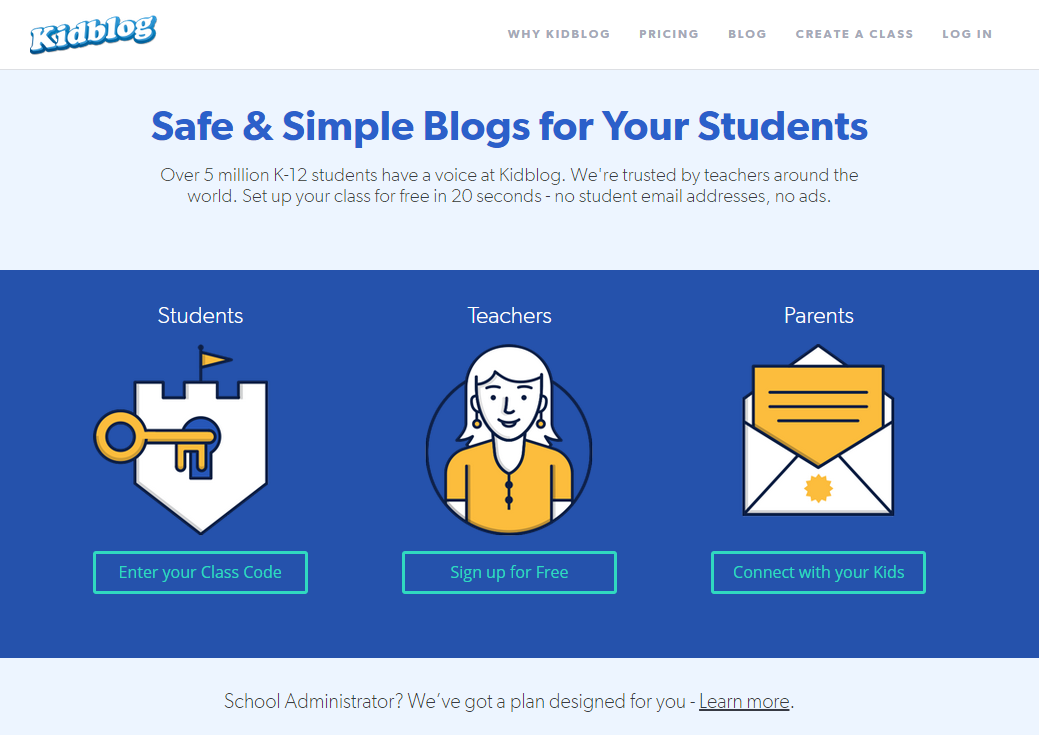
# Kidblog

Kidblog can be used by students to express a point of view on a subject and support it with evidence in a safe and supervised online environment.

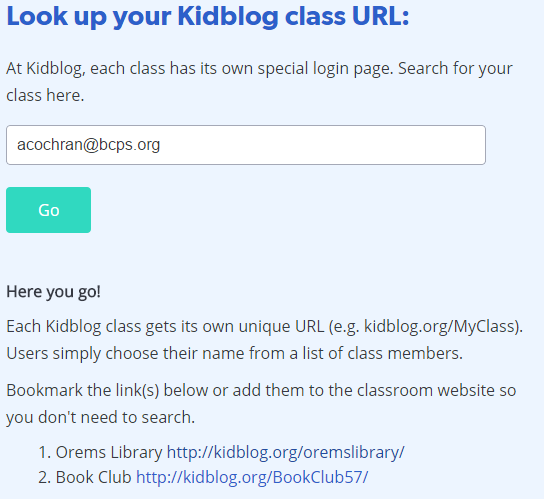
**Creating an Account**



|  |  |
| --- | --- |
| Create a teacher account at kidblog.org   1. Click on **Teachers: Sign up for Free** 2. Choose a **Display Name**: this is the name your blog visitors will see. 3. Enter a **Password** and **Email** address. 4. Create a **Class Name** for your class blog site. 5. Click on **Create Class**. |  |

