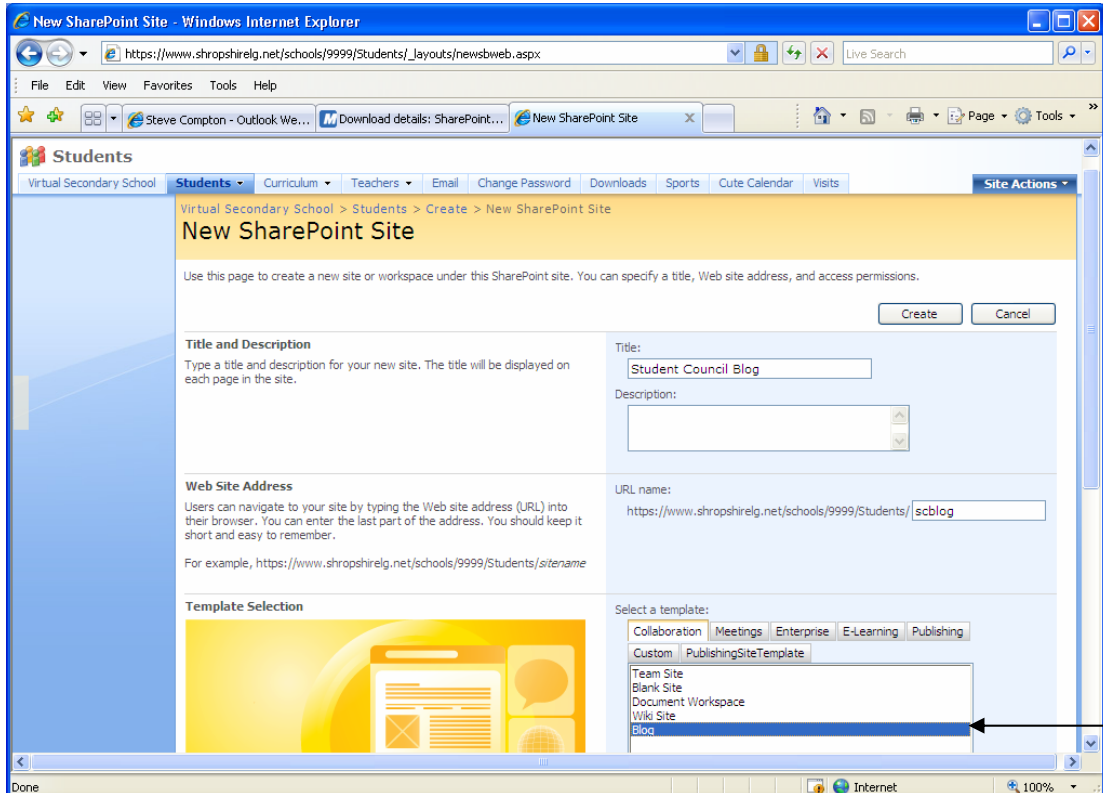
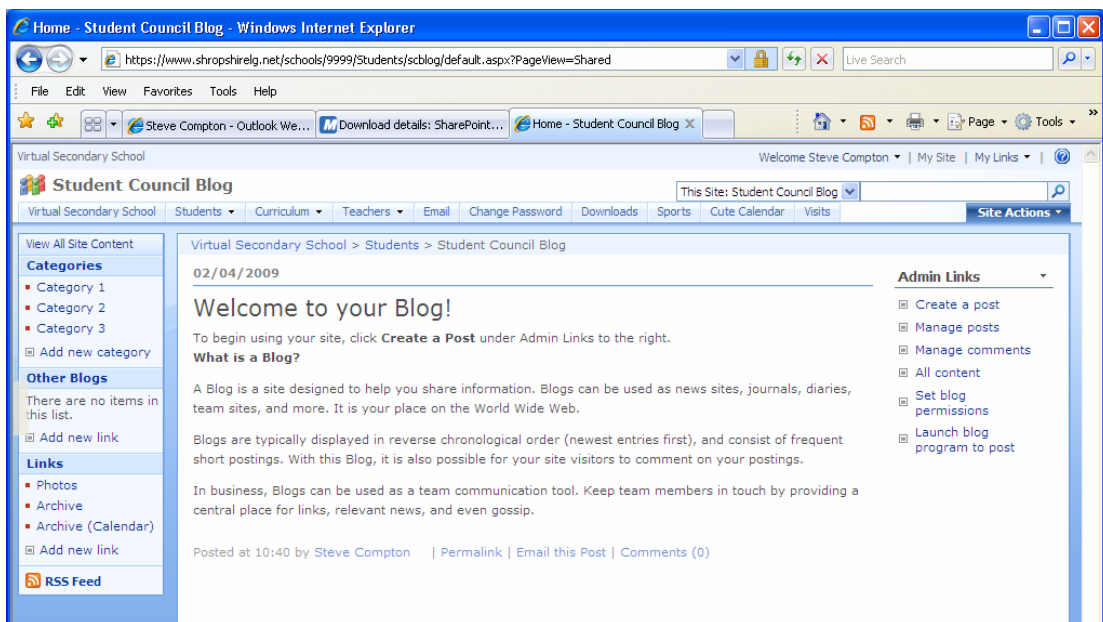


