


Blogging Using Google Blogger Common tasks

Settings and Admin:

- 1) It is best to have a Google (Gmail) account for your Blog, Calendar (which you may want to embed), & Drive (for any docs you may want to post)
 - a. Log in using your unique gmail address and password. (It's easiest if you keep yourself logged in)
- 2) You can login to www.blogger.com or www.google.com with your account.
 - a. To access your blogs from Google, Select Blogger under the More menu in the top bar
- 3) Add/Delete Authors (only allowed to create Posts) or Admins (allowed to make changes to everything) for parents/TAs who will help with your blog.



- a. Click on  to access the Design Menu
 - b. Click on Settings
 - c. Under Permissions, click on [+ Add authors](#) under the Blog Authors box and enter a the gmail/Google email address of the person you would like to add.
 - i. acachandleraz@gmail.com is the PSO Tech Account if you would like help with your blog
 - d. Click Invite Authors
 - i. This will send an email to the person. They have to accept the invitation, and then you will be able to change their permissions to Admin if they need to make changes to anything other than posts.
 - e. If you want to delete an author, click on the "X" next to their name.
- 4) From the Settings, you can also change the Title of your blog and the blog address.
 - a. If you do change your blog address, be sure to email the Technical PO Lead or WebMaster so they can change it on the website.

Posting an update (newsletter, latest news):

- 1) Click on the blue “New Post” button.
- 2) Type in title
- 3) Type in update or cut and paste. (Note: If cut and paste isn’t working, click on the “Edit HTML” tab and try again.)
- 4) You may change the font size, font type, bolding, etc. by using the formatting buttons at the top of the text box.

- 5) If you need to pause, but still need to add more, click on the “Save Now” button. The post will not yet appear on the blog.
- 6) Have it show on the blog, click on the orange “Publish Post” button.
- 7) Click on “View blog” at the top to make sure it looks right.
- 8) It’s good to send a quick email to your parents when you update your webpage.

To change/edit an already posted update:

- 1) Click on “Posting” tab at the top.
- 2) Click on “Edit Post”
- 3) Find the post you want to change and click on “edit”
- 4) Make your changes
- 5) Be sure to click on “Publish Post”
- 6) Click on “View blog” at the top to make sure it looks right.
- 7) If you want to no longer show a blog post, but not delete it.
 - a. Select all posts to “hide” and click on Revert to Draft. These posts will no longer show unless you “republicH’ them.

To post 2-4 pictures on the front page of your blog:

(to add many pictures, use the advanced technique)

- 1) Click on the “Posting” tab at the top.
- 2) Click on “New Post”
- 3) Type a title.
- 4) Click on the “insert picture” icon. It looks like a little landscape picture.
- 5) Click on the “browse” button and select the picture from your computer.
- 6) When you have all the pictures you want, click on the blue “add selected” button.
- 7) Click on the orange “Publish Post” button.
- 8) Click on “View blog” at the top to make sure it looks right.

****IMPORTANT NOTE ABOUT PICTURES: You need to make sure you have permission to post pictures of your students!**

You should have a list of students who are listed as “No Media.” Do not post pictures of those students (“No directory” are o.k.). If you do not have the list, you can check with the front desk to provide the names. BEFORE you post pictures for the first time, you should send a message out to your parents saying that you want to post class pictures on the website and if they do NOT want their child’s picture posted, they should notify you. Also note that if they previously requested “No Media,” their child’s picture would not be posted. Please keep a list of these names and **BE SURE THAT THOSE CHILDREN ARE NOT INCLUDED IN ANY POSTED PICTURES!**

To update “Important Dates” or any other box in the left or right side bar

- 1) Click on the “Design” Tab
- 2) Find the appropriate box (e.g., “Important Dates”)
- 3) Click on “Edit”
- 4) Make changes
- 5) Note: Sometimes Blogger will add in extra blank lines. It’s annoying, but just delete them.
- 6) Click on the orange “Save” button in the small box.
- 7) Click “View Blog” at the top and make sure it looks right.


To add links to (or remove links from) a box in the left or right side bar (e.g., Volunteer Sign up, Important Resources):

- 1) Click on the “Design” Tab
- 2) Find the appropriate box (e.g., “Important Dates”)
- 3) Click on “Edit”
- 4) The current links will be listed at the bottom.
- 5) **To add a link:**
 - a. Type the webaddress in the “New Site URL” blank (second from the bottom)
 - b. Type a name for the link in the “New Site Name” blank (at the bottom)
 - c. Click grey “Add Link” button
 - d. Click orange “Save” button.
- 6) **To delete a link**, click “delete” next to the link. Click orange “Save” button.
- 7) **To edit a link**, click “edit” next to the link. Click orange “Save” button.

