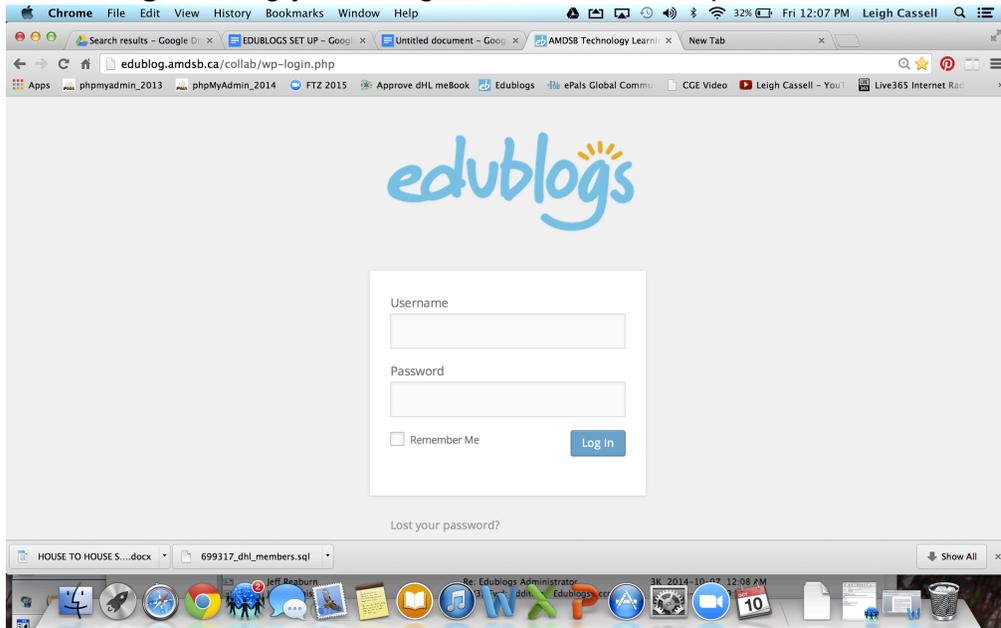


GETTING STARTED WITH EDUBLOGS: CLASS BLOGS

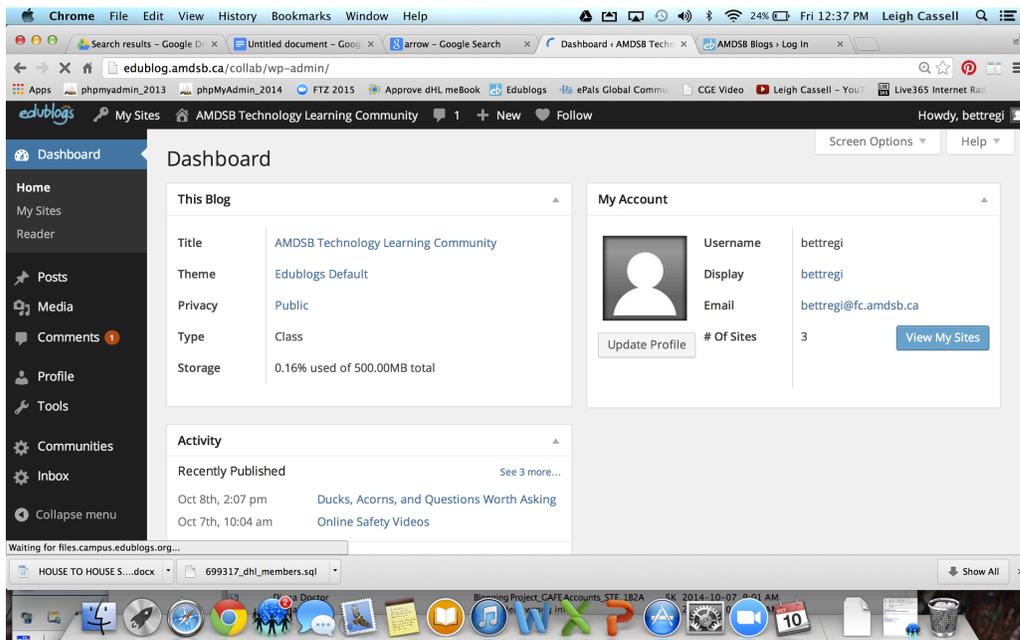
SETTING UP YOUR CLASS BLOG:

1. Open the email you received in FC from AMDSB Sites. Copy your temporary password from the email. Click on the link in your email.

