



A blog can be a very useful tool for your classroom. It is a great way to have students respond in a variety of activities. With a few precautions, a blog page can be a great activity students can use at school or at home. It's easy to create a blog for your classroom. This document will guide you through the process.

If you have any questions along the way, just email Gene or Roger and we'll be glad to help you.

If you have any suggestions for improving this document, please email Gene.

## Technology Resources for Teachers

- Overview
- Niagara Falls City School District Teacher Website Guideline
- ✦ An Internet Safety Curriculum Guide For Teachers
- SMARTBoard Resources
- Internet Resource Guide
- ☰ Blogging in the Classroom
  - Creating a Blog on My Webpage

Niagara Falls City School District ▶ Staff ▶ Technology Resources for Teachers

### Webinars

Posted by Gene Kulbago at 8/9/2012



What topics would you like covered on the Sunday Night Webinars?

Comments (1) |

### Recent

### By Month

August 2012

The sample above is what a finished blog will look like on your website. You can design it with images, text, and links to documents and other sites. **You only need one blog page.** You may have as many postings as you care to on it.

### There are just two precautions before you begin:

First, do not create any blog pages on your NYLearns webpage. The NYLearns blogs are not moderated. This means that anyone can post anything on your blog and it will be immediately available on your site. This could lead to many problems. You must have control over what appears on your blogs. The blog must be moderated. We will show you how to easily do this.

Second: When students post to your blogs, they like their names to appear so they can tell others they are on the web. This is fine and will bring more people to your blog. However, Niagara Falls City School District policies state that you must not post any last names. You can print the first name or the first name and the last letter. It is also important to have parents sign the permission slips which you can find on your school's homepage. You can find the Parent Permission Form here also: <http://www.nfschools.net/page/634>

Now let's get ready to create a blog.



## Step One: Check to make sure you have access to the site for your blog

Go to your school's web page on the district site. Select the Teacher Web Pages Directory. Then click on your name. (If your name does not appear on the list, please contact us and we can create it for you quickly.)

The screenshot shows the top navigation bar with the school logo and the motto "Learning For All... Whatever It Takes". The main navigation menu includes Home, Our School, Academics, Athletics, Activities, Library, Parent Group, Teacher Web Pages, and Calendar. Below the navigation is a breadcrumb trail: "Niagara Falls High School > Teacher Web Pages >". The main heading is "Teacher Web Pages Directory" with an alphabetical index (A B C D G J K L M N O P S V W) on the right. The directory lists teachers under three columns: A, B, and C. Under 'A', there is a link for "Amoretti, M". Under 'B', there are links for "Balogh, D", "Barstys, C", "Baumgarden, A", "Betton, D.", and "Braham, R". Under 'C', there are links for "Johnston, K", "Kilmer, A", "Kopinski, K", "Lia, E", "Lia, V", and "London, S". Under 'O', there is a link for "Olander, E". Under 'P', there is a link for "Orfano, F". Under 'S', there is a link for "Sample Page for Blogs".

Did you get to a page that looks like this with your name on it? (*Sample Page for Blogs* is just the one we created for demonstrations.)

A dark blue sidebar with the heading "Sample Page for Blogs". It contains two links: "Homepage" and "Gene's Page".

The main content area shows a breadcrumb trail: "Niagara Falls High School > Teacher Web Pages > Sample Page for Blogs". Below the trail is the heading "Welcome to My Classroom". A large white arrow points down from the "Sample Page for Blogs" link in the breadcrumb to the "Sample Page for Blogs" link in the main content. Below the heading is the text "NYLearns Web Page Link:" followed by the NYLearns.org logo, which includes the text "NYLearns.org" and "Be a part of the revolution".

If you did, great! However, if you went directly to your NYLearns Webpage, we need to make a change. Please call the hotline at 286-4212 and ask to speak to Diane Spacone. Tell her you wish to create a blog but your Teacher Web Page Link sends you to NYLearns not your landing page. She will make the changes.

Now that you have arrived at your Teacher Web Page, we call it the Landing Page, we can continue.

Please note, The page you are looking at is also a teacher web page. Before we had the district web site, we started teacher web pages on NYLearns and we have continued to do this. However, NYLearns does not have a moderated blog page, so we will build your blog here on the district's page.

