

User Guide

Chapter 9

Blog Page

Table of Contents

Who Should Use this Guide	3
Introduction	
Blogs and Security	
Key Information	4
I. Adding a Blog Page	4
II. Blog Administration	6
1) Edit Blog	6
2) Creating Posts	6
a. Create New Post	7
b. Uploading Podcasts	8
3) Managing Comments	8
4) Post Categories	9
5) Blog Configuration	9
a. Settings	9
b. Moderation	
i. Post Moderation	
ii. Comment Moderation	11
c. RSS Feeds	11
d. Blog Sidebar	
e. Licensing	
f. Security	
i. Direct Permissions	14
ii Actual Permissions	
ii. Actual Fermissions	

Who Should Use this Guide

The contents of this guide are written to be readable by users of all technical backgrounds. Primarily, this guide will be used by administrators, department coordinators, principals and curriculum coordinators at schools and districts.

If you have access to a training site, it is a good idea to practice the steps covered in this guide before working on your real site. This eliminates the risk of you accidentally deleting important content on your real site.

Introduction

Blogs have become immensely popular in recent years. This is largely because blogs offer a fantastic communication medium through which individuals can share information and receive feedback from an audience. Furthermore, the introduction of RSS feeds has increased the blog's communicative powers since audiences can now subscribe to a blog and receive updates in real-time. There are several ways in which SharpSchool's Blogs can be utilized in an educational setting:



- **District to Community:** Principals and teachers can create blog pages to discuss school or class related activities with the community.
- Internal Discussions: Teachers can set up blogs to carry out internal discussions with colleagues and students.
- **Student Blogs:** Students can participate in moderated blogs to discuss activities and class related projects.
- Event Blogs: School committees can set up blogs to discuss past or upcoming events.

Blogs and Security

SharpSchool's Blogs offer a secure medium through which teachers and students can communicate with each other and the school community. However, in order to completely benefit from this tool it is important for district administrators and users to understand the blog's security protocols. The most evident challenge in such an open medium of communication is ensuring that inappropriate content is filtered and tracked.

SharpSchool's Blog offers administrators and teachers the tools needed to guarantee student protection, whilst facilitating constructive communication. Some key tools include user based authentication, comment approvals and the ability to filter comments by IP address. These tools are detailed further in this manual and it is recommended that blog authors invest some time in familiarizing themselves with blog security.

Key Information

In order to begin managing blogs, you must first log into your site using your Username and Password.

Login	
Username	
Password	
	Login
	Signup Forgot Password

I. Adding a Blog Page

Reminder: The gray navigation bar on the top of the page is specific to the page you are viewing. You must first select the parent page under which you'd like to create the *Blog Page*.

1) Go to Page Properties in the gray tool bar and scroll down to Add New Page. Now click on Blog Page.

Check-out & Edit Page		
Release Schedule		
🔒 Page Permissions		
Manage Approval Process		
Service Wersion History		
Comanage Sub-pages		
CArchived Sub-pages		000000000000000000000000000000000000000
Metadata	+	
View Sub-pages	+	
Add New Page	F	Blog Page
		Calendar
		Content Space Page
		Discussion Forum
		Document Container Page
		External Link Page
		Form Page
		News Content Page
		News Section Page
		Photo Gallery
		Wiki Page

- **2)** The following page will prompt you to name the blog. After naming the page there are several setup options with the blog:
 - a) Blog: You can select whether to create a new blog or link this blog to an existing one. When linking to an existing blog you will not be able to add posts until the administrator of that blog allows your authoring permissions.

b) Option: This section gives you the ability to decide whether the blog opens in a new window or an existing one.

Add Blog Page					
Title	Art Blog				
Name	art_blog				
Blog	 Create a New Blog Link to an Existing Blog 				
Option	 Open the external link page in existing window Open the external link page in a new window 				
Create Page Cancel					

3) The resulting page contains 5 areas of content for the blog:

Area 1: The blog posts area.

Area 2: This section is visible only to the administrators of the blog. We will be returning to this area in the following section of this guide.

Area 3: Offers profile information for administrators of the blog.

Area 4: Provides links to the group blogs available on your site.

Area 5: Allows users to subscribe to RSS feeds on your blog.