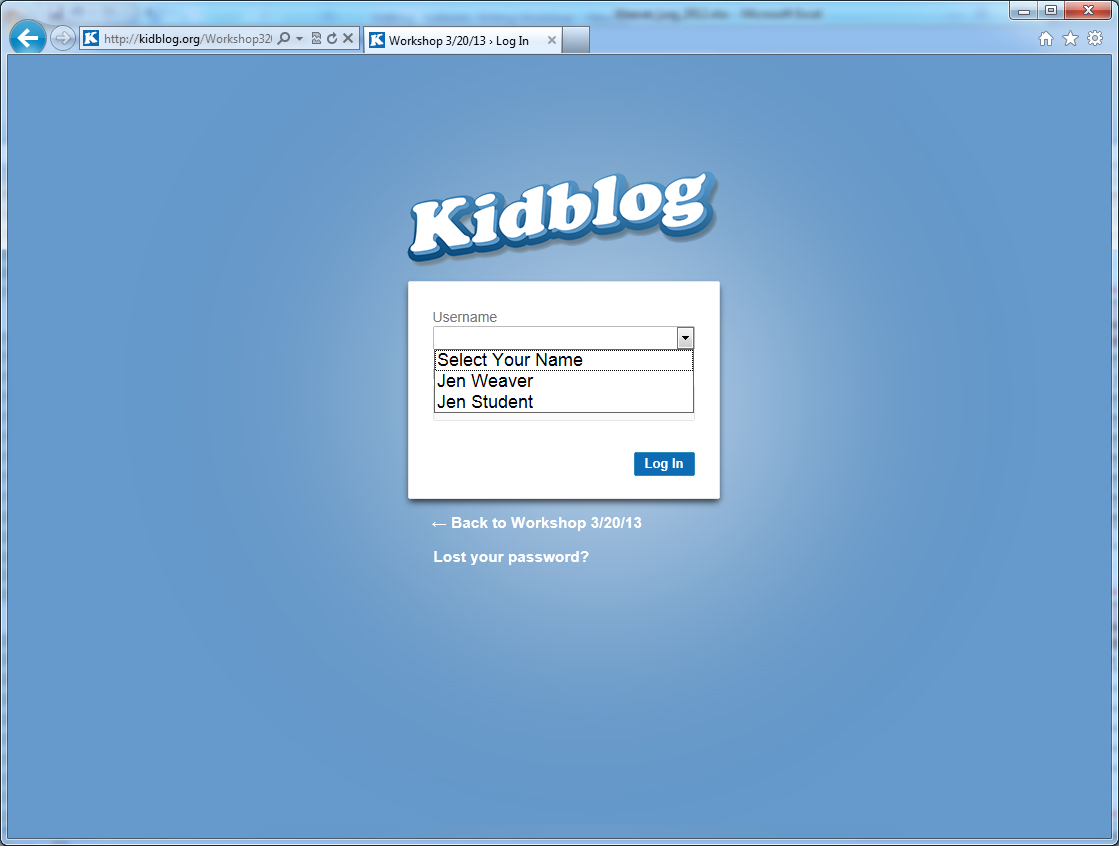
**Logging on to Kidblog**





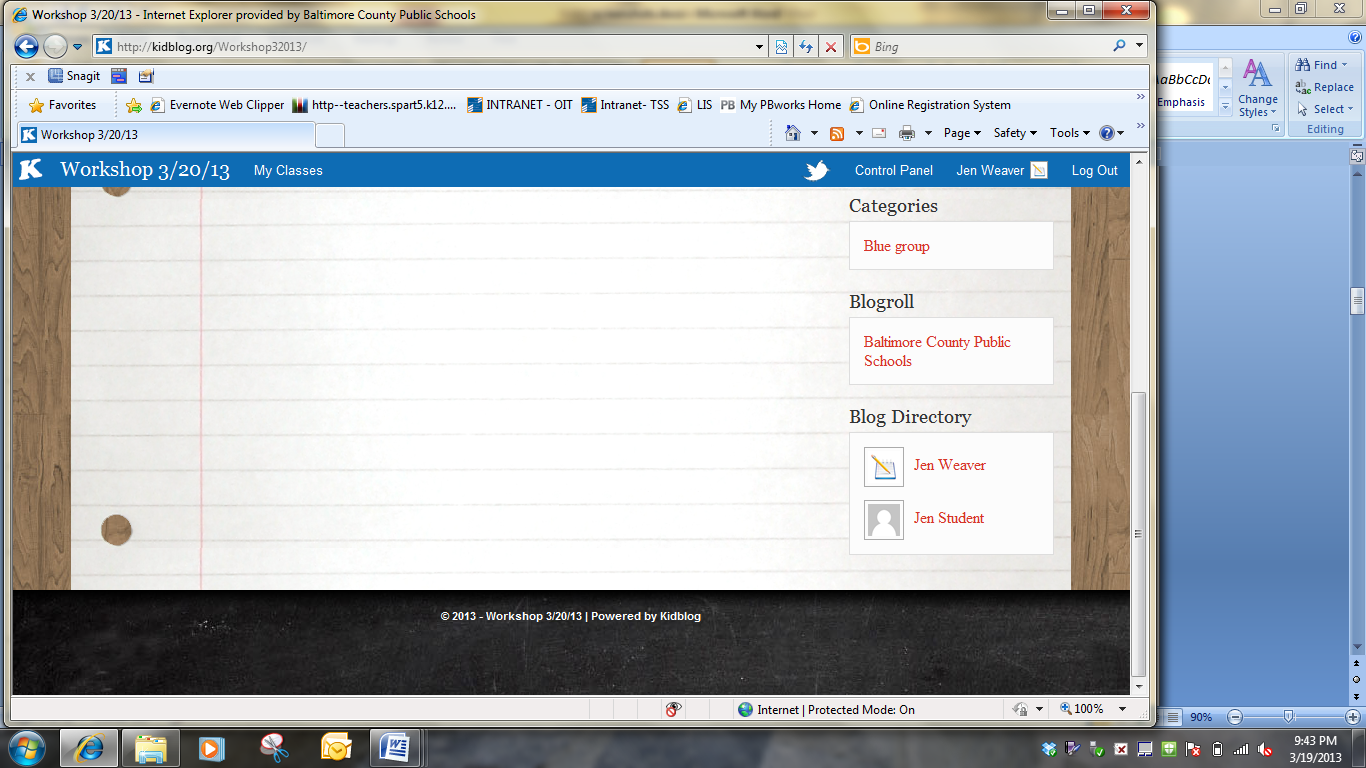
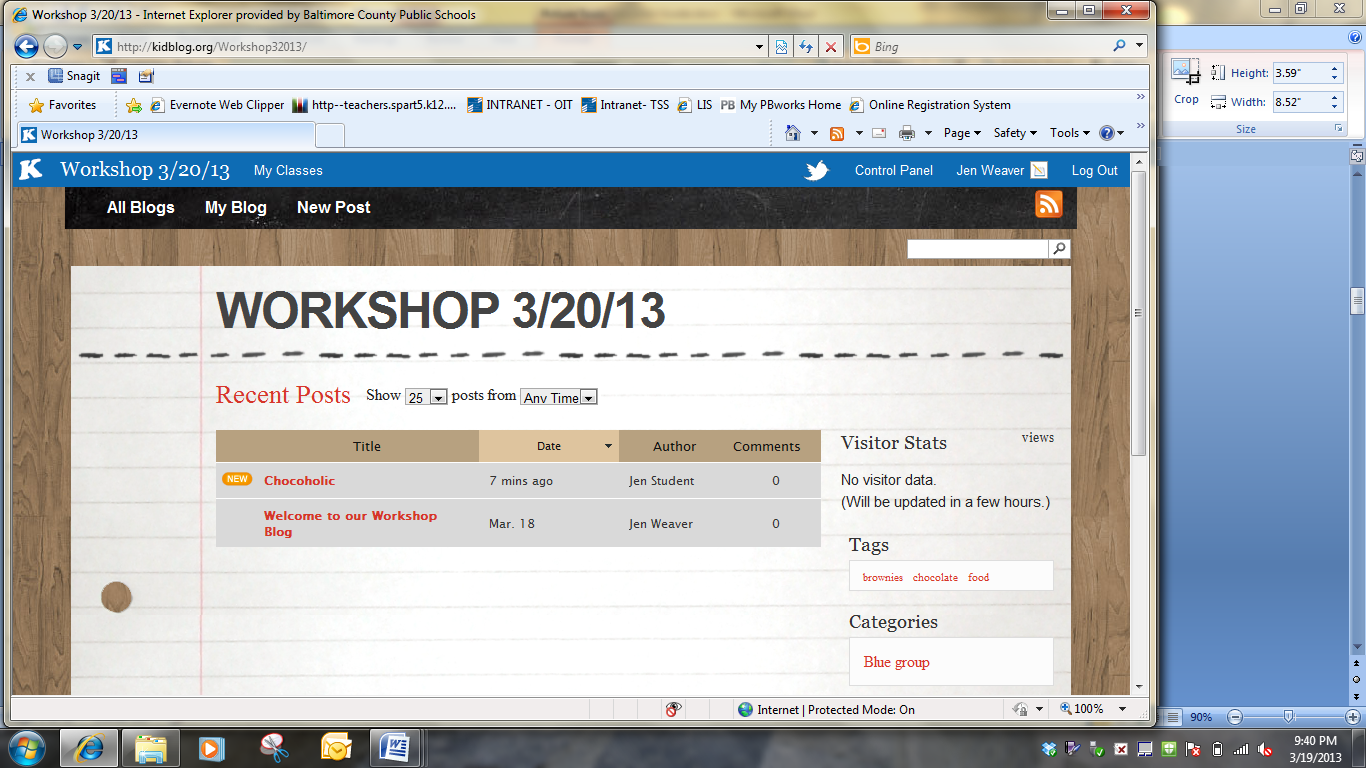
1. Type the URL for your class blog site into the Internet address bar.
   1. If you don’t know the URL, click the **Login** tab from the main Kidblog page.
   2. Enter the teacher’s username or email and click **Go**.
   3. Select the correct blog link.





