



Script for Blogging Workshop

Signing up for a blog (30 min.)

Your first step is to sign up for a Wordpress account. Open your web browser and go to wordpress.com. Scroll down until you can click on "sign up." Fill out the form with all the required information. Open your email and look for the activation link from Wordpress. Click on it to continue. When you return to Wordpress through that link, click "next step" until you can enter your blog title and tagline. Think of a tagline that encapsulates the purpose of your blog, You can always change it, and the title of the blog, at a later date. Continue clicking on "next step" until you have the chance to click on "My Blog" and then click on the title of your blog. This will bring you to your dashboard. Scroll down to "settings" and hover over it until a small menu pops up. Choose "General" from the menu options and click. This is the screen where you can later change your title or tagline, but for right now, focus on making sure the blog time matches up with your time zone. Choose other time, date and language settings according to your preferences. At the bottom of the page, click "Save changes."

Customizing the Appearance of the Blog (15 min.)

When you first create your blog, you will be assigned a default theme. To see your home page, click on the name of your blog in the upper right hand corner. If you would like to try out other themes, go back to the dashboard and scroll down to "Appearance" and then click on "Themes." Scroll through the list to find one that catches your eye. Click on "Live preview" to see how your blog would look with that theme. Click "Cancel" to continue looking. When you find a theme you like, click "save and activate." You can always change your theme by following these steps again.

Writing Blog Posts (45 min.)

Return to your dashboard to begin writing posts. Hover the cursor over the word "Posts" on the left side of the screen to bring up a small menu. Select and click on "All posts" to see a list of all the posts you have written. So far, you will only have the one sample post that Wordpress created for you in this list. When you hover above the title of the post, a small menu appears. Choose "trash" to get rid of this sample post, and any other posts in the future you want to delete.

Now you can write your own first post by choosing "New Post." On the next page, you will start with the title of your post and then continue in the larger field with the body of your post. Think about what category your post belongs in. My initial post is about homework, so it belongs in a category that I will call homework.

To create a category, look at the right side of the page. Click on "Add new category" and then enter the name of your new category in the field below. Click "Add new category" again to create the category. Your new

category will now appear in the list of categories. If you are ready to publish your post, scroll up to the word "Publish" and click. To enter another post, click on "New post" again. If you are creating a new post in an already existing category, just check the little box in the category list next to the correct category. A list of all of your categories will appear somewhere on your homepage, either on the right or the bottom of the page. Clicking on a category will bring up all the posts in that category.

(Pause at 4:49 to allow participants to create and publish a post of their own.)

Now I will show you how to add pictures and videos to your posts. We'll start with pictures. Begin to create a new post. When you get to the larger field, open a new tab, go to Google and search for an appropriate picture. Save the image to your hard drive and return to your dashboard. Click on the first icon next to "Upload/insert." Click on "Select Files" and browse for the image you saved. Click on it, and then scroll down to "Insert into post." Continue writing your post with the picture now inserted and publish as usual. Don't forget the category!

(Pause at 7:00 to allow participants to create a blog post with a picture.) To embed a video, begin a new post and create a "Video" category if appropriate. Then open a new tab and go to Youtube, Teachertube, or another web site with videos, like Vimeo. Find the video you want to include in your post. Scroll down to "Share" and then click on "Embed." Copy the embed code to your clipboard and paste it into your blog post. Return to the main page of your blog to make sure the video is embedded correctly and plays smoothly.

Moderating Comments (45 min.)

Your students will want to share their own thoughts, opinions and questions as they read your posts. As you learn how to add and moderate comments in the next video, think about what guidelines you will give your students regarding when they should comment and what types of things they should say (or not say!)

To leave a comment, scroll down to the bottom of the post to where it says "Leave a comment." Enter the comment in the large field below. Don't forget to enter your name in the correct field. Press "Post Comment" when you are done. Your comment will not be visible to others until the moderator of the blog approves it.

To moderate comments on your own blog, go to your dashboard. Unapproved comments will be highlighted in yellow. Read the comment and decide whether it is appropriate for everyone to see. If so, click "approve." If you need to change something in the comment, click on "quick edit" to make your changes. To reply to the comment with a comment of your own, click "reply." To see all comments on a post, or leave another comment, go to the main page and click "__ comments" under the post.

Creating Polls (30 min.)

These are some examples of polls. You can use polls to take a quick survey or just to increase engagement. To create your own poll, return to your dashboard and scroll down to settings. Select "polls." You will need to create and import a polldaddy account, so if you don't have one, open a new tab and go to polldaddy.com. Enter all the information in the required fields. Open your email to click on the activation link. Then return to your dashboard.

Enter your new polldaddy account info in the required fields. Click on "import account" then choose "create a poll now." Now begin to create your own poll. Choose a question to ask your class. Give them at least 3 options to choose from. Scroll down to the bottom to look at different themes for your poll. Scroll through them until you find the one you want. Click on "Save poll" and then click on "Embed poll in post." Now you can create a post with a title and any other text you choose. The poll is already in the larger field, so make sure you don't delete it. Consider making a category just for polls. Publish when you are ready.

Creating Forms (30 min)

To create a form, begin a new post. Then open a new tab and go to Google. You will need a gmail account in order to create a form. When you are logged into your gmail account, select "Drive" at the top of the screen. Click on "Create" and then choose "Form." Enter the title of your form in the top field. Enter your question in the appropriate field. Decide what kind of answer you want to receive and select the question type from the drop down list. If you want to receive a short, one word answer, choose "text." If you want a sentence or longer, choose "paragraph text." To give multiple choices, select "multiple choice" and then enter the possible choices. Click "add item" at the top of the page to add additional questions. When you have entered all of your questions, click on "Theme" at the top of the page to look at possible themes. Click "apply" at the top left hand to select the theme you like. When you are ready to embed your form in your post, click on "more options" in the top right corner of the page. Choose "embed" from the drop-down menu. When the embed code appears, copy it and then paste it into your blog post, back in your dashboard. Publish your post as usual. To see the results of your form in a spreadsheet, go back to Google Drive and click on the name of this form.

Creating Pages (20 min.)

A page is useful because it can contain information that may be static, or unchanging, and your readers can refer to easily. To change or create a page, go to your dashboard and click on "pages." This will bring up a list of all your current pages. Let's alter your About page first. Erase the example text and replace it with your own words. Click on "Update" to change the post. Then select "new page" from the menu on the left. Let's create a new page that reflects your commenting policy for the blog, so your students always have this important information at hand. Click "publish" when you are ready for everyone to see your new page.

Development Session/ Q&A (30 min.)

For the next half hour, continue working on all aspects of your blog. Address questions and concerns that arise to blog organizer. Contribute your blog url to master list.

Intervisitation (30 min.)

View the blogs of other participants. Leave feedback for them in the form of comments. View and moderate comments on your own blog.