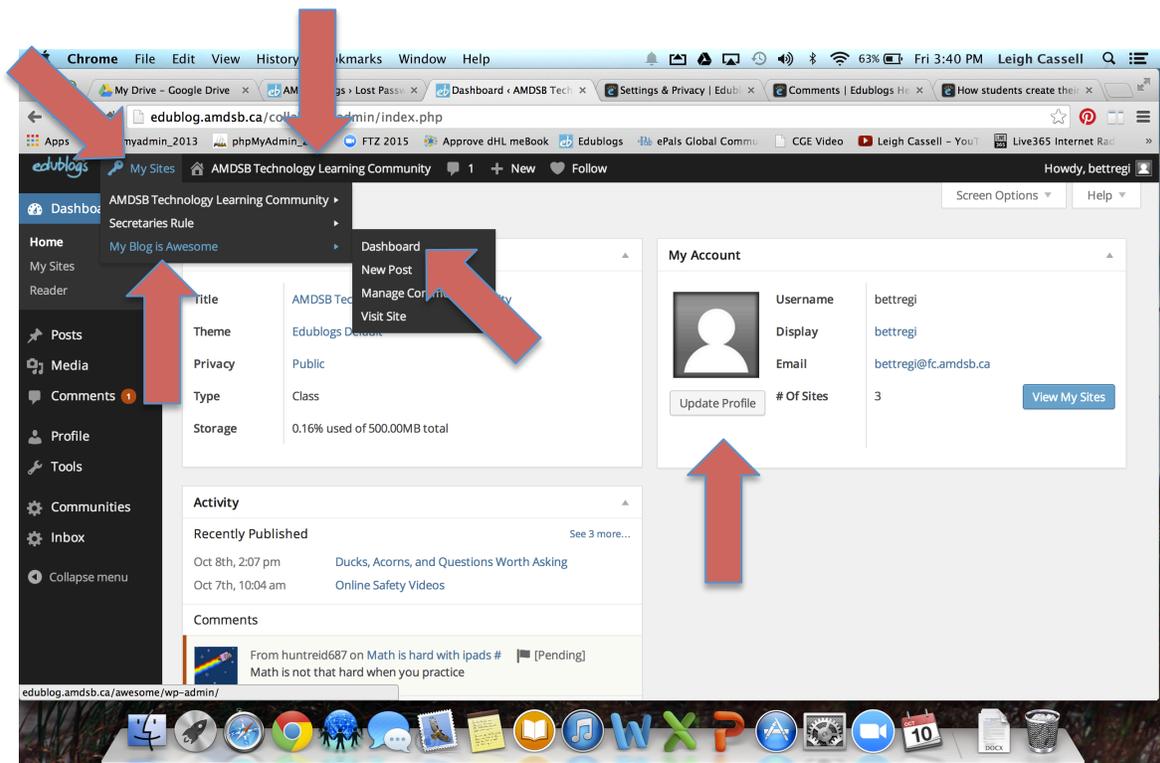
2. **Log In** using your assigned username and password.



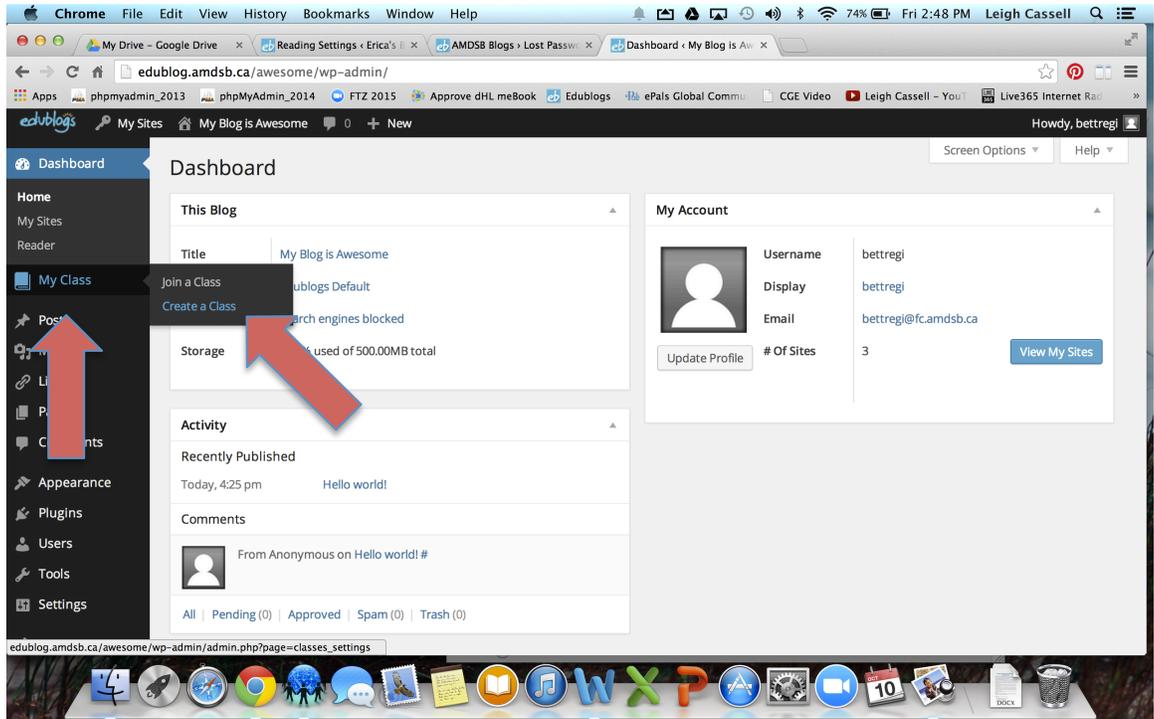
Once you have logged in you will arrive at your **Blog Dashboard**. This is the “behind the scenes” control panel for your blog.