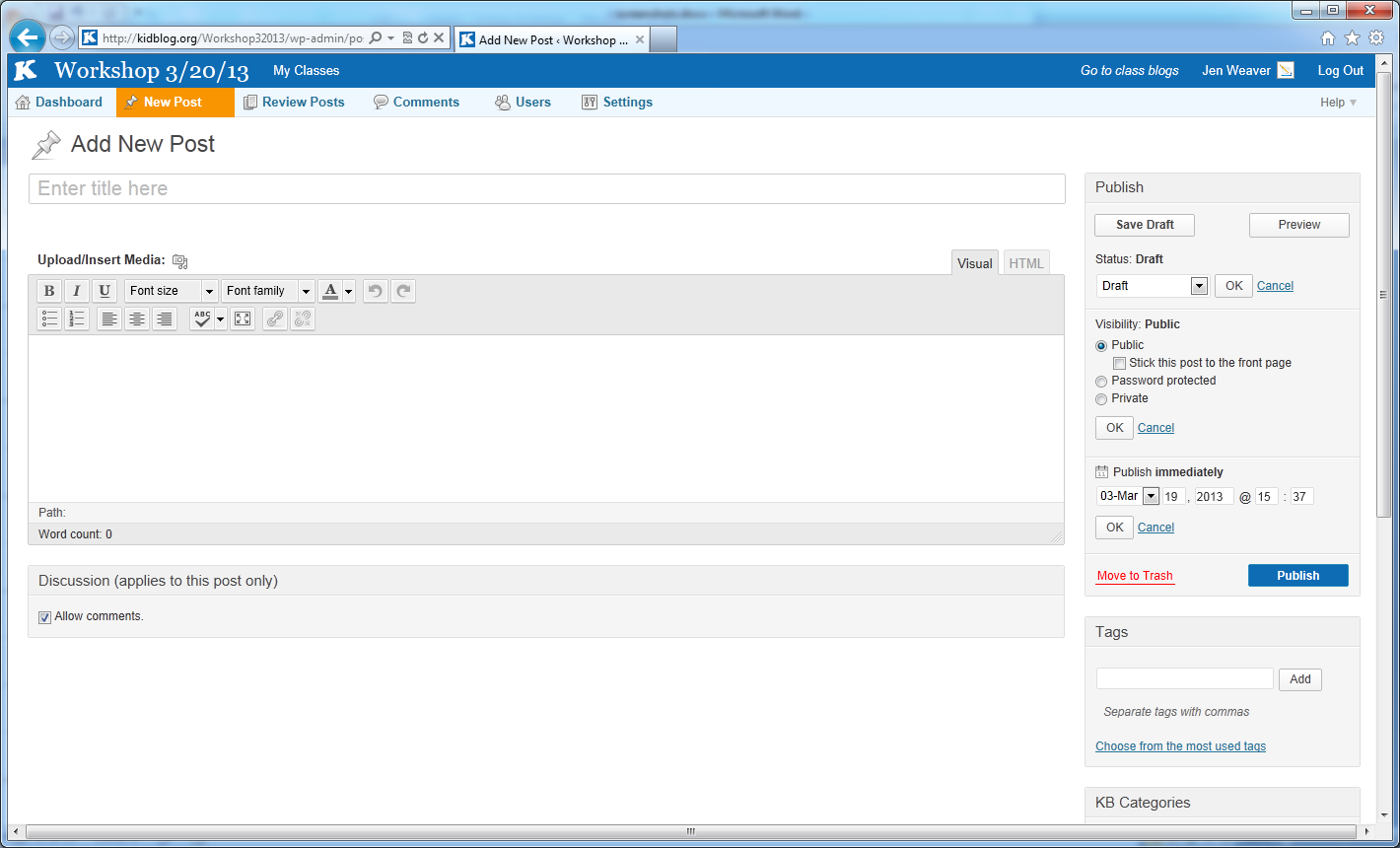
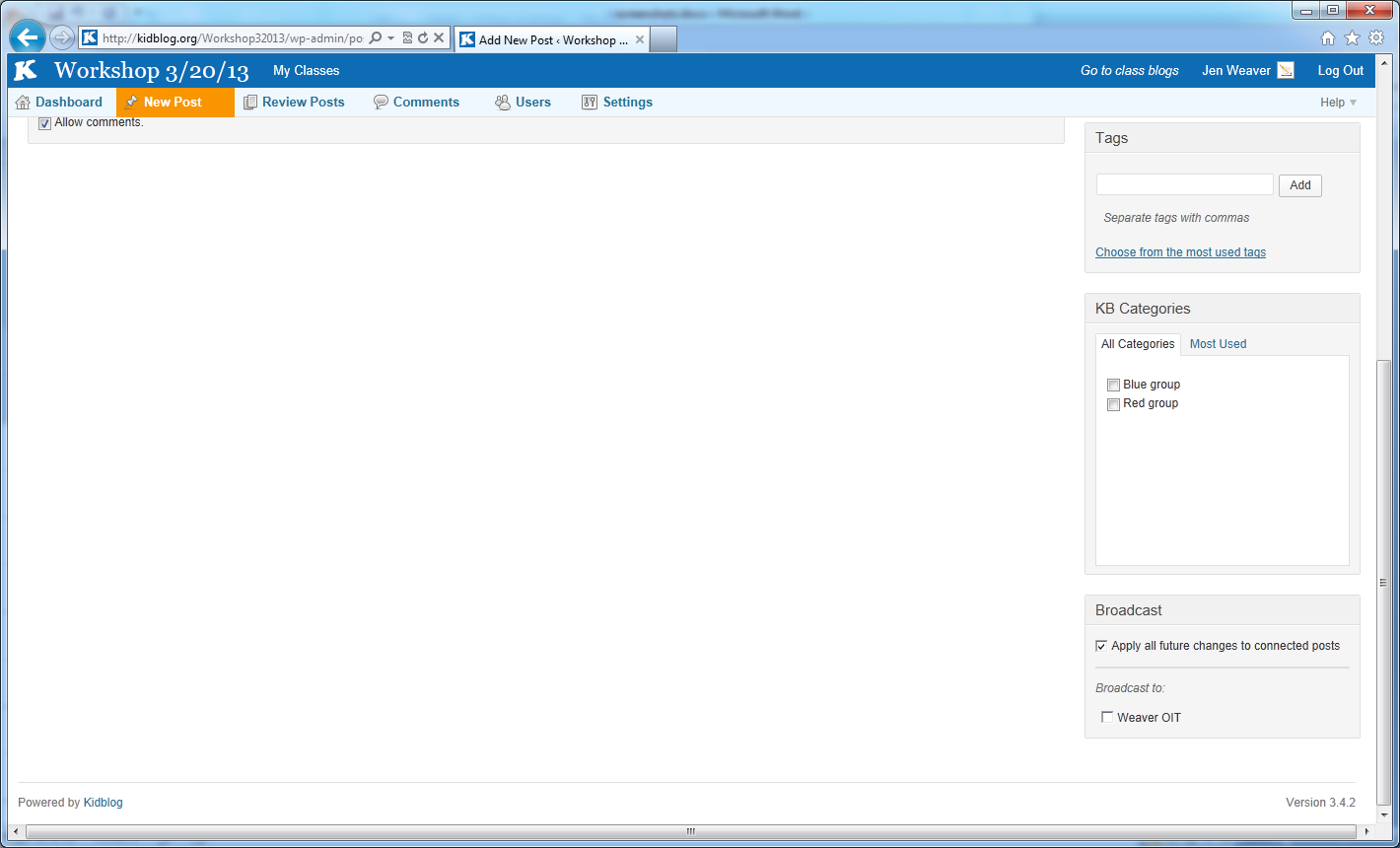
1. In the upper right of the class blog site, click **Log In**.
2. Select your username from the drop-down menu and enter your password.
3. Click **Log In**.