How to blog on the 'Learning Gateway'

1. To create a blog you must select 'Site actions', 'Create site'. The site will need a name and url and the 'Blog template' will need to be selected.



2. The Blog template will appear.

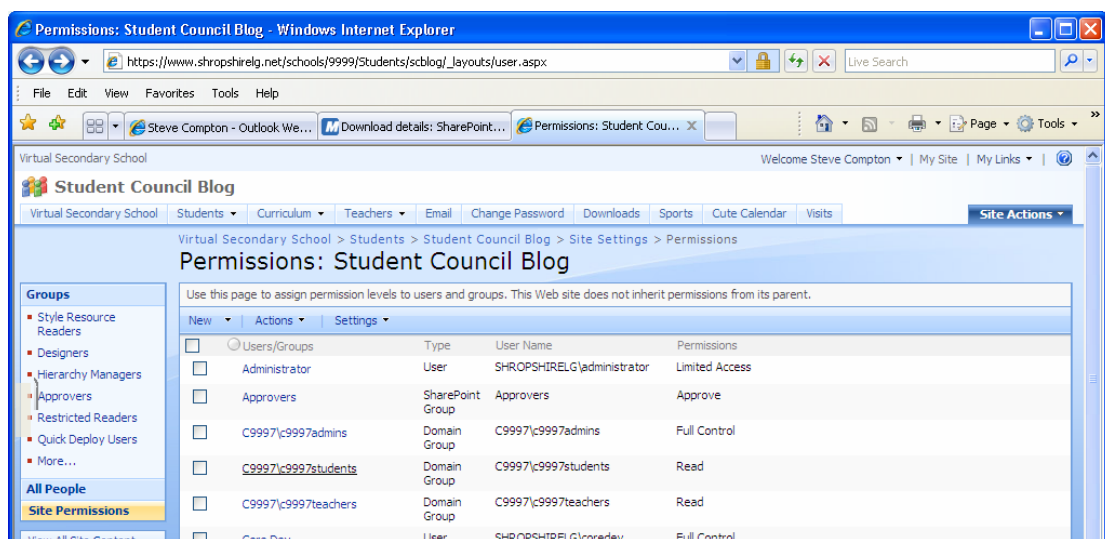


3. The 'Welcome to your Blog!' is a post that is automatically created. This can be removed or edited by going to 'manage posts' on the right hand side.

