BLOGS

WRITING A POST

OVERVIEW

Posts are the articles written by the authors of your blog that appear on your homepage. The benefit of blogging is that posts allow your audience to be kept up to date with your blog without the blog owner having to constantly update a static website. By default posts are ordered with the most recent post appearing at the top of the page, and moving down in sequential order.

USE OF MOBILE DEVICES

Edublogs provides a free app for both Apple and Android mobile devices from which you can add posts and images even more quickly, and also approve comments to your posts. For more information visit the iTunes App Store, or Google Play Store.
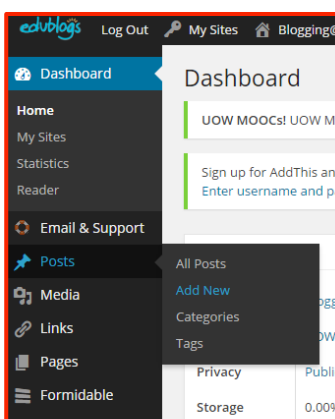
CREATING A POST

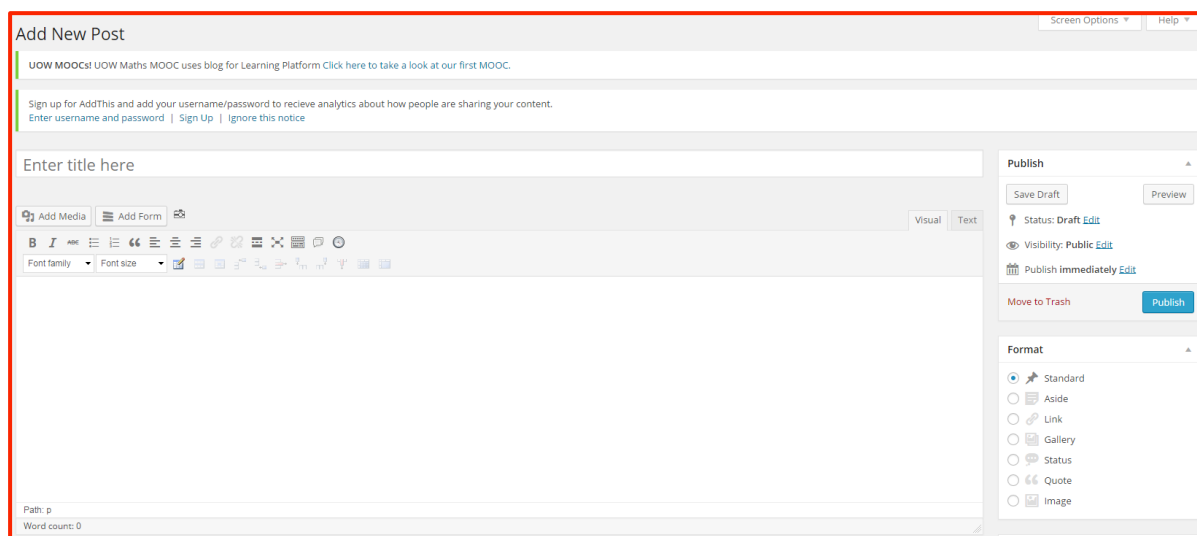There are two ways that you can create a new post:

1. Blog Homepage - navigate to the top menu bar, hover over 'New' and select 'Post'
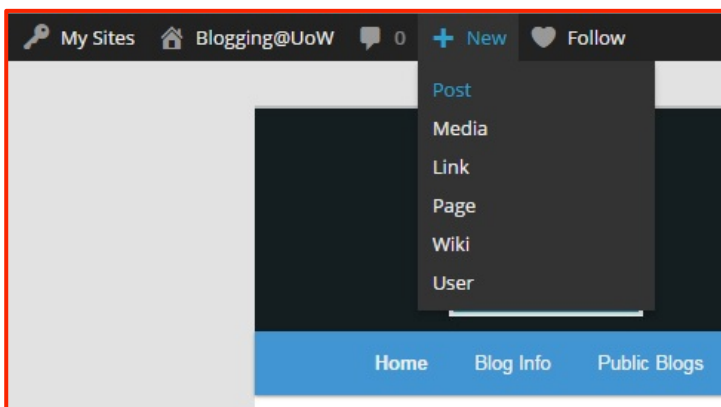
2. Via the Dashboard - navigating to the left-hand menu, hover over 'Posts' and select 'Add New'

Once you have selected to create a new post you will be taken to the following screen:

Here you will be able to write your post. If you do not want to publish your post immediately you may select 'Save Draft' under the right-hand box labelled 'Publish', this will allow you to review your post at a later date to add more content or make further edits prior to the post being published onto the blogging site.