**Kidblog Site Main Page**

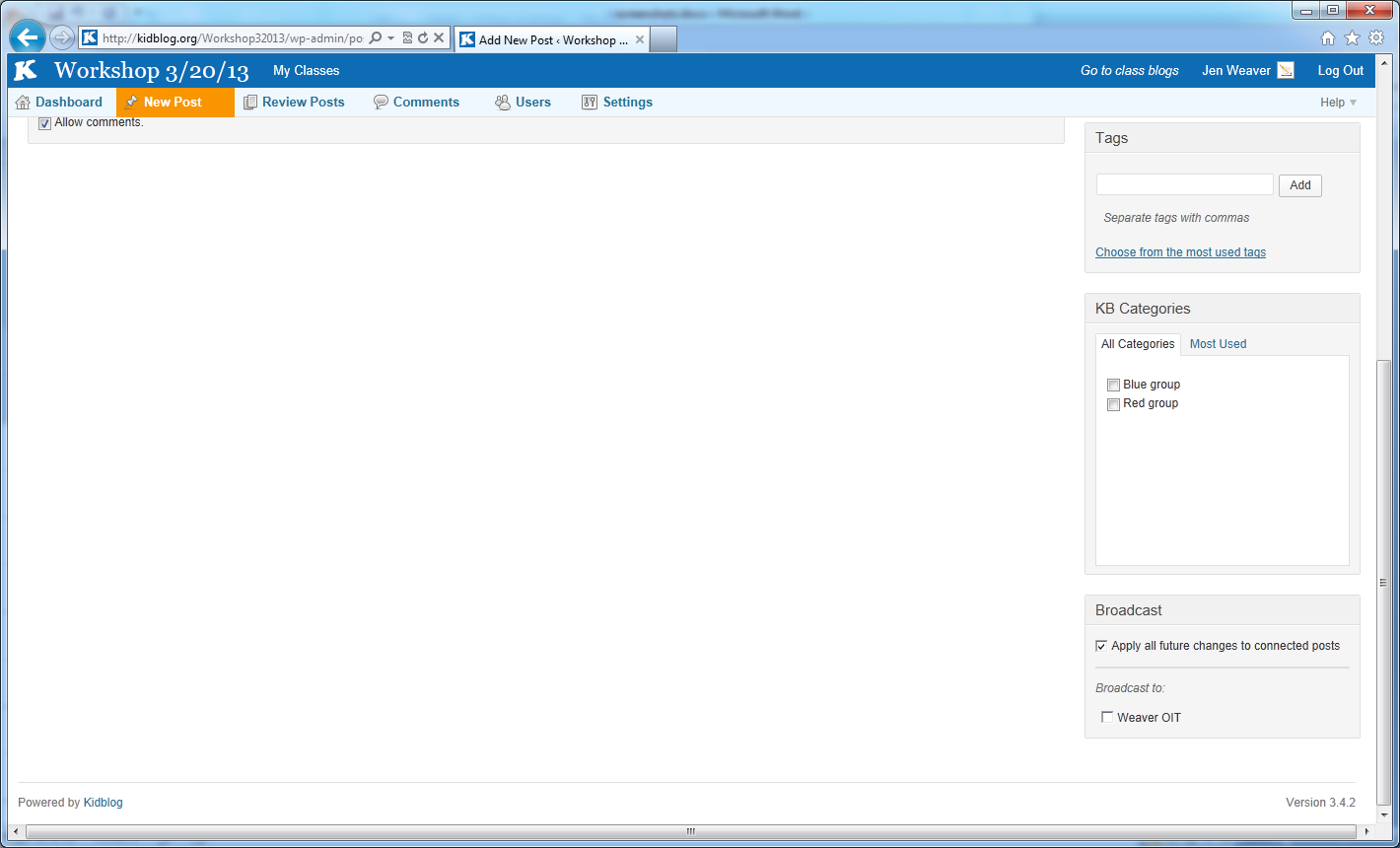


1. Switch between class blog sites.
2. Displays the site main page.
3. Displays your own blog.
4. Write a new post for your blog.
5. Open the control panel for your class blog site.
6. View and edit your profile.
7. Search the class blog site.
8. List of recent class posts displayed with the newest on top.
9. Filter the recent posts.
10. Blog site visitor statistics.
11. View/filter blogs by tags.
12. View/filter blogs by categories.
13. Links to other websites.
14. Lists members of the class blog.

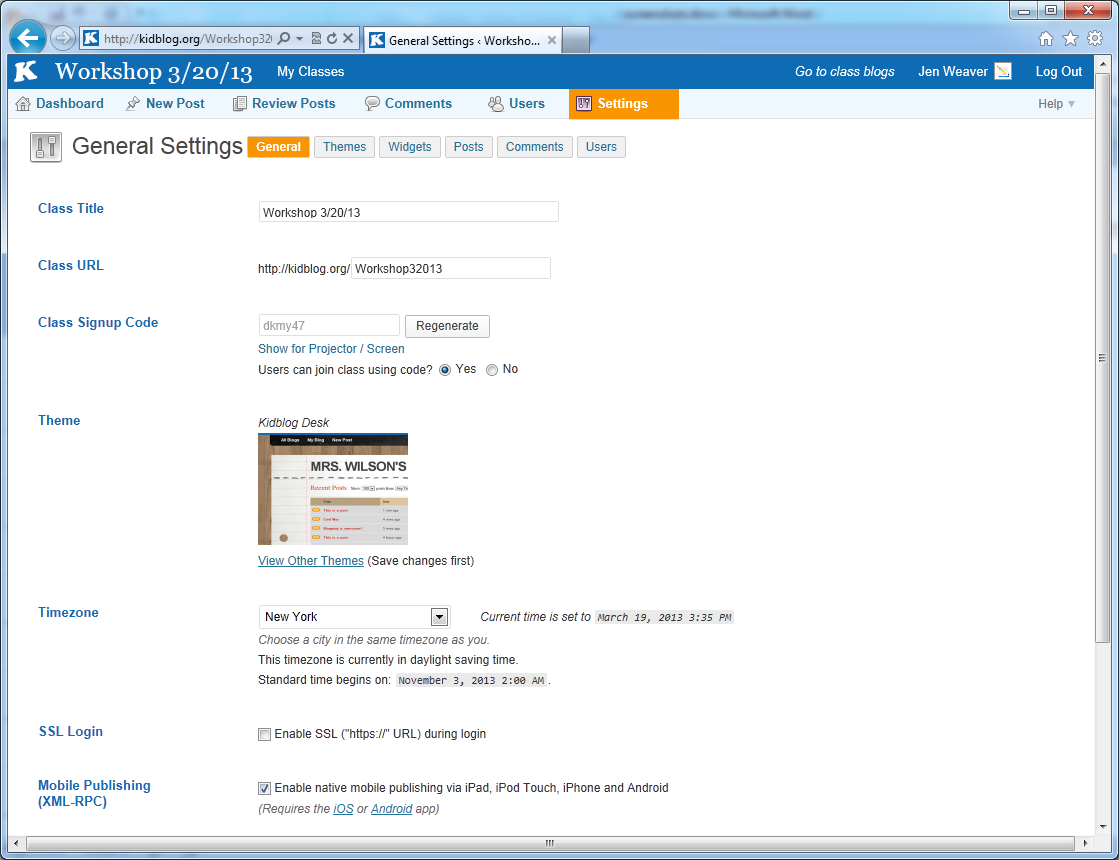
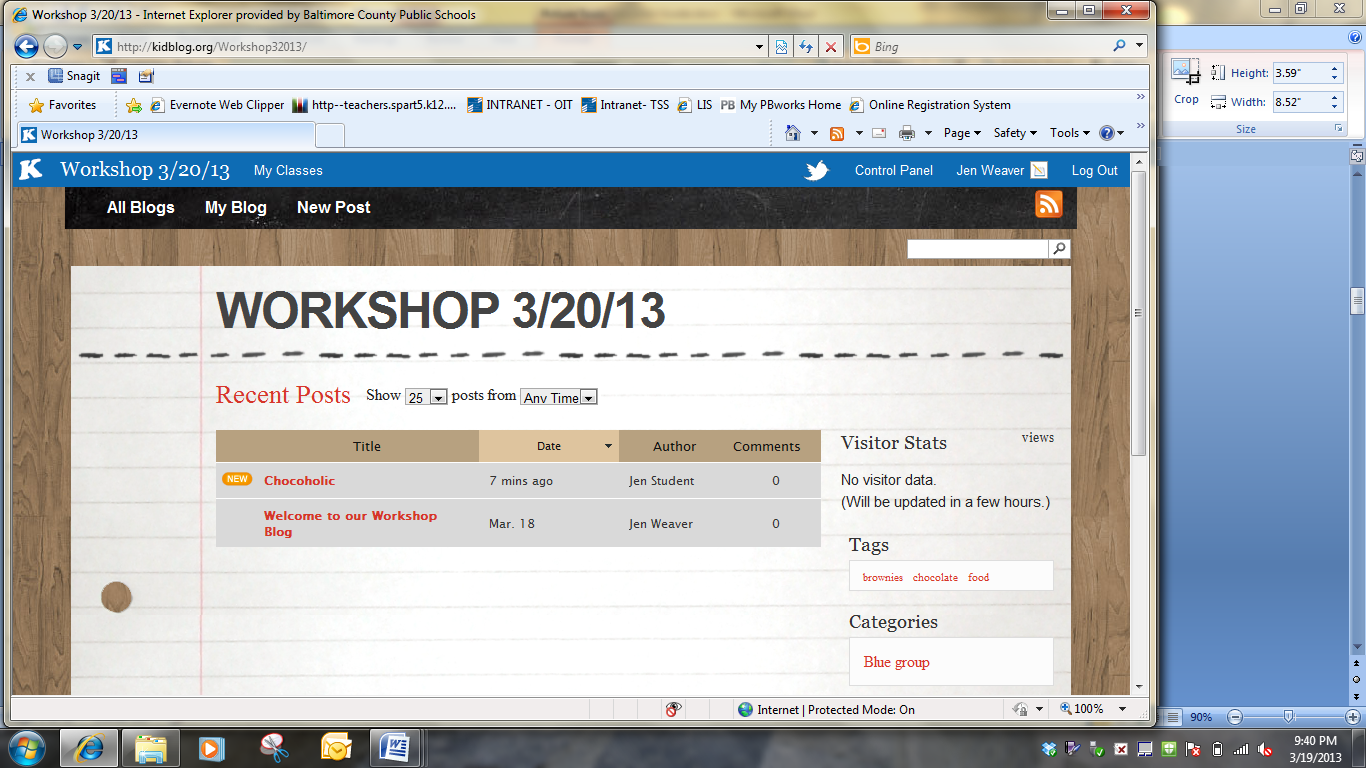
**Adding a New Blog Post**

