

Blogger Outline

Included in this outline...

- Creating your blog
- Posting to your blog
- Managing posts & comments
- Customizing blog settings
- Layout & gadgets
- Adding images & videos
- Mobile blogging (optional)
- Subscribing to blogs
- Submitting blog assignment

I) Creating Your Blog

- Using Firefox**, go to www.blogger.com
- Click “watch a video tutorial” (2 min)
- Click the “Take a Quick Tour” link
 - Use 7 screens to learn about blogs
- Click “Create a Blog” button
- Above the form, click the “sign in first” link to sign-in with your Google account
- Name your blog
 - Create your blog title & address, then click the “continue” button
- Choose a design template, then click the “continue” button
- Click the “Start Blogging” button to continue



II) Posting to Your Blog

- Enter a title and compose the message of your posting
 - You can easily edit or delete posts anytime
- Observe formatting toolbar which includes buttons for inserting hyperlinks, images, and videos
 - Select a word or phrase in the body of your post & make it a hyperlink to another website
- Enter one or more descriptive labels in the lower-right corner
 - Labels are tags used to organize & describe your postings. Visitors can search your blog for postings related to individual labels.
- Click the “Preview” link near the upper-right corner (Click “Close Preview” to return)
- Click the “Publish Post” button, then click the “View Blog” link on the next page

Note – See suggested due dates for your individual blog posts on the course calendar/agenda

III) Managing Posts & Comments

- A) Click the pencil icon just below a posting to edit it
 - 1) This pencil icon only appears when you are signed-in to Blogger
- B) Click the “Edit Posts” tab
 - 1) Notice options for editing and deleting postings
 - 2) Click “Comment Moderation” tab
 - As directed, click the “Comment Settings” link
 - 3) Change settings to define who can comment on your blog
 - 4) Explore other options on this page
 - What’s a backlink? (Click “learn more” to see the definition)
 - Note “Help” link in upper-right corner of page (next to Sign Out)
 - 5) Click the “Save Settings” button at the bottom of the page when finished

IV) Customizing Blog Settings

- A) Click the “View Blog” link near top of the page to return to your blog home page
- B) Click the “Customize” link in the upper-right corner (next to New Post and Sign Out)
- C) Click the Settings tab and explore options (Basic, Publishing, Formatting, etc.)
 - 1) Basic Tab
 - Description (usually a subhead displayed below your blog title)
 - Notice at the top of this page is where you can delete your blog
 - 2) Formatting tab
 - Customize how many recent posts will display on your blog’s home page
 - 3) Email & Mobile tab
 - Email notification
 - Email address for sending new blog postings (optional)
 - 4) Permissions tab
 - Option to create multiple blog authors
 - Option to restrict viewers (don’t do this now, however)

V) Customizing Layout & Adding Gadgets

- A) Click the “Layout” tab
- B) Drag & drop page elements and use the “Edit” link to customize each
- C) Click “Add a Gadget” and explore the variety of content you can add to your blog’s design
 - 1) Add the “Subscribe” and “Labels” gadgets
- D) Note “Fonts & Colors” and “Pick New Template” tabs for further customization

VI) Adding Images and Videos

- A) To add image go to “Edit post” (pencil icon under the blog entry)
 - 1) Click on the image icon in the formatting toolbar
 - 2) Browse to add an image from your computer (try to avoid adding the images from the web)
 - 3) Choose layout and click “Upload image” button
- B) To add video to the main blog area:
 - 1) Open desired YouTube video (or any video that is offering to copy the source code)
 - 2) Copy the source code from the “Embed” window next to the video
 - 3) Open blog in editing mode
 - 4) Select “Edit Html” tab and paste the code
 - 5) Publish post to see the added video

VII) Mobile Blogging (optional)

- A) Click the “Dashboard” link in upper-right corner
- B) At the bottom of the page, notice the sections labeled “Mobile Devices” and “Help Resources”
- C) Click the link “Learn how to start mobile blogging”
- D) See “How it works” for an overview of the process (optional)

VIII)Subscribing to Blogs

- A) Go to the Google home page (www.google.com)
- B) Along the top, go to More > Reader
- C) Use Google Reader to subscribe to blogs or other RSS Feeds (CNN, Dept of Ed, etc.)
 - 1) Use the “Add a subscription” button (copy/paste address)
 - Go to www.drzreflects.com find the “Subscribe” link – follow it to subscribe with Google
 - Alternatively, find a subscription link or RSS icon on a web page, right-click on that link and choose “Copy link location”. Paste this into Google Reader (add a subscription)

IX) Submitting the Blog Assignment

- A) Submit the URL of your blog home page to the Assignments area in eLearning. Copy & paste the URL from the address bar of your browser.