No posts	available.	Blog Administration key Post Blog Administration	}	Area 2
Area 1		About Me	}	Area 3
		Group Blogs Sales Blog Job Opportunities Art Blog	}	Area 4
		RSS Feeds Blog Feeds Podcast Feeds	}	Area 5



Note: At any time the *Sidebar* can be customized.

II. Blog Administration

The *Blog Administration* is the backend engine of the blog. This section is divided into 6 main components:

- 1) Edit: This is where you can change the name of blog.
- 2) Posts: Gives you the ability to create and search posts.
- 3) Comments: Allows the ability to filter and search comments.
- 4) Post Categories: Establishes unique categories for your blog posts.
- **5) Configuration:** This section contains all permission, security, podcast licensing and configuration items pertaining to the blog.
- 6) View Blog: Provides a final and completed view of the blog.

1) Edit Blog

The **Edit Blog** tab allows you to rename the blog, include a description and change the template of the blog.

Blog Details	
Name	Art Blog
Description	Auto Created Blog
	Update Cancel

2) Creating Posts

There are two primary ways in which a post may be added to a blog. First is the main interface of the blog page where the **New Post** link is available on the upper right corner of the page. And second, a post may be added via the *Blog Administration* interface.

Edit Posts Comments Post Categories Configuration View Blog						
View Posts Search View All						
Posts dd Post						
<u>Title</u>	Category	Date	Publish Status	Comment Status	Actions	
Reading and Learning 7/22/2010 Published Open 🔍 🔇					۵ 🔍	
New "Classic" Books and Literature 7/22/2010 Published Open 🔍 🔇				۵ 🔍		
Book Club		7/22/2010	Published	Open	۵ 🍳	

By simply clicking on **Add Post**, you will be taken to the editing interface of the blog. This section is divided into 2 areas:

a. Create New Post

In this section, you will be required to fill out details of the blog post. This includes: the **Post Title** (this title will be displayed on the blog page), the **Category** (allocate the post to a topical category), **Tags** (assign key words) and finally author the content of the blog in the **Post Body** section. The **Post Body** section features the same editor used for authoring content for web pages on your site. For a detailed explanation of all the buttons in the editor, refer to *Appendix A* of the SharpSchool documentation.



Note: The **Accept Comments** field determines whether you wish for visitors to be able to publish comments for posts at all. Deselecting this feature will prevent users from posting any comments.



	-
Create a new post	
Post Title	
Category	•
Tage	
Doct Body	
POSC BOUY	- 🖤 🙈 🔏 ங 🎇 🦏 🏙 🤊 🛛 🔤 🔤 🖉 🕑 🔛 🚳 😣
	B I U ★ 注注 ≣ ≣ ≣ ≣ ■ ≇ ≇ ≇ ∧ _A ∧ _A ■ • © •
	Normal - Tahoma - 2 - 10pt - 📝 - Apply CSS Cli - A - 🐎 -
	· 🏟 🕼 🛋 🗙 👬 語 @ : Zoom 🔹 🖳 🖏 🗞 • 🎄 👩
	/ <> Q
	Accept comments

b. Uploading Podcasts

In addition to content publication, SharpSchool's blogs also feature podcasts. A podcast is a series of audio and/or video files that are made available for download or subscription through an RSS (Really Simple Syndication) feed.

Uploading Your Podcast	
Podcast File	Your Podcast can be an audio file (MP3, WMA) or a video file (AVI, MP4, MPG, WMV). See the help file for other supported extensions.
	Browse
Podcast Title	
Podcast License	No License 👻
	Save As Draft Post Now Cancel

To upload a podcast, click on **Browse** to select a file from your computer. The **Podcast Title** is the title of the podcast as it will be displayed in the blog menu. For copyright purposes, it is important to indicate the **Podcast License** of your media file. When finished uploading the file, click **Post Now** if you want to post the podcast immediately or **Save As Draft** if you wish to complete this blog at a later date.

3) Managing Comments

SharpSchool's blog feature allows blog administrators to moderate comments made to blogs. This tool is vital in a corporate setting since it is imperative that all content on a corporate site be validated and approved prior to publication.

Edit Posts Comments Post Categories Configuration View Blog							
Filter: All Comments Search View All							
Comments (1-1 of 1)					📀 🙆 Del	ete All	
Comment Post Created On Created By Ip Address Approved Action							
Inspirational Group	Book Club	07/22/10 03:38 PM	pat.david	174.94.136.74	V	8	

The Filter dropdown allows you to filter comments by status, such as:

- 1) All Comments: This view displays all comments and is the default view of the Comments report.
- 2) Unapproved: Displays the comments that have yet to be approved.
- **3) Comment IP Address** Allows you to search comments by IP Address to find posts made from a particular computer.
- 4) Comment Date: Shows only the comments made on a particular date.