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1. Give your blog post a descriptive title.
2. Enter your text. Use the formatting bar for simple formatting tasks.
3. For teachers only- Regardless of site settings, you can disallow commenting on each post.
4. Save a draft you aren’t ready to publish.
5. Preview your post as it will appear to readers.
6. Change your post status.
7. Choose who can see your post: Public= all members of the class blog, Password Protected (teachers only)= only members who have the password, Private= only the writer and teachers. Teachers only- stick post to front page so it is always on top of the activity feed.
8. For teachers only- Set a time/date to publish or post it immediately.
9. Delete the blog post.
10. Publish your blog post (pending review if applicable).
11. Add tags (keywords) for this post.
12. Place the post in an available class category.
13. For teachers only- broadcast this post to more than one class blog.

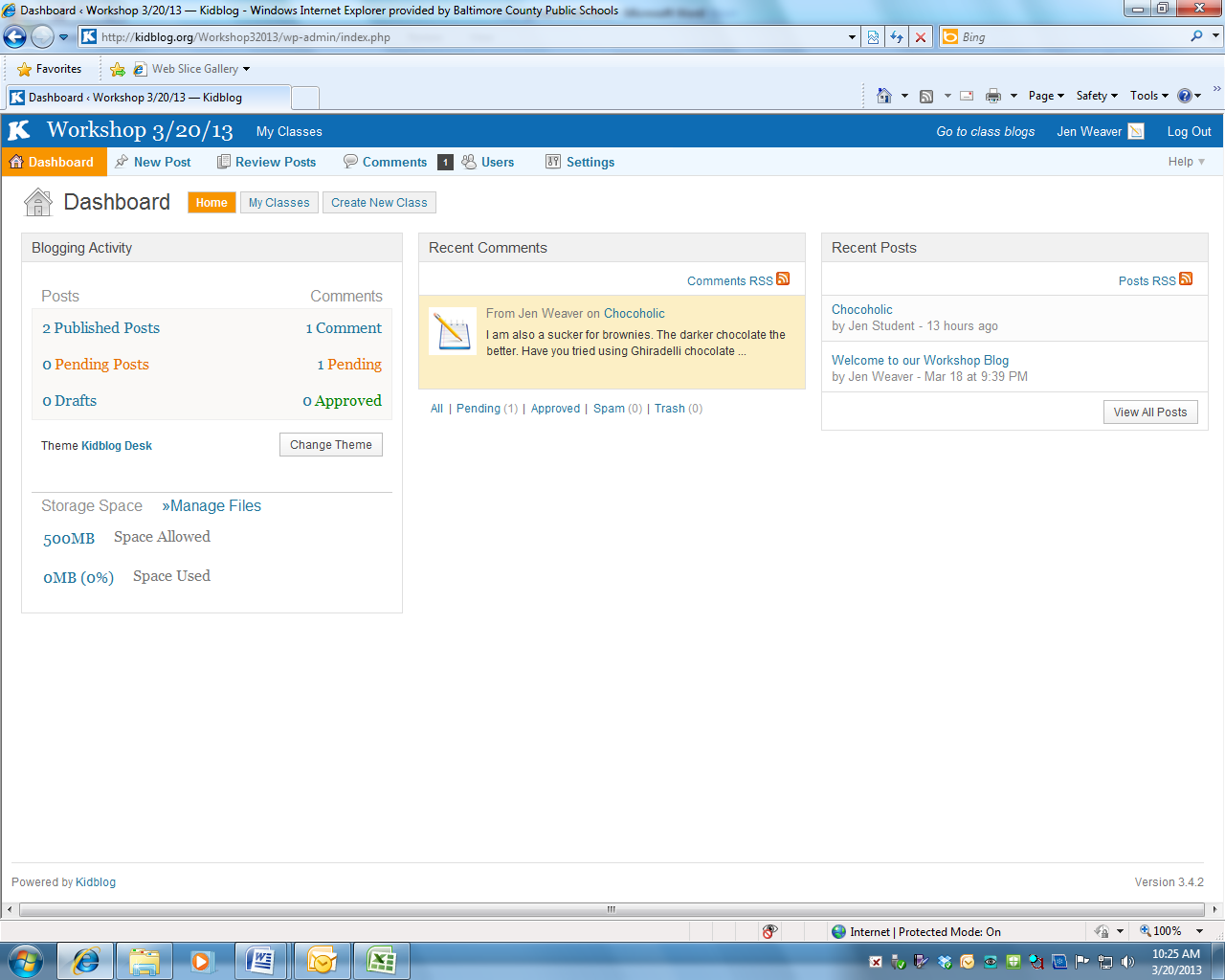


**Adjusting Class Blog Site Settings**



From the **Control Panel**, select **Settings**. Use the “tabs” at the top to navigate between the different settings categories. The table below outlines the options for each category.