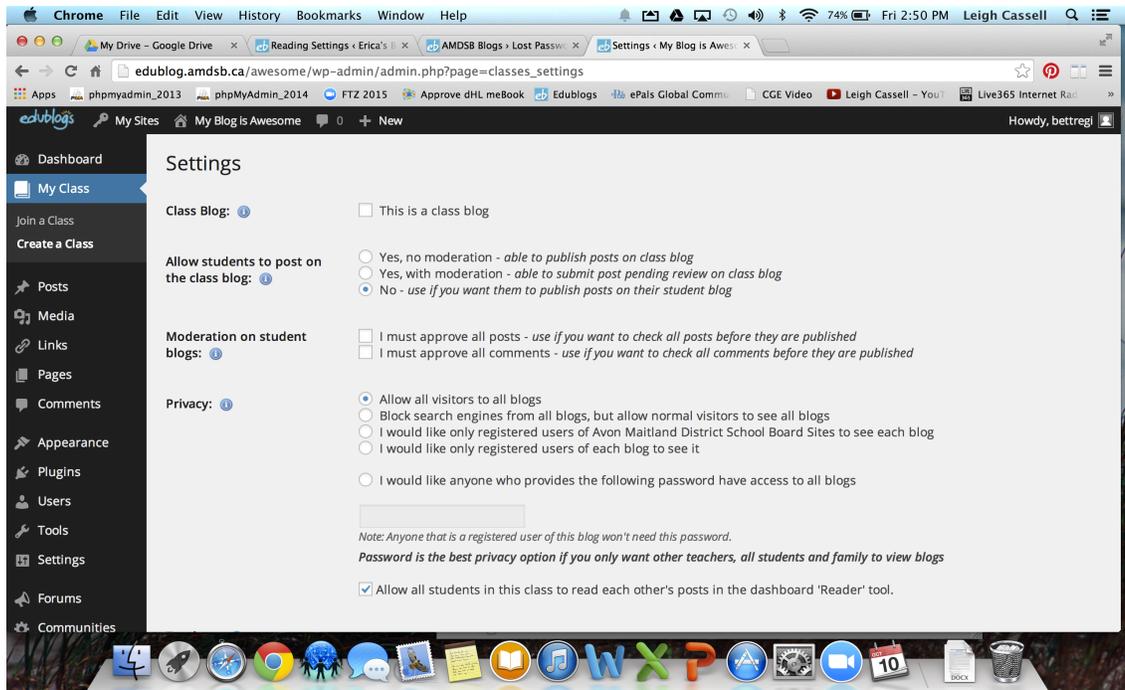
3. Your first step is to check **My Sites** at the top left corner of your **Blog Dashboard**. Immediately to the right of **My Sites**, you should see your blog title (e.g., **My Blog is Awesome**). If you see **AMDSB Technology Learning Community Blog**, hover your mouse over **My Sites**, then hover your mouse over your blog, and click on **Dashboard** from the drop down menu. You will then arrive at **your Blog Dashboard**. It is extremely important that you check to make sure you see your blog in the black menu bar every time you log in. Otherwise, your content will be posted on our **AMDSB Technology Learning Community Blog**.



4. Next, click on **Update Profile** and change your password (and complete any other desired fields like name, avatar, etc)
5. Now it's time to set up your class. Hover your cursor over **My Class**; and click on **Create a Class**.



6. Now you will choose your **Blog Privacy Settings**. See below for instructions and details about the different blog privacy settings:



SETTINGS: BLOG PRIVACY

Blog privacy controls who can and can't view your blog.

You control the privacy of your class blog and all student blogs using **My Class > Settings**. Once your student blogs are attached to **My Class** they automatically have the privacy setting you selected and you can update it at any time by going to **My Class > Settings**.