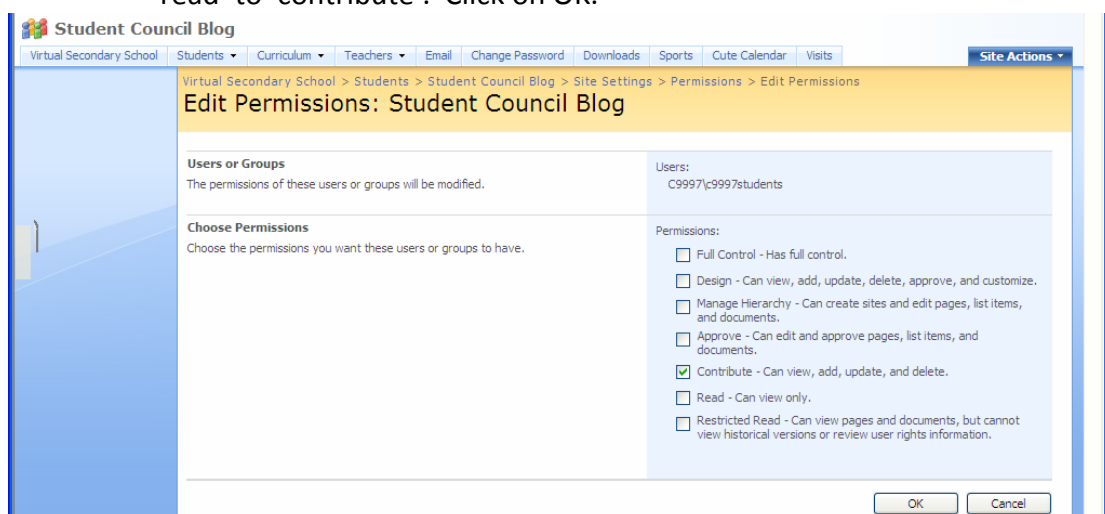
4. Permissions

You will need to give relevant groups permission to add comments to posts. You will need to follow these steps:

- (i) Select 'Site actions', 'Site settings'
- (ii) Select 'Users and Permissions', 'Advanced permissions'
- (iii) If the group appears in the list on screen then select 'Actions', 'Edit user permissions' and then click on the group. (If the group does not appear in the list you will need to add it by selecting 'New', 'add users' and adding the group')



- (iv) When the relevant group has been selected you can then change their permissions – you will probably want to change the permissions from 'read' to 'contribute'. Click on OK.



5. Moderating comments

If you are using a blog with pupils you will probably want to set the blog so that comments have to be approved before they appear. To ensure that the blog is set in such a way you should follow these steps:

- (i) On the blog homepage select 'Manage comments'
- (ii) Select 'Settings', 'List settings'
- (iii) In the 'General settings' section select 'versioning settings'
- (iv) Click the option for 'Require content approval for submitted options' and select OK.

The screenshot shows the 'List Versioning Settings: Comments' page in the Student Council Blog administration interface. The page is titled 'List Versioning Settings: Comments' and is part of the 'Versioning Settings' section. It contains three main sections: 'Content Approval', 'Item Version History', and 'Draft Item Security'. The 'Content Approval' section has a radio button selected for 'Yes' under 'Require content approval for submitted items?'. The 'Item Version History' section has a radio button selected for 'No' under 'Create a version each time you edit an item in this list?'. The 'Draft Item Security' section has a radio button selected for 'Only users who can approve items (and the author of the item)' under 'Who should see draft items in this list?'. There are 'OK' and 'Cancel' buttons at the bottom right.

When comments are added by pupils they will now not be visible to others until they have been approved. Comments can be approved by selecting 'Manage comments'. Comments can then be clicked on, read and approved or rejected.

The screenshot shows the 'Comments: Fantastic' page in the Student Council Blog administration interface. The page is titled 'Comments: Fantastic' and is part of the 'Approve/Reject' section. It contains three main sections: 'Approval Status', 'Comment', and 'Approval Status'. The 'Approval Status' section has a radio button selected for 'Approved. This item will become visible to all users.' The 'Comment' section has a text area for entering comments. There are 'OK' and 'Cancel' buttons at the bottom right.

If required it would be possible to set up a pupil as a moderator.

6. Using and renaming categories.

There are 3 default categories (aptly named category 1, 2 and 3). To organise your blog you might want to put different posts into categories. To change the name of each category you should click on the 'Categories' heading on the left. Click on the 'Edit' icon next to each heading and change the name.



7. Creating a post

On the homepage select 'Create a post'. Type in your heading and text and select a category.

Pupils will now see this post and be able to respond although they comments will not be visible until moderated.

8. Changing the look of the page.

- (i) The left navigation bar. When the site is created it automatically creates links to additional sections such a photo library, document library, discussion board etc To modify the left navigation bar you should select 'Site actions', 'Site Settings', 'Navigation'. You can then use the options available to change the left navigation bar.
- (ii) Look and feel. To make your blog look like one of your school pages you should select 'Site actions', 'Site Settings', 'Master page'. You can now edit the banner and other options.
- (iii) List view. Just like document libraries, announcements etc the look of the blog can be edited by changing the 'list view' or creating a custom list.