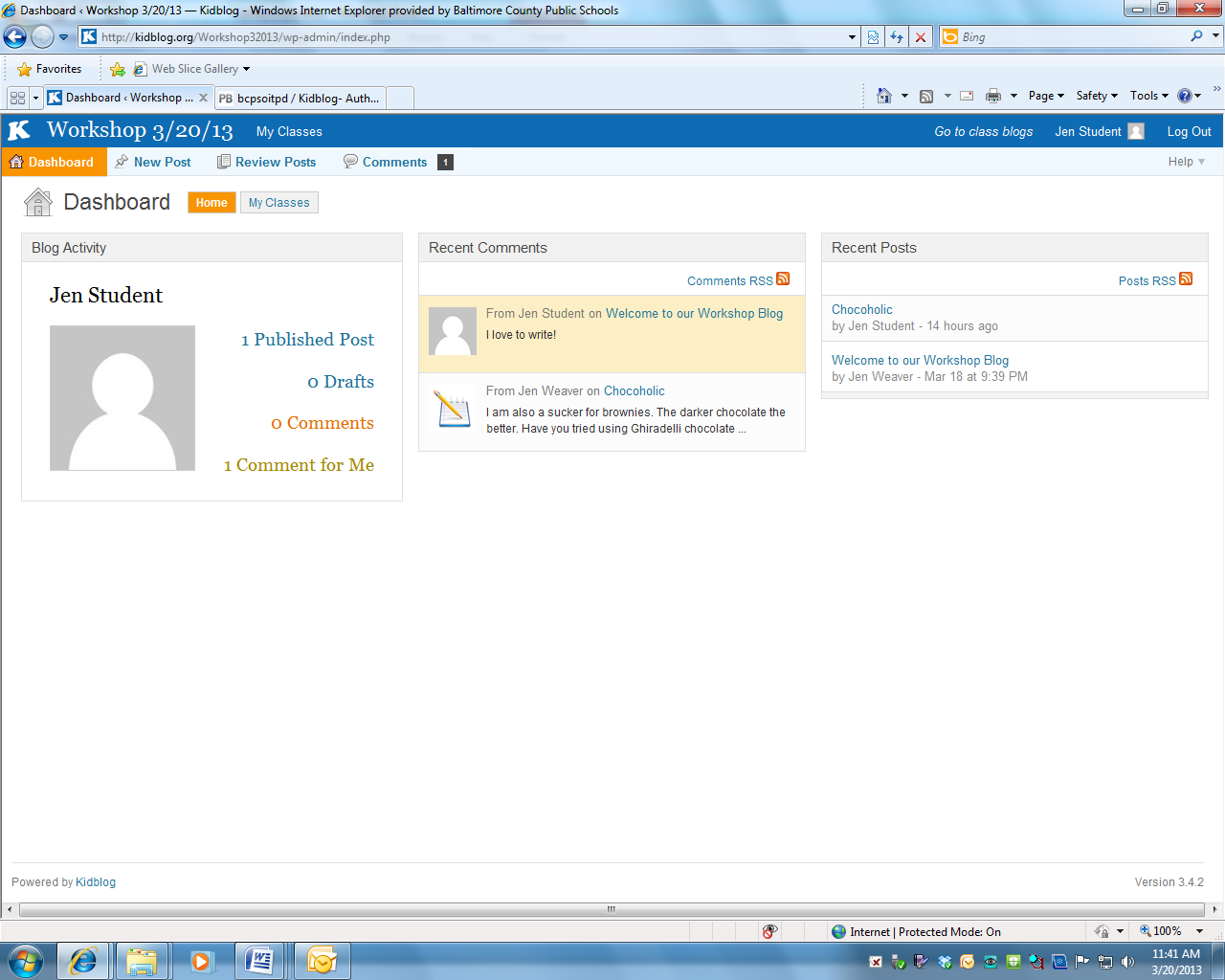
|  |  |
| --- | --- |
| General | * Change class title and URL * Find class signup code (for students who already have Kidblog accounts) * View selected theme * Choose class avatar * Set your time zone * Set the date format |
| Themes | * Choose a graphic theme for the class blog site |
| Widgets | * Choose which widgets to include on the sidebar (visitor stats, tags, categories, directory, blogroll) * Add, edit, and delete tags, categories, and blogroll links |
| Posts | * Set who can read blog posts   + All visitors (including the general public; no log in necessary)   + Users (class blog members, members of your other classes)   + Admin/Teacher only (good for assessments and private journals; this applies to the whole class blog site- be sure to check “students may read teachers’ posts”) * Require post approval * Set teacher email notifications * Add tags * Change appearance of Activity Feed on the front page (list and full text views) * Enable post broadcasting for teachers |
| Comments | * Set who can leave blog comments   + All visitors (including the general public; no log in necessary)   + Users (class blog members, members of other classes) and/or guests (people who log on with a guest account)   + Admin/Teacher only * Require post approval * Set teacher email notifications * Enable threaded comments and set thread levels * Enable rich-text comments |
| Users | * Make user avatars visible * Define roles:   + Can other teachers create teacher users?   + Can moderators edit/approve posts and comments?   + Can students change their profiles? (This should not be allowed) |



**Teacher Dashboard**

1. Go page to class blog site main page.
2. Open other control panel areas (posts, comments, users, and settings)
3. Create new classes and edit current classes (view class statistics, join other classes with a code, delete & archive classes)
4. Quick view of blogging activity. Click on any of the categories to view more details and actions.
5. Quick view of recent comments.
6. Quick view of recent posts.
7. Manage media files (view, delete, and add files to your media library including MS Office 2003 files, JPG/PNG/GIF images, and PDF files)

**Student Dashboard**



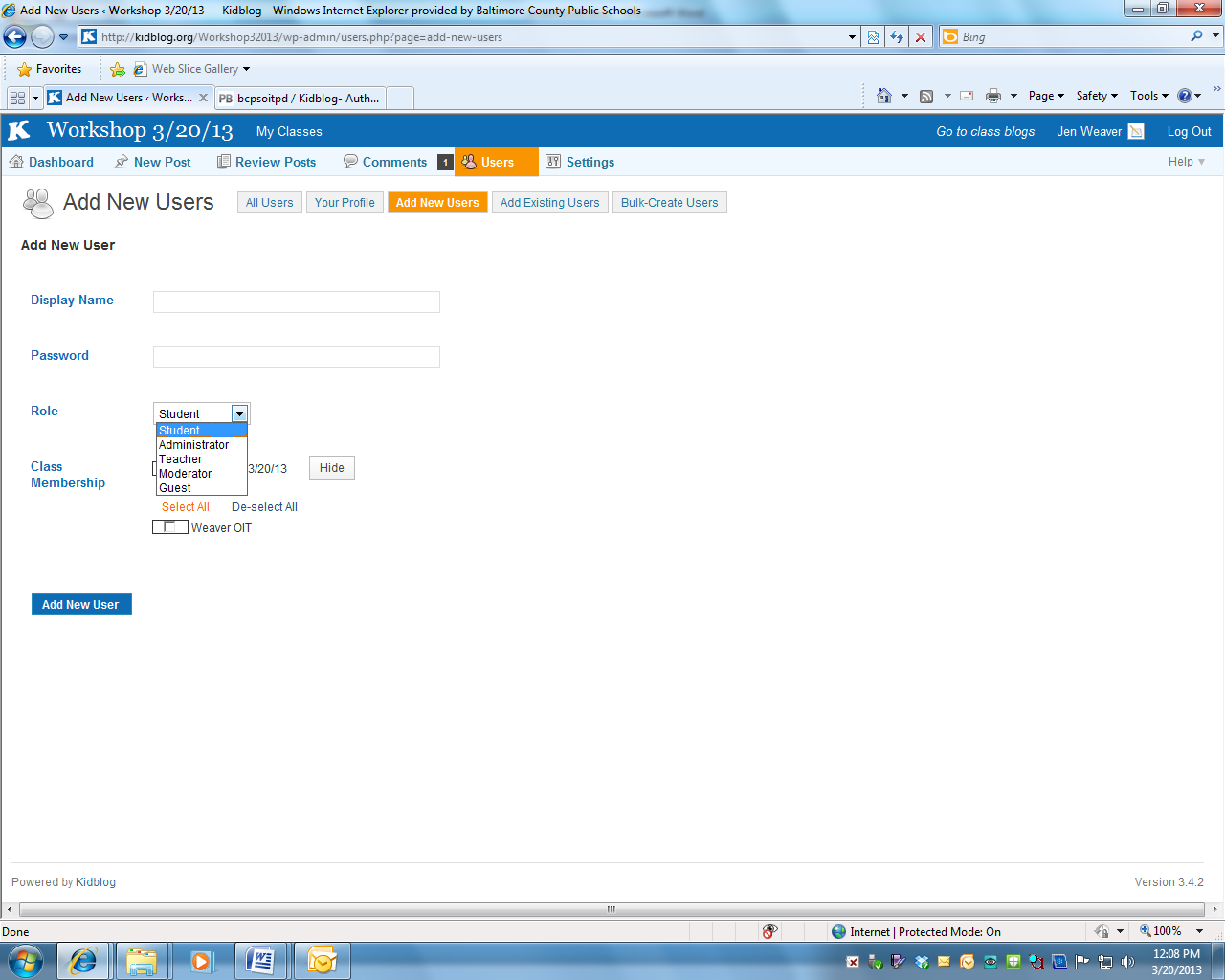
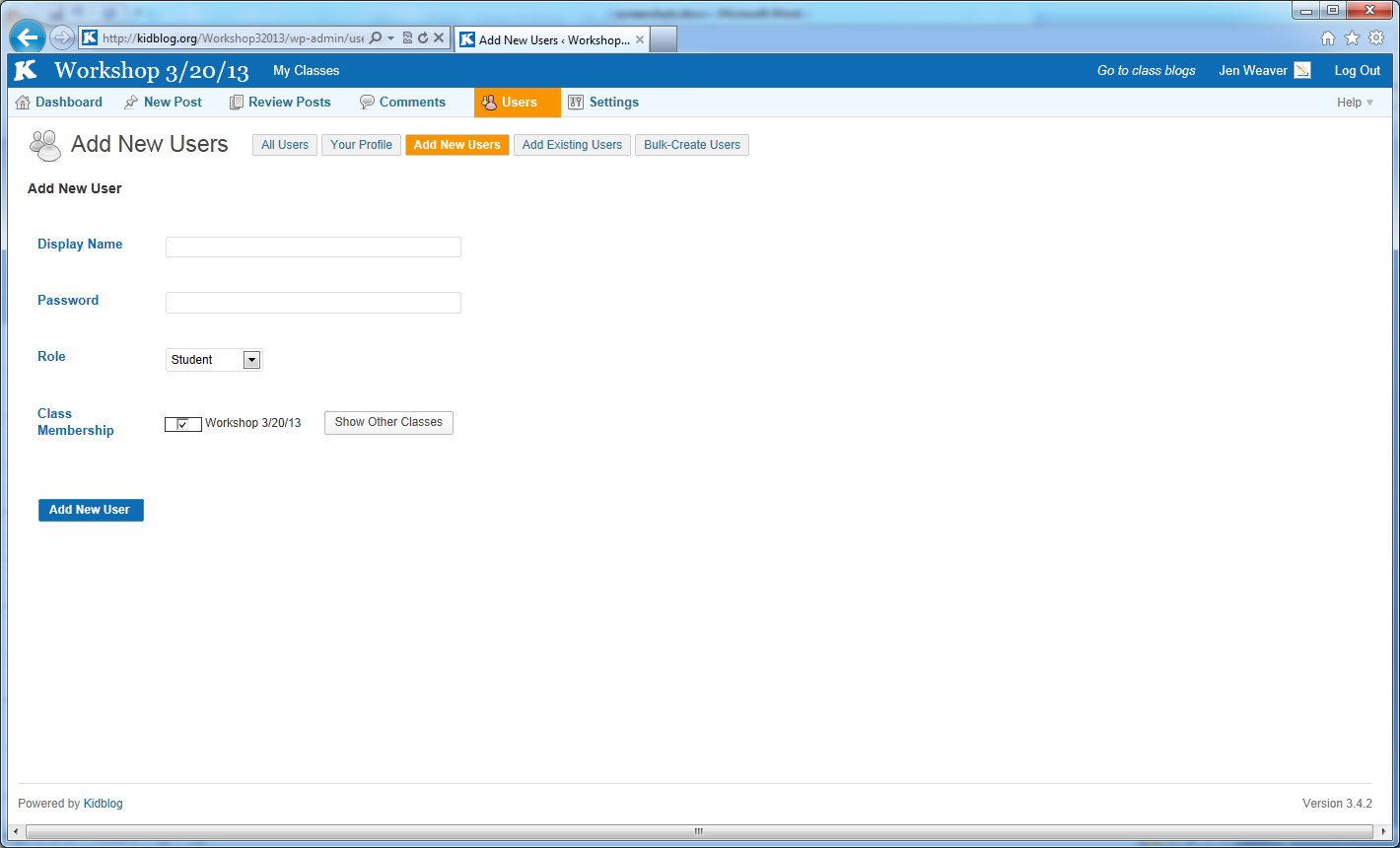
1. Go page to class blog site main page.
2. Open other control panel areas (posts and comments)
3. View classes and join other classes with a code
4. Quick view of individual blogging activity. Click on any of the categories to view more details and actions.
5. Quick view of recent class comments.
6. Quick view of recent class posts.