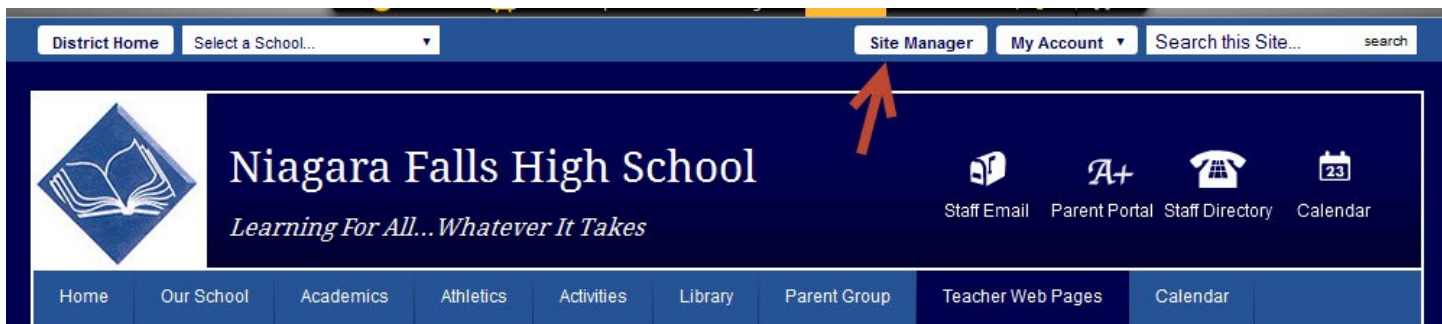
Look at the very top of the page and find the little *Sign In* button. Click on it and this window will appear.

The user name is the name you use to log in to your email or the network when you start your computer. Usually it is your first initial and last name, but there are differences.

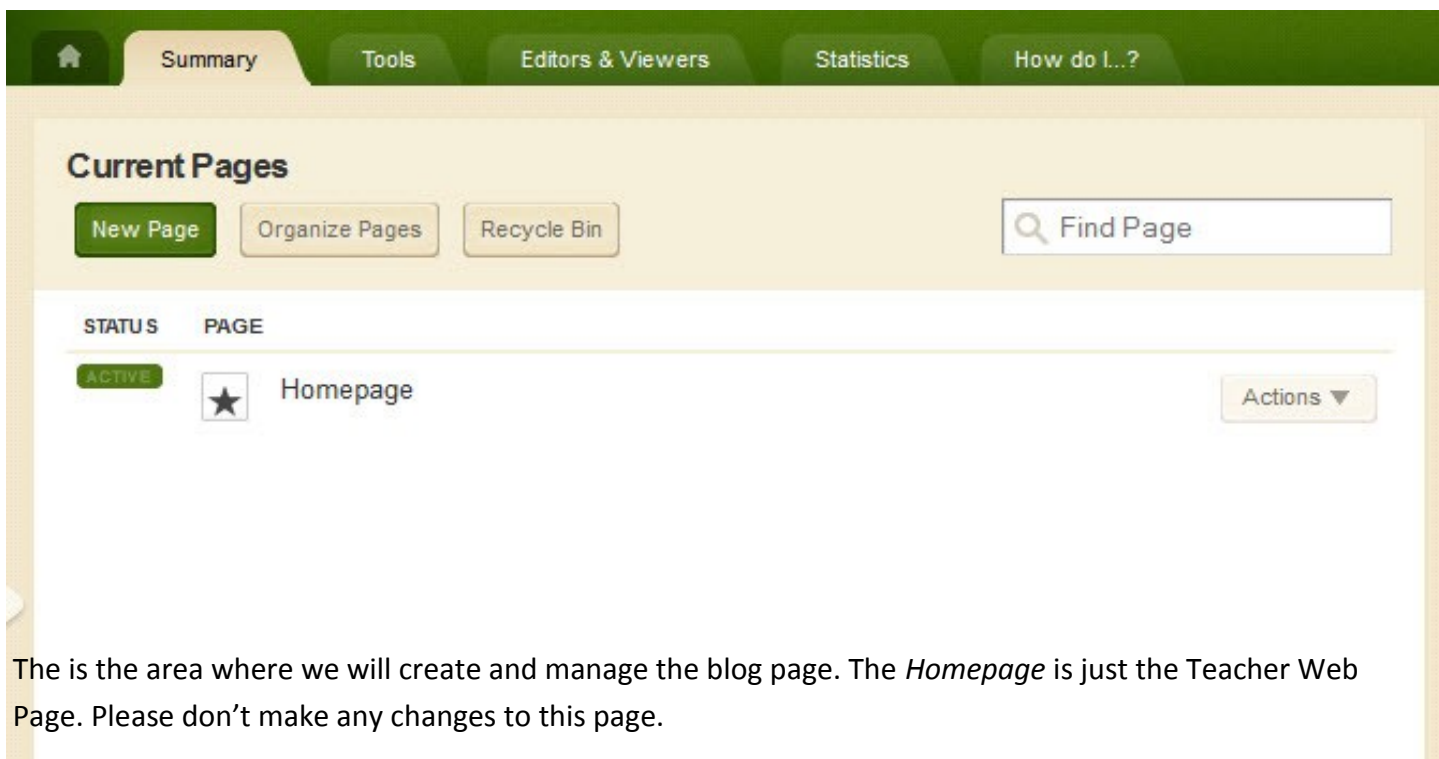
Unless you have signed on to the page here before, your password will be *changeme*. Once you have signed on properly, we suggest you change the password so no one else can access your blog.

