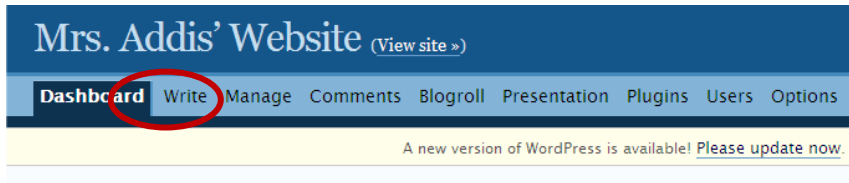


How to Add Your Own Posts to Your Blog

The content of your Blog is added in a series of “posts”. These posts are listed in chronological order with the newest entry always on top. You may sort your posts by assigning Categories; to help keep your posts organize and help your parents and students find information quickly. You may have as many categories and as many posts as you like.

It is very important to keep your Blog updated regularly. Parents want to see new content and know what their children are doing in class.

1. To add content to your site, login and from the Dashboard select the Write tab.



2. You will automatically be taken to the Write Post page. Here you will type a title for your post, enter the content of the post, assign a category for the post, save or publish the post to your webpage.

Your post must have a title. **DO NOT** use the date as your title, each post is already automatically date and time stamped.

Choose a category for your post. Add a new category by typing it into the text box and clicking the Add button.

Save your post and continue working, save as a draft, or publish the post to your site.

Tags are keywords to help others search your content. Separate keywords with a coma.

You can choose to allow readers to comment on your post or not. Comments must be approved before they will post to your site.

You can attach a file (notes, image, powerpoint, pdf, etc.) to your post. Use the Browse button to find your file. Give the file a title and description, and hit the Upload button. You must upload the file **BEFORE** you publish the post.

Posts can be password protected. This is fun for students who must find the answer to your question to be able to read the post.

Enter your content here.

Tags (separate multiple tags with commas: cats, pet food, dogs)

Categories

Discussion

Post Password

Post Slug

Save and Continue Editing Save Publish

Upload

File Browse...

Title

Description Upload »