org/>
3. Visit <http://blogsupport.wcpss.net>
4. Contact Help Desk: [helpdesk@wcpss.net](mailto:helpdesk@wcpss.net) or 664-5700