If you have used this page before and have forgotten the password, check the *Forgot My Password* button.

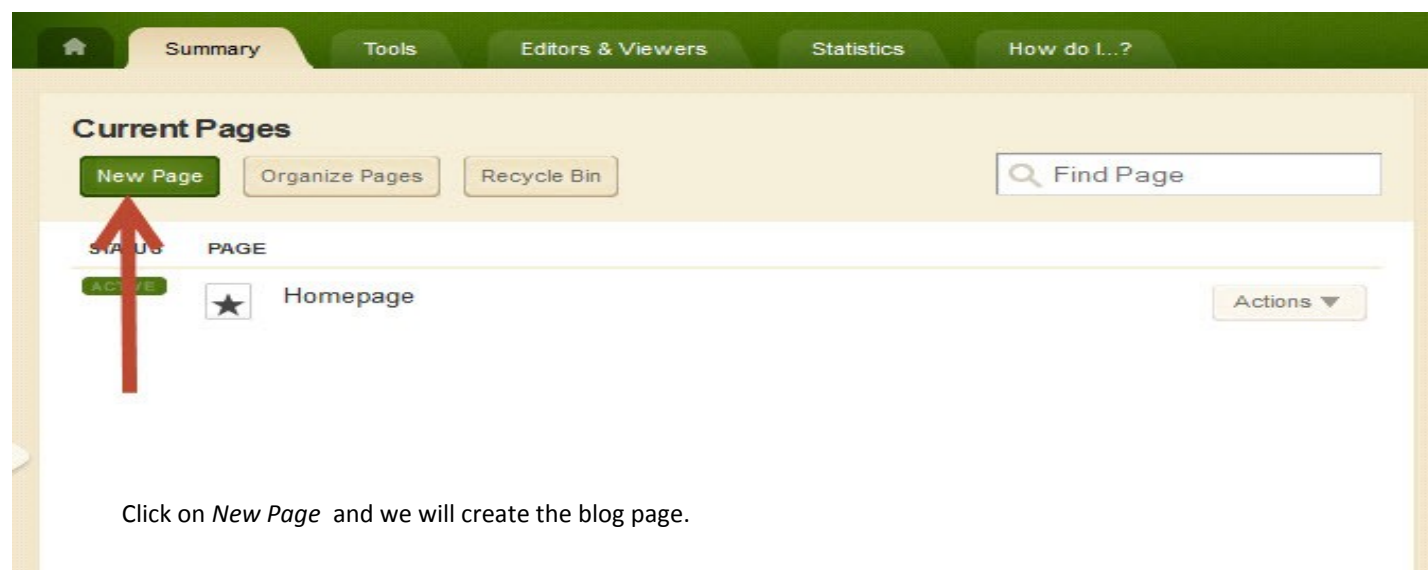
You have five tries before you are locked out. If you have problems with logging in, call the help desk and ask for Diane Spacone to help you reset your name and password.



If you sign in and it looks like nothing happened, and you are now back at your Teacher Page, look at the top of the page. You will now see some new buttons. The *My Account* will let you change your password and you should change it from *changeme*. Now Click on *Site Manager* and we are ready to go!