INSERTING MEDIA

Blog posts are generally comprised of written text and various other forms of media. The inclusion of media beyond written text allows for easier consumption of the blog by the audience, and creates a more interesting experience for the audience. There are several ways by which you are able to insert media into your blog posts.

1. From your computer
   To add media stored on your computer or personal device select the 'Add Media' button below the 'Enter title here' (see above). You will then be prompted to select the files from your device to upload into the post. Alternatively, you will be able to select previous images that you have uploaded to include in the post.

2. Online Sources
   To add media from online sources such as YouTube or Slideshare you must locate the embed code for the media and copy the code. Once you have located and copied the code you must switch the post body from 'Visual' to 'Text' (see above image – top right of post body text box). Paste the code into the text box and switch the post body from 'Text' to 'Visual'. The media will now be embedded within the post

Please note: It is important that if you do not own the media that you are posting to your site that you appropriately acknowledge your source.
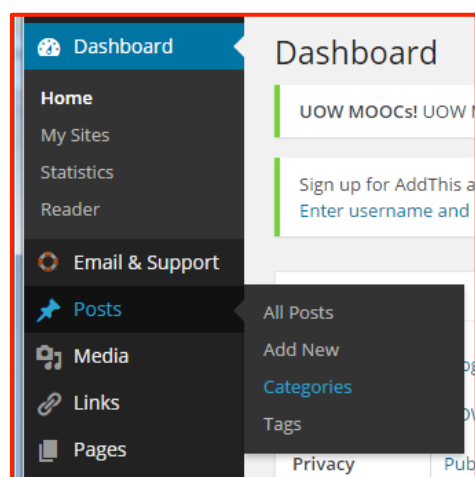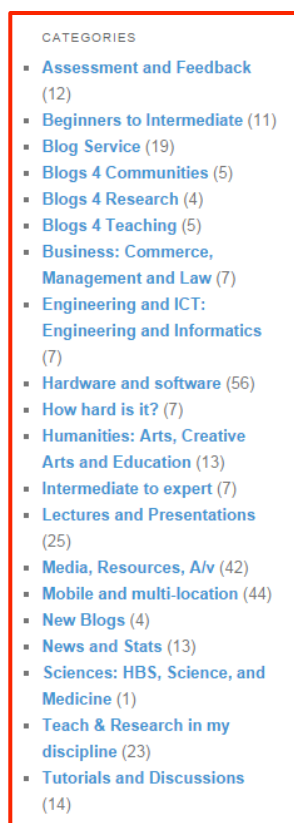
1. You must have the permission of the creator to use their work.
   Don't assume you can download and re-upload images pulled from the internet. Most often this is an illegal breach of Copyright.

2. For private blogs of an educational nature you are probably ok to use an image you don't own if you appropriately acknowledge your source.

3. If your blog is public, you must have the permission of the creator to use their work – or use an image that is in the public domain or under Creative Commons licence.

   See the Info sheet – 'Can I Use that Image on My Blog? A guide to reusing images and appropriate attribution' for more information you may also want to consult with UOW's Copyright Officer.

CATEGORIES

As posts appear on your blog home page in sequential order, it is important that each post is correctly categories to allow your audience to navigate through your blog and locate posts specific to one area or idea.

Categories appear on the right hand column of the blogging site and outline the number of posts related to each individual category. If a particular category is selected, all posts within that category will become available for reading by the audience member.

CATEGORIES

- Assessment and Feedback (12)
- Beginners to Intermediate (11)
- Blog Service (19)
- Blogs 4 Communities (5)
- Blogs 4 Research (4)
- Blogs 4 Teaching (5)
- Business: Commerce, Management and Law (7)
- Engineering and ICT: Engineering and Informatics (7)
- Hardware and software (56)
- How hard is it? (7)
- Humanities: Arts, Creative Arts and Education (13)
- Intermediate to expert (7)
- Lectures and Presentations (25)
- Media, Resources, A/v (42)
- Mobile and multi-location (44)
- New Blogs (4)
- News and Stats (13)
- Sciences: HBS, Science, and Medicine (1)
- Teach & Research in my discipline (23)
- Tutorials and Discussions (14)

To create and review categories navigate to the Dashboard, once there navigate to the left- hand menu, hover over 'Posts' and select 'Categories'.