**Adding Users**

1. From the control panel, select the **Users** tab.
2. Choose one of three options:
   1. **Add New Users** allows you to add individual users one at a time
   2. **Add Existing Users** allows you to add users from your other class(es)
   3. **Bulk-Create Users** allows you to upload a .csv or .txt file with the display names and passwords of multiple users.

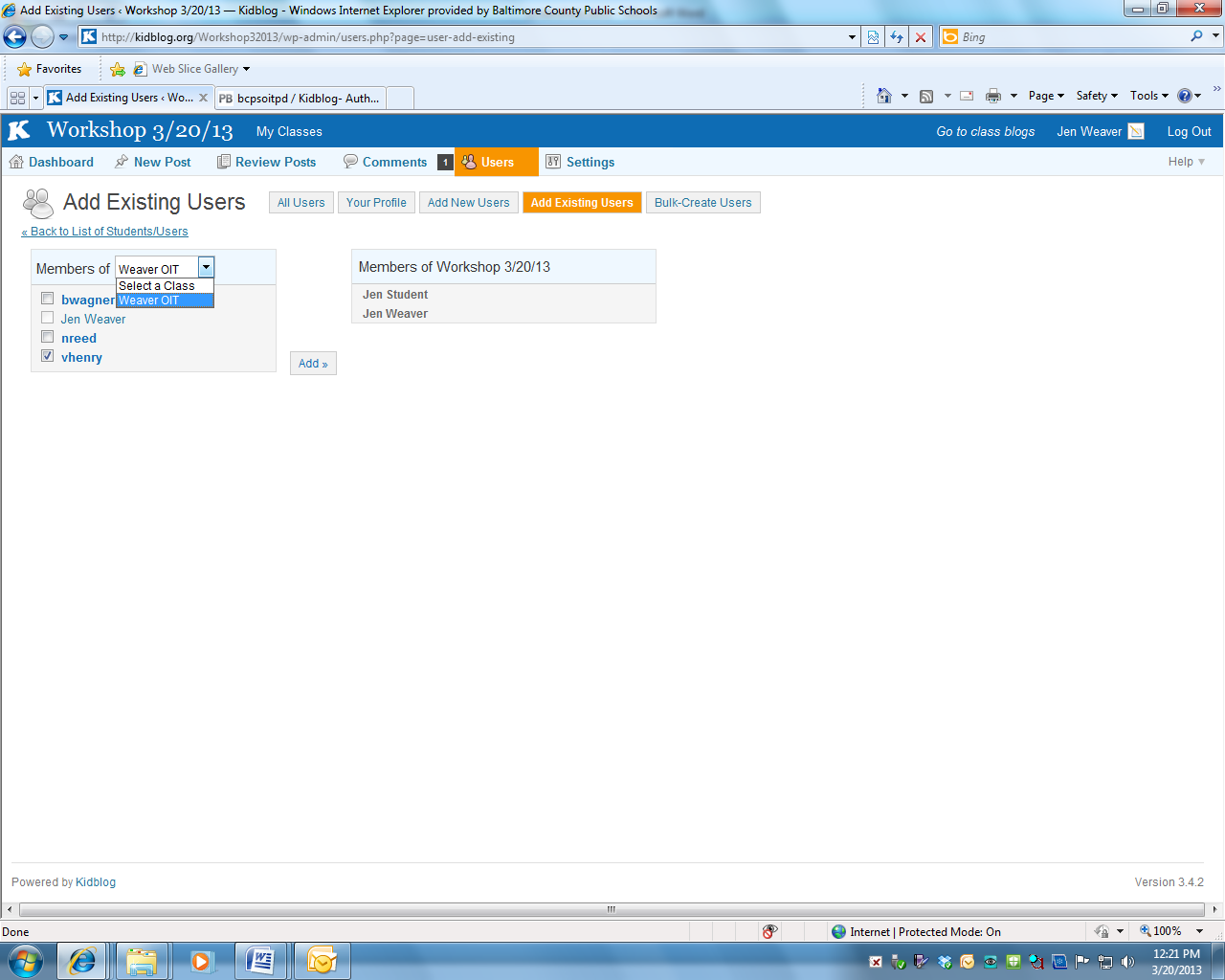
**Add New Users**:

1. Enter a Display Name and Password (follow BCPS Protocols for the Use of Online Collaborative Tools for Teaching and Learning)
2. Choose the user’s role:
   1. Student- can publish posts and leave comments
   2. Administrator- full rights and access
   3. Teacher- cannot edit Administrator accounts
   4. Moderator- can approve/edit posts & comments but can’t alter student accounts
   5. Guest- can log in to class blog, but can’t publish posts.  May or may not have permission to leave comments.
3. Select the class(es) to which the user should be added



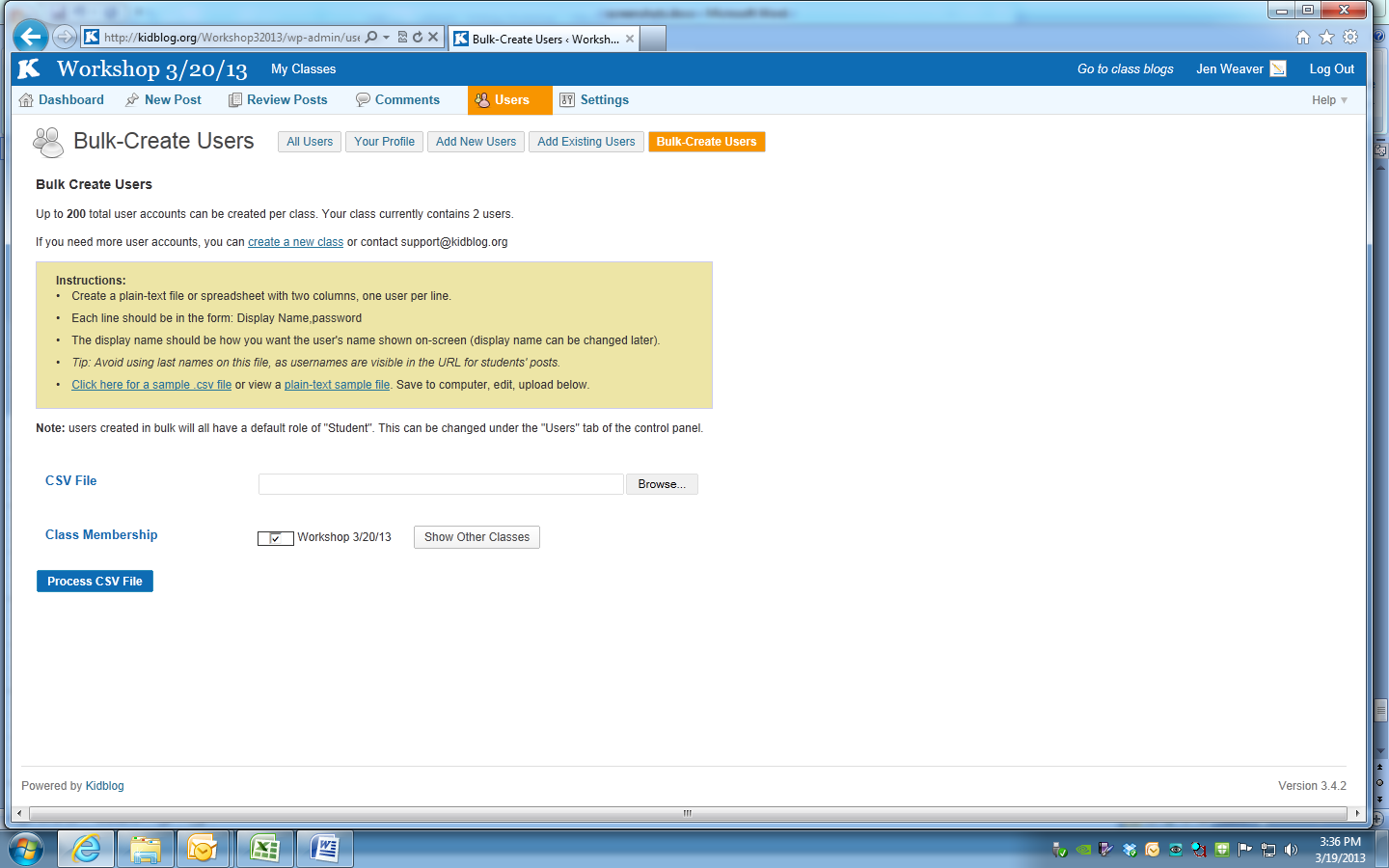
**Add Existing Users**:

1. Select one of your classes from the drop-down menu.
2. Check the names of users you want to add to the current class.
3. Press the **Add** button.



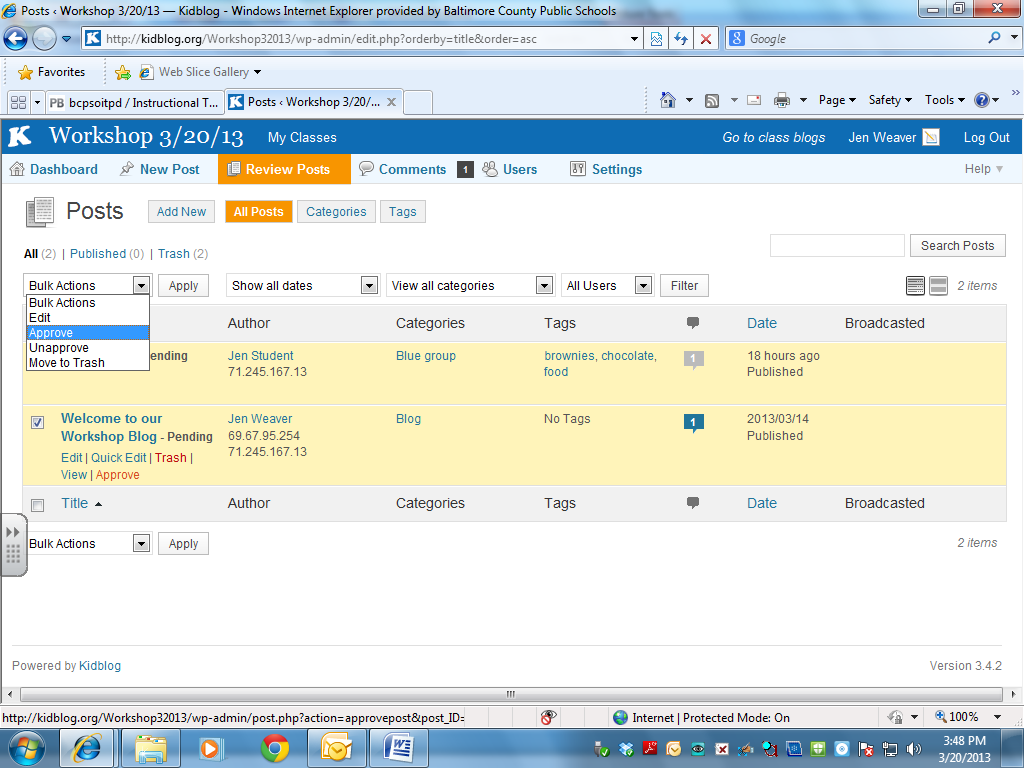
**Bulk-Create Users**:

1. Follow the directions to create a .csv or .txt file.
2. Click **Browse** to find the saved file on your computer.
3. Select the class(es) to which the users should be added.
4. Click **Process CSV file**.



**Moderating Posts**

1. From the control panel, select the **Review Posts** tab.
2. Choose how to view posts: all, by category, or by tags.
3. Filter posts by dates, categories, or users.
4. Check multiple posts and use the **Bulk Actions** drop-down menu to approve more than one at a time.
5. Use the quick menu below the title of each post to quickly view, edit and approve posts.
6. Click on the posts to open and view them.



**Moderating Comments**

1. From the control panel, select the **Comments** tab.
2. Choose how to view comments: all or only comments on your posts.
3. Filter posts by comment types (private or public) or users.
4. Check multiple comments and use the **Bulk Actions** drop-down menu to approve more than one at a time.
5. Use the quick menu below each comment for individual approval.
6. Click on the comments to open and view them.