You can authorize a comment to become public by checking off on in the **Approve** column. You can also delete comments by clicking on the ³ button in the **Action** column.

4) Post Categories

Topical categories are useful when publishing blogs since they make it easier for readers to find posts on a particular subject. To create a new category for your blog:

- Simply type in the name in the Category field and click on Add.
- Categories can be set to Public or Private. A Public category can be used by every blog and a Private category can only be used by the current blog.
- 3) Category can be deleted by clicking the② button in the Action column.

PU	st Category Details		
	Category	Campus Events	
	Туре	 Public (Every blog can use this category) Private (Only current blog can use this category) 	
Po	st Categories	Updete	New
	Category	Туре	Actio
	Academic	Public Private	0
	Administrative	Public Private	0
	Campus Events	Public O Private	0
	Community events	Public O Private	0
	New Products	Public O Private	0
	Public	Public O Private	0
	Sports and Recreation	Public O Private	0
D.	Students Voice	Public O Private	0
_			



Note: Deleting a category does not delete the posts allocated to it. Deleting blog posts can only be performed through the **Posts** tab in **Blog Administration**.

5) Blog Configuration

The **Configuration** tab is the most important section of the **Blog Administration** menu. This section contains house-keeping components for all elements of the blog, such as RSS feeds, security, moderation and many more.

The **Configuration** tab is further broken into 6 main categories:

- a) Settings
- b) Moderation
- c) RSS Feeds
- d) Sidebar
- e) Licensing
- f) Security

a. Settings

Via the **Settings** tab, administrators have the ability to make quick and easy changes to the blog.

This area is divided into 3 main sections:

- 1) General: Email Notification can be switched on or off here, and the way time is displayed can be set in Timestamp Format.
- 2) Post Display: You can configure the display parameters of posts on your blog.

- **3)** Five Star Rating: If this is enabled, users will be able to assign each blog post a rating between one and five stars.
- 4) Comments Display: Allows the number of comments displayed to be set. The order of comments can be set to display Oldest First or Newest First.
- 5) Disclaimer: Allows blog administrators to add a disclaimer to the post commenting process. Users will be required to agree with the disclaimer by checking the associated box when commenting on a post.

tidit Posts Comments Post Categories Configuration View Blog					
Settings Moderation RSS Feeds Sidebar Licensing Security					
General Settings					
Locale	English 💌				
Timestamp Format	2:35 PM 💌				
Notifications	□ Notify all authors when there is a new post □ Notify post author when there is a new comment				
Posts Display Settings					
Posts to Display	10 Posts 💌				
Post Display Order	Newest First Oldest First				
Five Star Rating	Enabled				
Post Summary Display Type	pe 💿 HTML 🔘 Plain Text 🔘 No Summary				
Post Summary Length	mary Length				
Comments Display Settings	Comments Display Settings				
Comments to Display	/ All Recent Comments				
Comments Display Order	🕫 Oldest First 🔘 Newest First				
Disclaimer	Enabled O Disabled				
	Save Settings				

b. Moderation

The **Moderation** tab allows you to control the approval rules for creating posts and comments on your blog.

i. Post Moderation

Post moderation allows you to choose whether or not approval is required before a post created for a blog will appear on the blog page. If approval is required, this is where you can choose which user or users have the right to approve new posts. This can be useful if you want to designate many blog authors but still maintain final posting authority on anything that shows up on the blog.

Post Moderation	
Post Moderation	 No approval required Hold posts for approval
Moderator(s)	Kara.Livingston (All moderators will be automatically granted full control to this blog. Please note that when you remove a moderator you may need to modify their privileges in the security section.)

After making a change to the post moderation rules or moderators, click **Save Settings** at the bottom of the page to save the configuration changes.

ii. Comment Moderation

Comment moderation allows you to determine who can post comments to a blog post and whether approval is required before new comments show up on the post.

Comment Moderation	
Comment Availability	 No one is allowed to comment Only registered users may comment All users may comment
Moderation	 No approval required Hold comments for approval



Tip: If you want to allow all users to comment, it is a good idea to enable the **Hold comments for approval option**. That way you can ensure no inappropriate comments are posted to the blog.