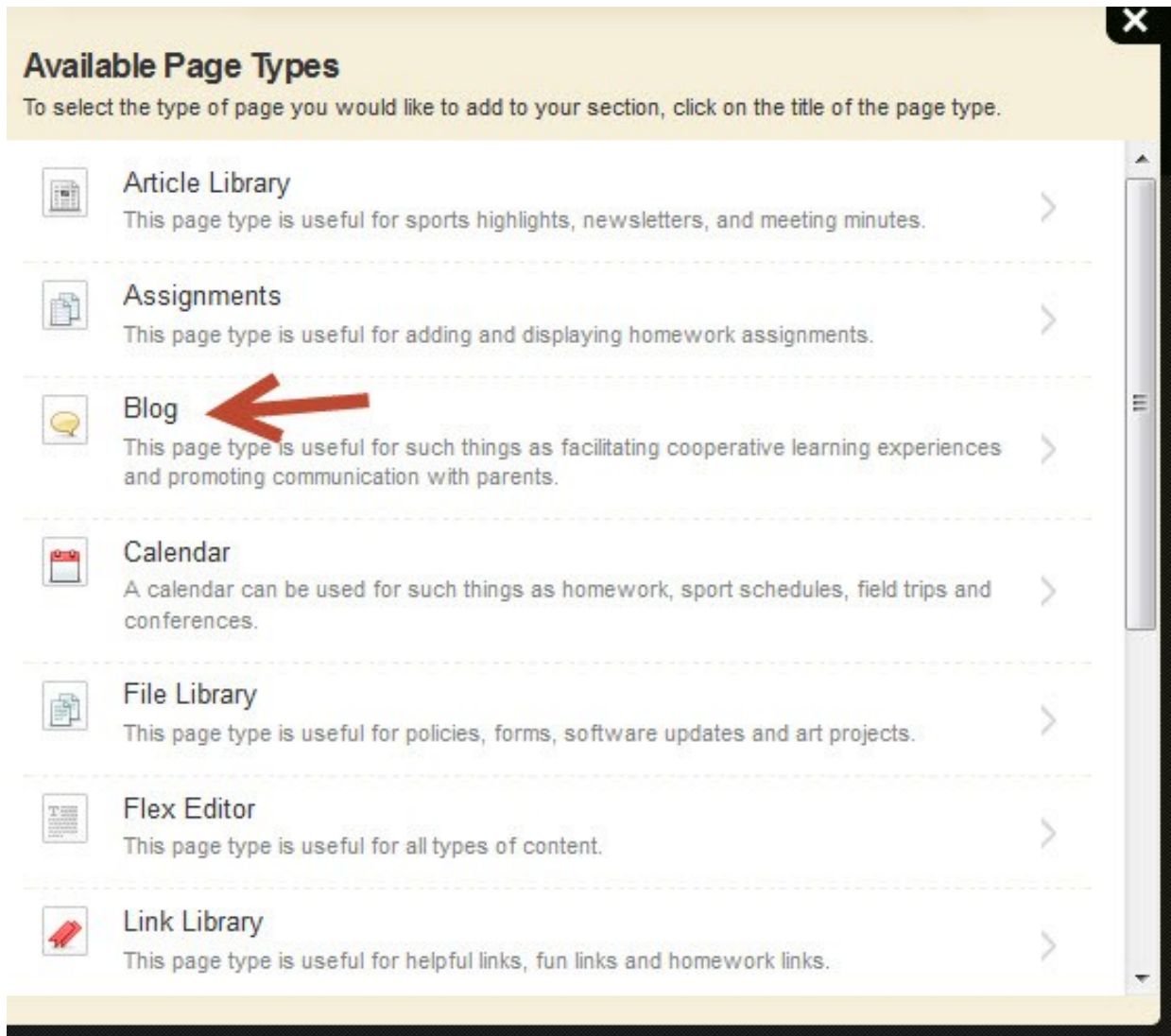


This is the area where we will create and manage the blog page. The *Homepage* is just the Teacher Web Page. Please don't make any changes to this page.



Click on *New Page* and we will create the blog page.

