

Creating, Maintaining and Safeguarding Your Class Blog

Although there are many blogging options, we will use Blogger, which is a Google app.

Create your Blog

1. Go to www.blogger.com and click the large orange button that directs you to “Create A Blog”
2. If you don’t have a Google account, create one in the new window that opens. (If you already have a Google account, click the link “sign in first”.)
 - a. If you’re creating a new account when prompted to the e-mail address. (**Note:** It is strongly suggested that you use either your school e-mail, or a new address, because when demonstrating the blog to your students, you may not want them seeing your personal e-mail address.)
 - b. Enter your preferred password. Record in a safe place.
 - c. Create a display name (which will be your signature on your posts and comments). You may want to avoid anything that provides information about yourself or your school.
 - d. Agree to the terms of service, and click the orange “Continue” arrow.
3. Set up your blog
 - a. Choose the title of your blog. (This can be easily changed later.)
 - b. Choose your blog address. This will be the link for everyone to follow, so you may want to make it something easy for your students to remember.
 - c. Click on “Check Availability” to ensure you can acquire the address you want, and then click the orange arrow.
 - d. Choose your design template. (Look mostly for the style, since you will be able to easily change colors later.) and then click on the “Continue” arrow.
4. You’re done! Create your first post, or log out and come back later.

Customize your Blog

1. Log into www.blogger.com with your e-mail address and password.
2. Click **Dashboard** in upper right. You will see your blog listed. Click **Layout**.
3. Under *Layout*, you will see four tabs near the top of the page. Click **Page Elements** to add, delete, or edit certain sections of your blog. (You can also add HTML codes).
4. On the right-hand side, you will see an empty box labeled, *Add a Gadget*. This is a great place to put graphics, links and other useful tools for students.
5. You could also add a Gadget at the bottom of the page, but remember that visitors would have to scroll all the way to the bottom to see your information.
6. Now click **Fonts and Colors** to change background colors and fonts styles to change the look of the blog template (or even pick a new template).

Safeguard your Blog

1. On your *Dashboard*, click **Settings** and then click **Comments**. When the Comments page appears:
 - a. In the *Who Can Comment* section, select **Registered Users**. (have to be invited by you)
 - b. Optional: Enable comment moderation on this page
2. Now click **Permissions** link at top and scroll down to *Add Authors*.
 - a. Enter e-mail addresses of those whom you want to participate in the blog. (They will be e-mailed with a link to follow to join your blog. They will allow them to publish to your blog.
 - b. Scroll down and choose who should be allowed to view the blog. You can change this as needed.
3. Return to the *Dashboard* (and click *Manage: Posts*. As the blog administrator, you will be able to view, edit, or delete each posts. The students will only be able to do this with their own posts.
4. **Important**: After students sign up, they should go to their own Dashboard and click *Edit Profile*:
 - a. In the *Privacy* section, none of the boxes should be checked.
 - b. Under *Identity*, their Display Name should be something like their initials, etc. No personal information should be provided. For the most part, the rest of the page should remain blank.