1. Select '**This is a class blog**'.
2. **Allow students to post on this class blog:** Decide whether you want students to post on your class blog, or just their individual student blogs.
3. **Moderation on student blogs: I strongly recommend that you approve all posts and comments.**

Privacy Options

There are five privacy options on student blogs:

*Two public blog options – allows any one who visits your blog to read your blog content.

*Three private blog options – restricts who can view your blog content.

Please note RSS is automatically disabled on all private blogs to ensure your content is restricted to only people who should be able to read it.

Site Visibility

Allow search engines to index this site
 Discourage search engines from indexing this site

Note: Neither of these options blocks access to your site — it is up to search engines to honor your request.

Visitors must have a login - anyone that is a registered user of Edublogs.org can gain access.
 Only registered users of this blogs can have access - anyone found under [Users > All Users](#) can have access.
 Only administrators can visit - good for testing purposes before making it live.
 Anyone that visits must first provide this password:

Note: Anyone that is a registered user of this blog won't need this password.

Public options

Private options

Public Blog Options

Here are the two public blog options:

1. **Allow search engines to index this site**

This is the default setting for all newly created blogs. It allows any one to read the content of your blog and for your blog to be indexed by search engines such as Google.

2. Discourage search engines from indexing this site

This allows any one who knows your blog URL to read your blog content while blocking web crawlers so that your blog is not indexed by search engines such as Google.

You use this option if you want to keep your blog public so your content can easily be read but want to limit it to only people who know your blog URL.

Private Blog Options

There are four different private blog options.

We recommend you use “I would like anyone who provides the following password have access to all blogs” if you want to make your blog private, but make it easy for students, parents and other teachers to view your blog.

Here is a summary of the four private blog options:

1. Visitors must have a login – anyone that is a registered user of Edublogs.org can gain access

This allows any one who is logged into their Edublogs.org account, if your blog is on Edublogs, to view your posts or any one who is logged into an account on your Campus network, if you are using an Edublogs Campus blog, to view your blog content.

You would normally only use this on an Edublogs Campus site where you are restricting viewing of all blogs to any one who is logged into their Edublogs Campus account.

People visiting your blog will see the following notification if they aren't logged into their account.

Authorization Required: This blog may only be viewed by users who are logged in.

Username

Password

Remember Me

2. Only registered users of this blogs can have access – anyone found under Users > All Users can have access

You use this privacy option if you only want people who have been added as users to your blog to be able to view your blog content. In most cases you are better to use the password privacy option as a password is easier to remember for parents, students and other teachers than logging in with a username and password.

People visiting your blog will see the following notification if they aren't logged into their account or aren't an admin user on your blog.

Authorization Required: This blog may only be viewed by users who are subscribed to this blog.

Username

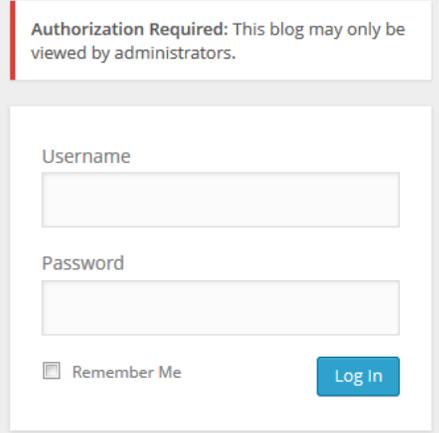
Password

Remember Me

3. **Only administrators can visit** – good for testing purposes before making it live

You use this privacy option if you only want people who have been added as admin users to your blog to be able to view your blog content. This privacy option is most commonly used if you want to restrict your blog to specific people or are setting up your blog and want to hide it from others until you are ready to make it a public blog.

People visiting your blog will see the following notification if they aren't logged into their account or aren't a user on your blog.



A screenshot of a login form. At the top, a red-bordered box contains the text: "Authorization Required: This blog may only be viewed by administrators." Below this, the form has two input fields: "Username" and "Password". At the bottom left, there is a checkbox labeled "Remember Me". At the bottom right, there is a blue button labeled "Log In".

4. **Anyone that visits must first provide this password**

This privacy option is used if you want to restrict who can read your blog content to only people who know the password. This is the best privacy option to use on a private blog if you want parents, students and other teachers to easily be able to view your blog without having to log into an account.

People visiting your blog will see the following notification.

Authorization Required: This blog requires a password to view it.

Password

[Or login here if this is your blog or the class blog](#)

For example, if you set the following password:

Anyone that visits must first provide this password:

Readers just need to add this password and click Log In to view the blog.

Authorization Required: This blog requires a password to view it.

Password

[Or login here if this is your blog or the class blog](#)

Once you have chosen your blog privacy settings, Click **Save Changes**.