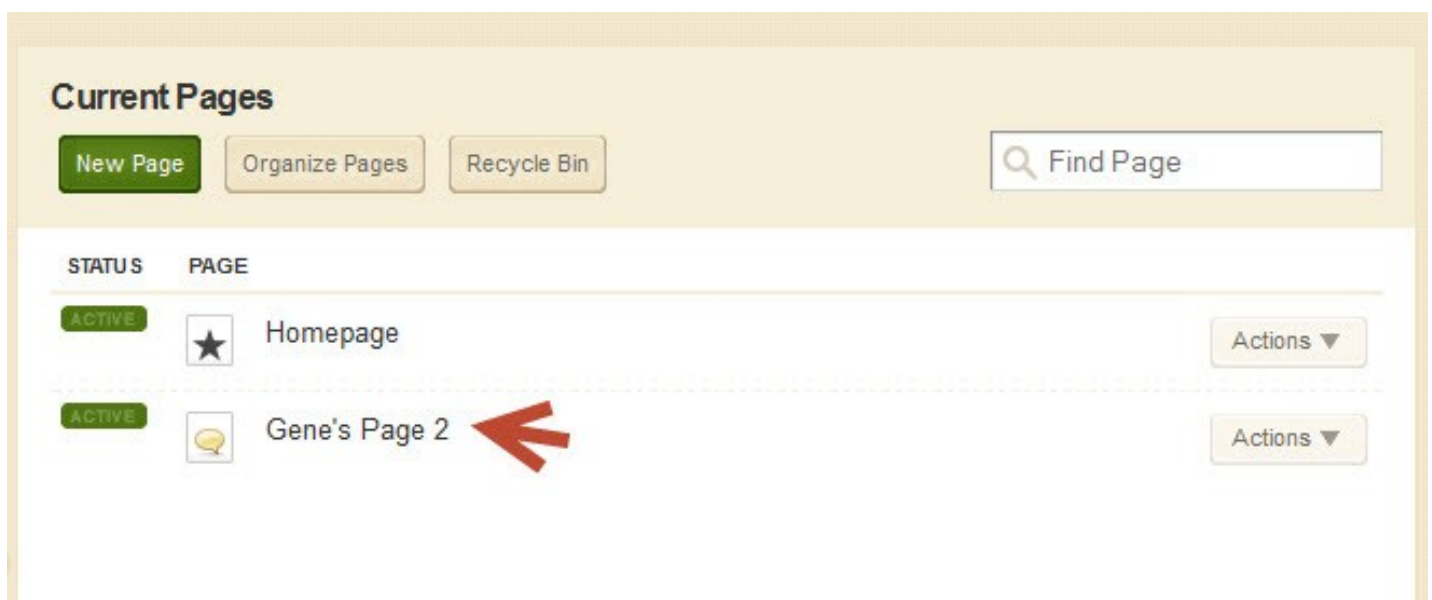
Be very careful to select a blog page then give it a name.as the page type. Other types will not work for us in this case.



**Available Page Types**

To select the type of page you would like to add to your section, click on the title of the page type.

- Article Library**  
This page type is useful for sports highlights, newsletters, and meeting minutes.
- Assignments**  
This page type is useful for adding and displaying homework assignments.
- Blog** ←  
This page type is useful for such things as facilitating cooperative learning experiences and promoting communication with parents.
- Calendar**  
A calendar can be used for such things as homework, sport schedules, field trips and conferences.
- File Library**  
This page type is useful for policies, forms, software updates and art projects.
- Flex Editor**  
This page type is useful for all types of content.
- Link Library**  
This page type is useful for helpful links, fun links and homework links.



**Current Pages**

[New Page](#) [Organize Pages](#) [Recycle Bin](#)

STATUS	PAGE	
ACTIVE	★ Homepage	Actions ▼
ACTIVE	Gene's Page 2 ←	Actions ▼

The new name will appear in the list of Current Pages and we are ready to go.

**Current Pages**

[New Page](#) [Organize Pages](#) [Recycle Bin](#)

STATUS	PAGE	
ACTIVE	Homepage	<a href="#">Actions</a> ▼
ACTIVE	Gene's Page 2	<a href="#">Actions</a> ▼

Click on your new page to get started.

Gene's Page 2 Page Blog App

**Blog App** Let's add our first posting. [Options](#)

[New Posting](#)

STATUS	POST	ACTIONS
We noticed that you don't have any blog posts. Click New Posting to get started.		