To select appropriate categories for each post, categories can be chosen while posts are being created. The categories box (below image) appears in the right hand column of the 'Add New Post' or 'Edit Post' page, next to the post body area.
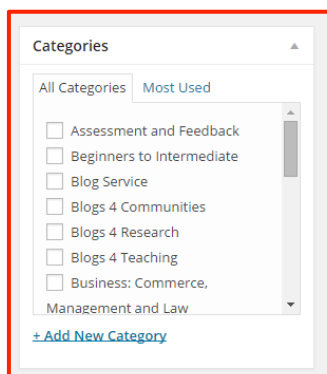
SCHEDULING POSTS

By default, posts are added to the blogging site as soon as you select 'Publish'. However, you are able to schedule the publication of posts so as to ensure new content is continually being added to the site. To schedule the publication of a post to a future day/time select the post you wish to edit from the dashboard. Navigate to the right-hand box labelled 'Publish' and select 'Edit' next to the 'Publish immediately' (left-hand image)
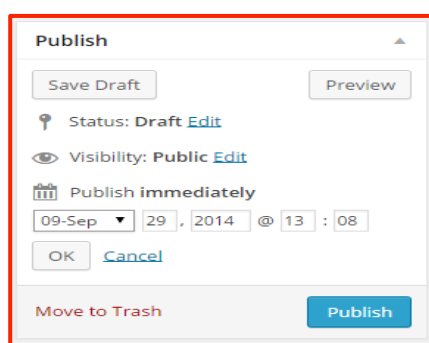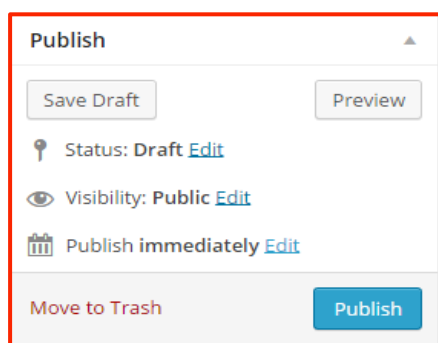

You will then be prompted to enter the month, day, year and time that you would like to schedule your post (right-hand image). Once you have entered the appropriate date and time select 'OK'. You will notice that the blue 'Publish' button will change to 'Schedule'. Be sure to press 'Schedule' and the process is complete.

You may edit the set scheduled time at any time.

REVIEWING POSTS

You are able to review posts at any time regardless of whether they are drafts or published posts. To review posts, navigate to the Dashboard, once there navigate to the left- hand menu, hover over 'Posts' and select 'All Posts'
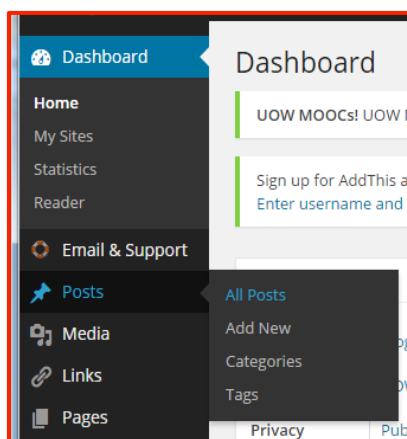
You will then see all posts associated with the blogging site (see image below). From here you can edit, delete or view each post.

	Title	Author	Categories	Tags	💬	Date	Lock Status
☐	MOOCers and Shakers: March 2014 Edit | Quick Edit | Trash | View	slambert	Blog Service	—	0	2014/03/06 Published	Unlocked
☐	2013 In Review	peterson	Blog Service, Media, Resources, A/v, News and Stats	—	0	2013/12/18 Published	Unlocked
☐	August Blog Stats	peterson	Blog Service, News and Stats	—	0	2013/09/06 Published	Unlocked
☐	Analytics Profiles - Draft	peterson	Blog Service, News and Stats	—	0	2013/05/20 Last Modified	Unlocked
☐	Creative Commons and Copyright-free images	peterson	Blog Service, Media, Resources, A/v	—	0	2013/05/15 Published	Unlocked
☐	The costs to universities of offering MOOCs via edX - Draft	slambert	Blog Service	—	0	2013/04/30 Last Modified	Unlocked
☐	Google Analytics Update	peterson	Blog Service, News and Stats	—	0	2013/04/22 Published	Unlocked

1. Edit - If you wish to alter the content of a post select edit

2. Quick Edit - If you wish to alter the publication status of the post, categories, or publication date of a post select quick edit

3. Trash - If you wish to delete a post select trash

4. View - If you wish to view a post as it would appear on the blogging site select view

APPROVING POSTS

If your blogging site has users with the role of 'Contributor' it is your responsibility as the blog administrator to review and approve the posts of the contributors before they are made available on the blog (for greater explanation of the various blogging roles please see the 'Blog User' Guide).

Each time a contributor creates a new post they will be prompted to submit their posts for review, rather than having the option of publishing them.

Once a post is submitted for review you will be sent an email notification linking you to the pending post. You will be able to review the post to ensure its content is appropriate. Once you have reviewed the post and are satisfied with the content you must publish the post.

SHARING POSTS

You are able to share your blog posts through various social media. The below image will appear below each individual blog post on your homepage allowing you to personally share each post to your social media sites. Your audience is also able to share posts through their social media channels.