When you have finished with your configuration changes, click **Save Settings** at the bottom of the page to save the configuration changes.

c. RSS Feeds

Via the **RSS Feeds** tab you have the ability to enable or disable RSS feeds.



d. Blog Sidebar

You can select or deselect the items you would like to appear on the sidebar of your blog.

Edit Posts Comments Post Categories Configuration View Blog	
Settings Moderation RSS Feeds Sidebar Licensing Security	
Sidebar Settings	
Name	Selected
Blog Administration	\checkmark
About Me/About Us	
Recent Posts	
Tags	
Archives	
Group Blogs	
Categories	
RSS Feeds	

Blog Administration
Blog Summary
3 Posts
<u>1 Comment</u>
🖗 <u>New Post</u>
Blog Administration
About Me
pat.david
Recent Posts
 New "Classic" Books and Literature
Book Club
•
Archives
• <u>July 2010 (3)</u>
Group Blogs
<u>Art Department Blog</u>
 <u>Blog Page Sample</u>
Example Blog
 Librarian's Blog
More
More
RSS Feeds
Blog Feeds
N Podcast Feeds

e. Licensing

This section allows you to determine the definition of all the licensing options as well as assign a particular default license for all podcasts.

Securitys Moderation KSS Feeds Sldebar	Licensing Security
Podcast License	
License Name	Description
No License	You do not care about license. Everyone can completely reuse and edit it.
Copyright	This license lets you retain full copyright of your episodes, meaning others cannot legally remix, tweak, redistribute, or sell your episodes.
C Attribution	This license lets others distribute, remix, tweak, and build upon your episodes even commercially, as long as they credit you for the original creation. This is the most accommodating of licenses offered, in terms of what others can do with your episodes licensed under Attribution.
O Attribution - No Derivatives	This license allows for redistribution, commercial and non-commercial, as lon as it is passed along unchanged and in whole, with credit to you.
C Attribution - Non-Commercial - No Derivatives	This license is the most restrictive of the six main Creative Commons licenses allowing redistribution. This license is often called the 'free advertising' license because it allows others to download your episodes and share them with others as long as they mention you and link back to you, but they can't change them in any way or use them commercially.
C Attribution - Non-Commercial	This license lets others remix, tweak, and build upon your episodes non-commercially, and although their new works must also acknowledge you and be non-commercial, they don't have to license their derivative works on the same terms.
O Attribution - Non-Commercial - Share Alike	This license lets others remix, tweak, and build upon your episodes non-commercially, as long as they credit you and license their new creations under the identical terms. Others can download and redistribute your episode just like the by-nc-nd license, but they can also translate, make remixes, and produce new stories based on your episodes. All new work based on yours wi carry the same license, so any derivatives will also be non-commercial in nature.
O Attribution - Share Alike	This license lets others remix, tweak, and build upon your episodes even for commercial reasons, as long as they credit you and license their new creation under the identical terms. This license is often compared to open source software licenses. All new works based on yours will carry the same license, so any derivatives will also allow commercial use.

f. Security

The **Security** section of the blog is managed in the same manner as all other SharpSchool modules. There are three essential user roles:

- **1) Administrator**: These users have complete control of the blog.
- **2) Authors**: Can only co-author content for the blog.
- **3) Browsers**: Encompasses all users who can view and comment on the blog but cannot create any new blog posts.

Edit Posts Comments Post Categories Configuration View Blog
Settings Moderation RSS Feeds Sidebar Licensing Security
Roles Direct Permissions Actual Permissions
Example Blog Administrators
Example Blog Authors
Example Blog Browsers



Note: You must include the *Guest* user if you wish the blog to be public.

To add a user under a specific role category, simply click on the **Add** button. In the pop up window, click on the selected user and click on **Add** and then **OK**. Likewise, to remove a user, simply click on the checkbox next to the name and click **Remove**.

i. Direct Permissions

Direct Permissions refers to users who also have access to your blog, as these may be inherited permissions from a parent page. You can add and remove users from the **Direct Permissions** button in the same manner as **Roles**.

ii. Actual Permissions

This section refers to all the users within the administrators groups who have access to the blog. You cannot edit the users in the **Actual Permissions** list since this is controlled by site and/or global administrators.

6) View Blog

This tab gives you a complete and comprehensive view of the blog.