**Blog Posting**  
Enter your blog post details.

[General](#) [Posting](#) [Author](#)

Blog Title:

Post Date:

**Activate on my page**

[Save](#) [Cancel](#) [Create E-Alert](#)

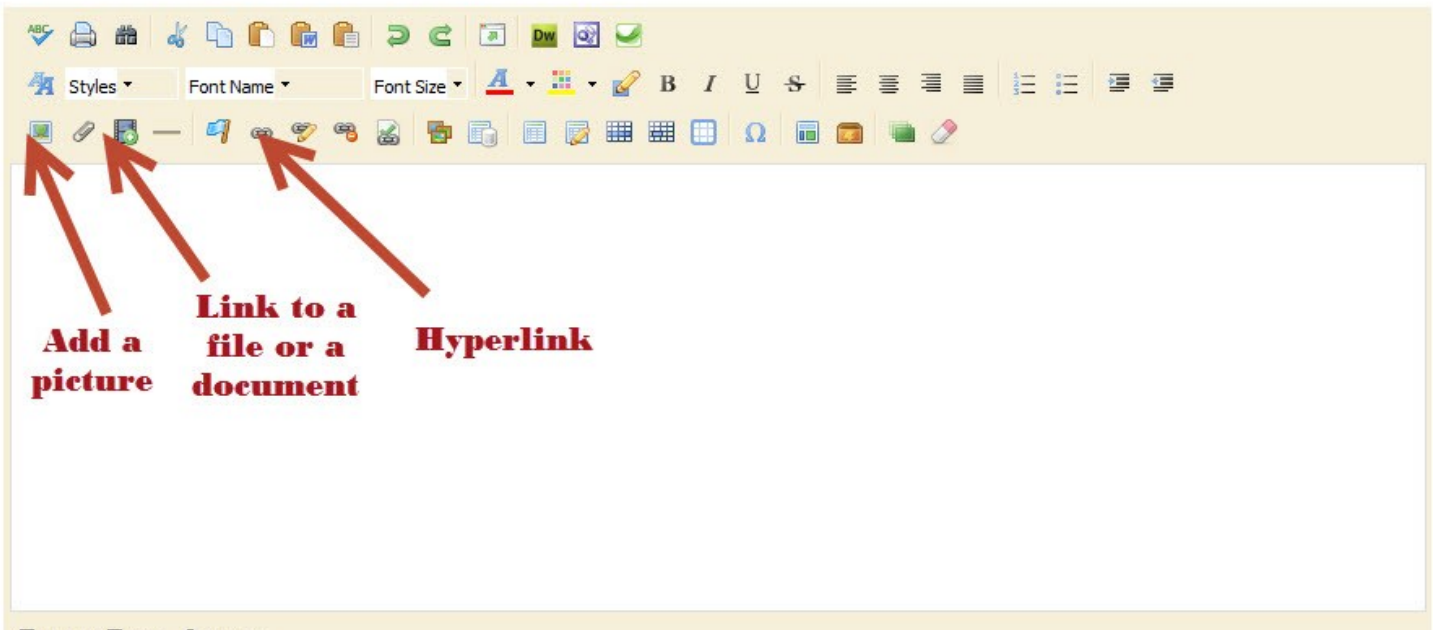
1. Give your posting a title.
2. Give the date you want the posting to appear on your page. You can create several postings and have them appear at different times.
3. (See below.) Check author to make sure your name and email are listed as the author.

Once this is done, we can click on *Posting* to design the blog. (Hurry to the next page!)

## Blog Posting

Enter your blog post details.

General **Posting** Author



The screenshot shows a rich text editor toolbar with various icons. Three red arrows point to specific icons: the first arrow points to the 'Add a picture' icon (a landscape with a sun), the second arrow points to the 'Link to a file or a document' icon (a document with a chain link), and the third arrow points to the 'Hyperlink' icon (a globe with a chain link). Below the arrows, the text reads: **Add a picture**, **Link to a file or a document**, and **Hyperlink**.

Format Full Screen

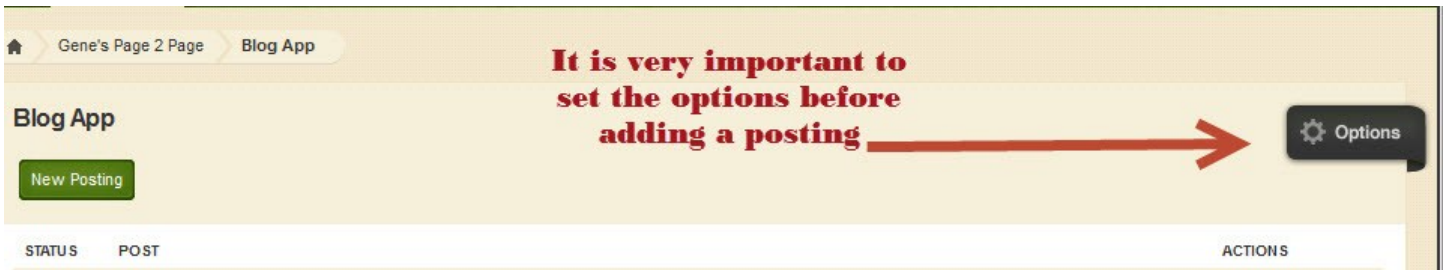
Designing the initial blog is similar to working on a NYLearns page. You may add images, hyperlinks and links to documents. You may want your students to read a document or visit a webpage, or even view a video before responding to the blog. This is a great way to add the pre-blogging information. Don't forget to *Save* your edits before leaving the *Posting* area.