To add or Update one of your Page Tabs that is not your Main Blog

- 1) Click on the “Design” Tab
- 2) Find the appropriate box (e.g., “Important Dates”)

Deleting your “Follow Me” email list & to see who’s following:

1. Go to <http://feedburner.google.com/>
2. Click on your Blog name and click on the Publicize Tab 
3. Click on Email Subscriptions and Subscription Management in the left menu bar

✓ **Email Subscriptions**
Offer feed updates via email

Subscription Management

Communication Preferences

Email Branding

Delivery Options

4. Scroll to the Bottom of the Subscription Management box and click on “View Subscriber Details”
5. Now you will be able to see the list of emails and you can choose to Deactivate or Delete emails of your students’ parents if you know there are no siblings that may return

Click to deactivate a subscription; click to reactivate it; click to delete it. The change is immediate; there is no need to click the Save button afterwards.

6. While you’re in here, you can go to Delivery Options to set when your blog post emails get delivered. For example if you normally do your posts in the evening, you may want to set delivery at 9-11pm.

Fun Stuff

To track how many people have been viewing your webpage:

- 1) Click on the tab called "Stats"
- 2) This page will show you the number of views and breaks it down by day and hour.

To change the background, color, or style of the webpage

- 1) Click on the "Design" tab.
- 2) Click on the "Template Designer" tab (right under the "Design" Tab)
- 3) A variety of different style templates will appear at the top. Click on one and then click on the orange "Apply to blog" button on the upper right.
- 4) To change the layout of the different boxes, click on "Layout" in the upper left.
- 5) You can actually change almost everything, so try to play around with it a while.
- 6) When you are done, click on the "Back to Blogger" link at the upper right.

More Advanced Tasks

(Your Webpage Resource Person can help you with any of these tasks if you have problems)

To add a form or document (e.g., Assignment Forms or Study Guides).

- 1) At the very top, click on "My Account"
- 2) Under "My products" find "**My Docs.**" Click on "My Docs"
- 3) On the left, click on the dark orange upload button (it has an up arrow and is next to the CREATE button). Click on the upload button.
- 4) Click "Files." A browser window will open.
- 5) Select the desired file and then click "Open." (Note: I highly suggest you convert any .docs to .pdf format because Google docs sometimes changes .doc formatting)
- 6) A pop-up window will open. Select "start upload"
- 7) Once it is uploaded, click on the file link. Your document will open.
 - a. The default setting is to keep it private, so you will have to change it to allow parents to access it.
 - b. Click on the blue "Share" button on the top right.
 - c. You will see it's set to "Private." Click on "Change..."
 - d. Select "anyone who has the link" (NOT public!)
 - e. Click on the green "Save" button.
 - f. At the top, you will see "Link to share." This is the document's address.
 - g. Copy the address (you can also get that address at any time by simply accessing the file)
 - h. Click on the blue "done" button.
 - i. Exit out of the document (click on the x in the upper right)
- 8) Go back to Blogger.com, go to your account.
- 9) Click on "design" (it is one of the links listed under your blog name)
- 10) Find the appropriate box and click on "edit"
- 11) Now it's just like adding a regular weblink.
 - a. Type the webaddress for your document in the "New Site URL" blank (second from the bottom)
 - b. Type a name for your document in the "New Site Name" blank (at the bottom)
 - c. Click grey "Add Link" button
 - d. Click orange "Save" button.