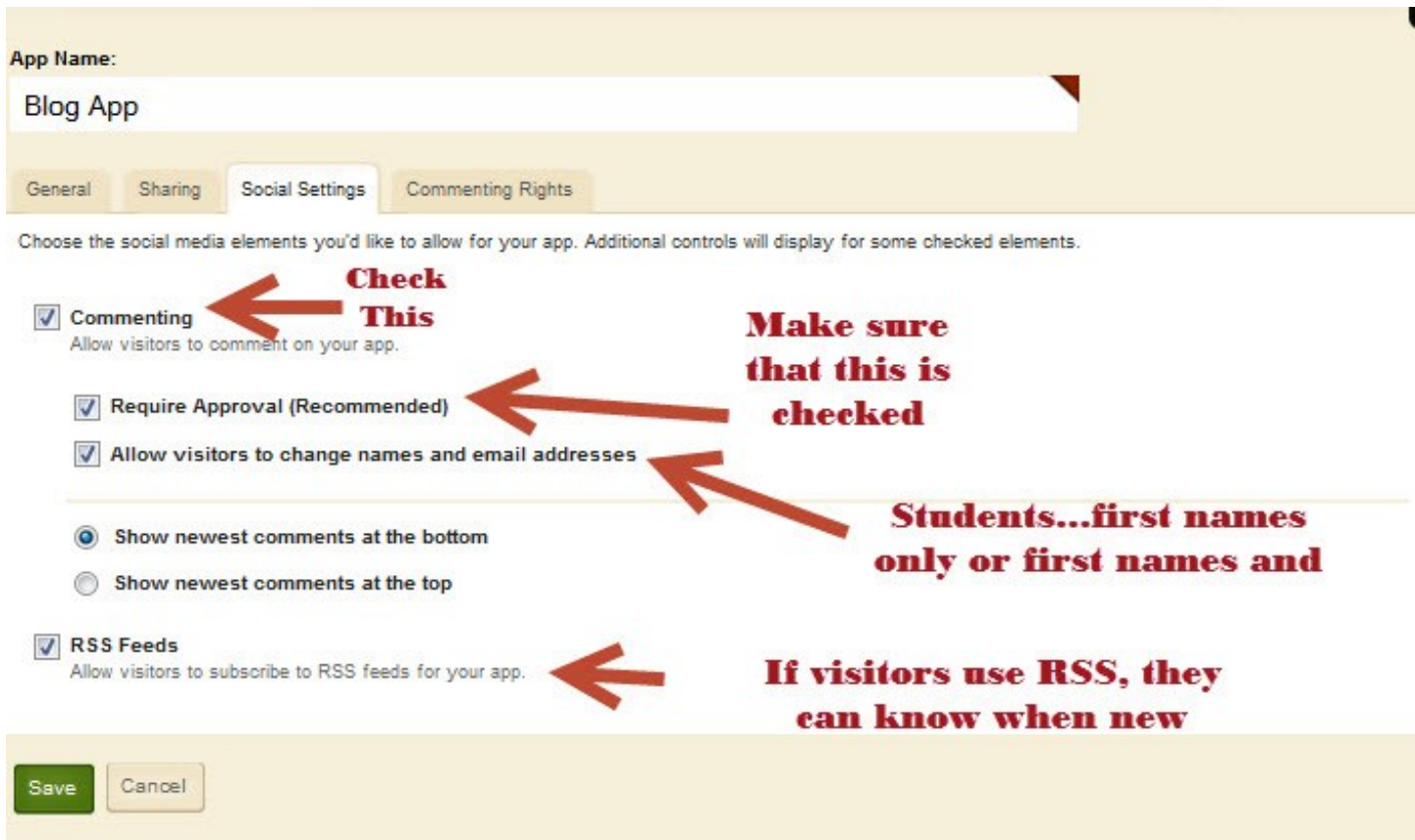
The screenshot shows a school district website with a navigation menu at the top: Home, Our District, Schools, Departments, Academics, **Staff**, Parent & Student, Community, Calendar. The main content area is titled "Technology Resources for Teachers" and includes a sidebar with links to various resources. The main content area features a blog post titled "Roger's Blog" with the title "It's A Big Blog World" and the author "Roger Carroll" dated "8/8/2012". The post includes a picture of a globe with a hand reaching out, the text "WHO LET THE BLOGS OUT?", and several links to resources. A "Recent" section on the right shows "By Month" for "August 2012".

Roger has added a picture, some text and several links to his posting. The *Recent* part at the right is automatically added as is the word *Comments* below. You don't have to worry about them.





It is very important that you now set the *Options* as the posting becomes “live” on your page. Once they are set, they should stay set for any postings you add to your page. However, it is best to check to make sure that you have set them after each posting.



Once you have clicked the *Options* button, you will see the window above. The only tab you need to set is the *Social Settings* tab. Make sure that you check the *Commenting* to allow visitors to add comments. Then click *Require Approval*. This is very important. It prevents comments from instantly appearing on your blog and gives you editing rights to the comments. Clicking *Allow visitors to change names and email addresses* allows students to add their first names and first letter of last name if you want it. *RSS* means that anyone who has signed up for RSS will receive a message each time you add comments to the blog. Be sure to *Save*.

The screenshot shows the top navigation bar of the Niagara Falls High School website. The header includes the school logo, the name 'Niagara Falls High School', and the motto 'Learning For All... Whatever It Takes'. Navigation links include Home, Our School, Academics, Athletics, Activities, Library, Parent Group, Teacher Web Pages, and Calendar. Utility links for Staff Email, Parent Portal, Staff Directory, and a calendar are also present.

The main content area displays a sample blog page titled 'Why Use a Blog' by Gene Kulbago, dated 10/21/2012. The blog post features a large blue graphic of a stylized person and the text 'What can blogs be used for?'. A sidebar on the right shows 'Recent' and 'By Month' sections.

Now go to the Teacher Web Pages of your school. Click your name. The blog name should appear at the left. Click on it and check out how it looks. If you are satisfied, you can “advertise” your blog page by giving the link to your students. However if you wish to tweak your site, it is easily done. Make sure that you are signed in as Site Manager. Go to your page. Click on the blog page name. Then click on the *Posting* tab. This will take you to the editing page where you can make your changes. Don’t forget to *Save* your edits when you are done. Check out your page again to make sure you are satisfied.

The screenshot shows the 'Current Pages' management interface. At the top, there are buttons for 'New Page', 'Organize Pages', and 'Recycle Bin', along with a search box labeled 'Find Page'.

STATUS	PAGE	
ACTIVE	★ Homepage	Actions ▼
ACTIVE	🗨️ Gene's Page 2	Actions ▼

A red arrow points to the 'Gene's Page 2' entry with the text: 'To edit, click here. Then click the Posting tab.'

When you want to add a new posting, do not add a new page. That can clutter up your site. Just add a

**Current Pages**

**New Page** Organize Pages **To create a new posting, don't add a new page. You may have many postings on your blog page.** Find Page

STATUS	PAGE	
ACTIVE	★ Homepage	Actions ▼
ACTIVE	Gene's Page 2 Comments	Actions ▼

**Instead, click here to add a new posting.**

**Blog App** Options

**New Posting** Just click on *New Posting*

STATUS	POST	ACTIONS
ACTIVE	What is one good way to use blogs in your classroom? 10/27/2012	Edit Delete

Just follow the directions on pages 5 and 6. Don't forget to click on each of the tabs. You might also check the *Options* tab when you are done. It should have kept the selections you made for the first blog.

**Blog Posting**  
Enter your blog post details.

General Posting Author

Blog Title:  
What would you like to have discussed on the Sunday Night Webinar

Post Date:  
10/27/2012

Activate on my page

Save Cancel Create E-Alert

Approving *Comments* made to your posting::

No comments will appear on your blog page without your approval, if you have set your *Options* correctly. You may approve, disapprove, and even edit comments before they appear. If a student makes a comment, be sure the entire first and last name does not appear. If it does, edit the name to first name and last initial before approving it.

Just sign in to your page. Note the *Comments* below. Click on *Comments*.

**Click review to edit**

You can approve, Decline, or edit in this window. If you approve, the comments will appear on your blog page posting.