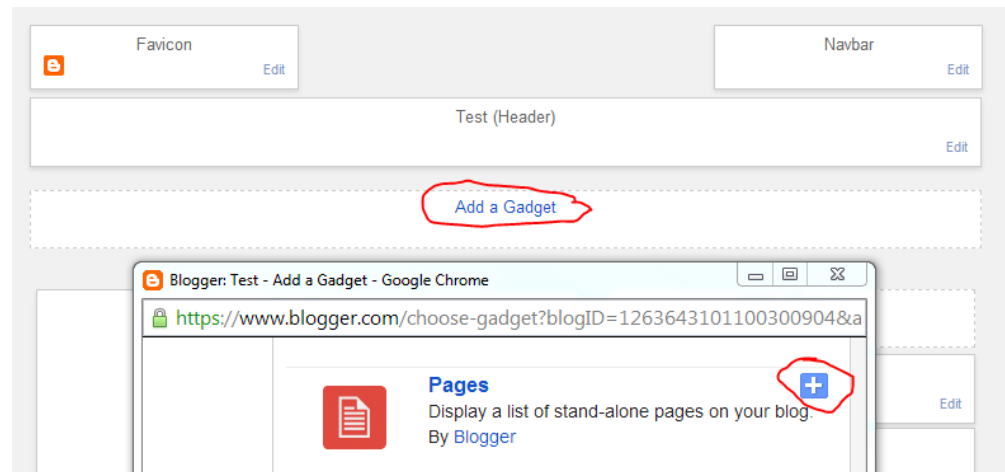
To Add a Box to the Left or Right Sidebar

- 1) Click on the “Design” tab.
- 2) In the location where you want the new box/information, click “Add a Gadget”
- 3) A pop-up window will open with a ton of possible gadgets. There are only a few that you will probably use and I have listed them below:
 - a. **Text** – select this when you want to just add some short information (e.g., important dates, upcoming assignments, etc.). Click on the blue “+” box. Type title and text. Click orange “Save” button.
 - b. **Picture** – select this when you want to add a small picture (e.g., the current book, current science, etc.). Click on the blue “+” box. Type title. Click “browse,” locate the picture on your computer, click “open.” Click orange “Save” button.
 - c. **Link List** – select this when you want to show several weblinks (e.g., links for research projects, etc.). Click on the blue “+” box. Type title. For each link, type “New Site Name” and “New Site URL” and then click the grey “Add Link” button. Click orange “Save” button.
- 4) Once you have added your new box, you may want to change where it is shown. Click “View blog” to check it.
- 5) To change the box location, click on “Design.”
- 6) Click on the box you want to move and “drag and drop it” to the new location.
- 7) Click on the orange “Save” Button.
- 1) When you add a new page, you should probably post an update to alert the parents.

To add a lot of information that is too much to display on the home page (a.k.a. Adding a New Page to your website)

- 1) You may want to add a new page for any of the following reasons:
 - a) You want a simple information page for your Math class that just lists the current assignments and test dates.
 - b) You want to add information about a big project or on a particular subject and you want the ability to easily update the information.
 - c) Create a separate About Me or Class Information or Schedule to declutter the information on your sidebars.
 - d) Create a Class Photos page.
 - e) You want to link to another blog (math blog).
- 2) To create a new informational page
 - a. Once in your blog, click on the “Design”
 - b. Click on “Pages” in left Menu

- c. If you already have an established page(s), it will be listed below. If you hover over a page, you will see that you can Edit | View | Share | Delete the page.
 - d. To create a new page, click on the blue “New Page” button at the top.
 - e. You will see a box that looks just like the box when you are updating your blog.
 - f. Type in a Page Title
 - g. Add text and the pictures just like you were posting an update. You can also embed Google Calendars.
 - h. Click on the orange “Publish Page” button.
 - i. Click on the “View page” to see the new page.
- 3) To add your new page or a list of pages to your blog
- a. Go back to the Design page and lick on **Layout**.
 - i. If you don’t see a box called Pages, you will need to click on Add a Gadget and click on pages



- i. If the Pages Gadget exists, click on “Edit”
- b. A pop-up will show with all the pages you can add as well as add an external link
 - i. Click on the pages you want to show
 - ii. Also, you can rename your “Home” page to something else
 - iii. Click on “+Add an External Link” to link to another blog or webpage.
 1. Page Title should be what you want the Tab to be named
 2. Enter the URL (Copy & Paste for better accuracy)
 3. Click on Save Link
 4. If you make a mistake or need to change the link, you will need to delete current one by clicking on the “X” in the List Order, and add a new External Link.
 5. See the Fourth Grade Blog <http://accfourth.blogspot.com/> to see an example where the Math & Main Class Pages link to each other.

- iv. The List Order can be re-arranged by moving the page boxes up or down.
- c. When you add a new page or update a page, you should probably post an update to alert the parents.

Some information about New Pages

- 1) You can have a maximum of 10 pages attached to your website.
- 2) Pages are only for static information (the presentation of text, pictures, maps). They don't have the full functions of the homepage, and your followers will not be notified if the page is modified.
- 3) If you need to have display a lot of information that requires the full functions of the homepage (for example, if you want to have a fully functional site for your Math class), you will need another website.