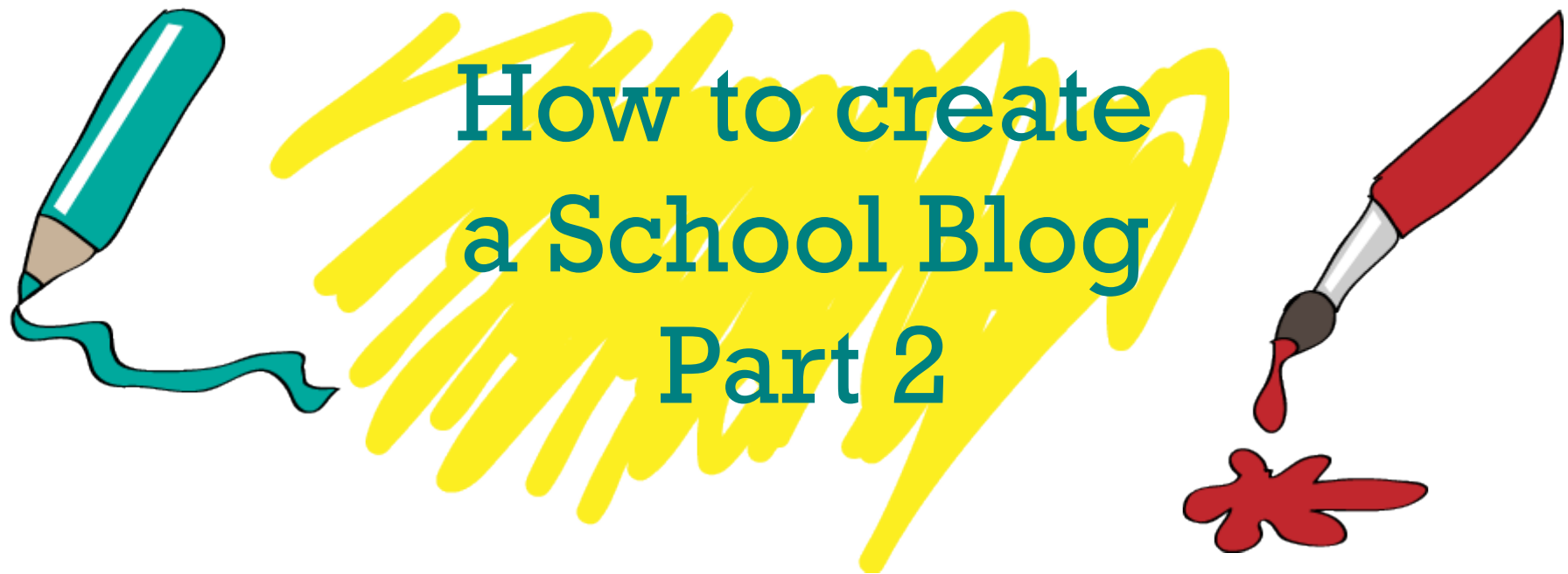



Avoca School Blog

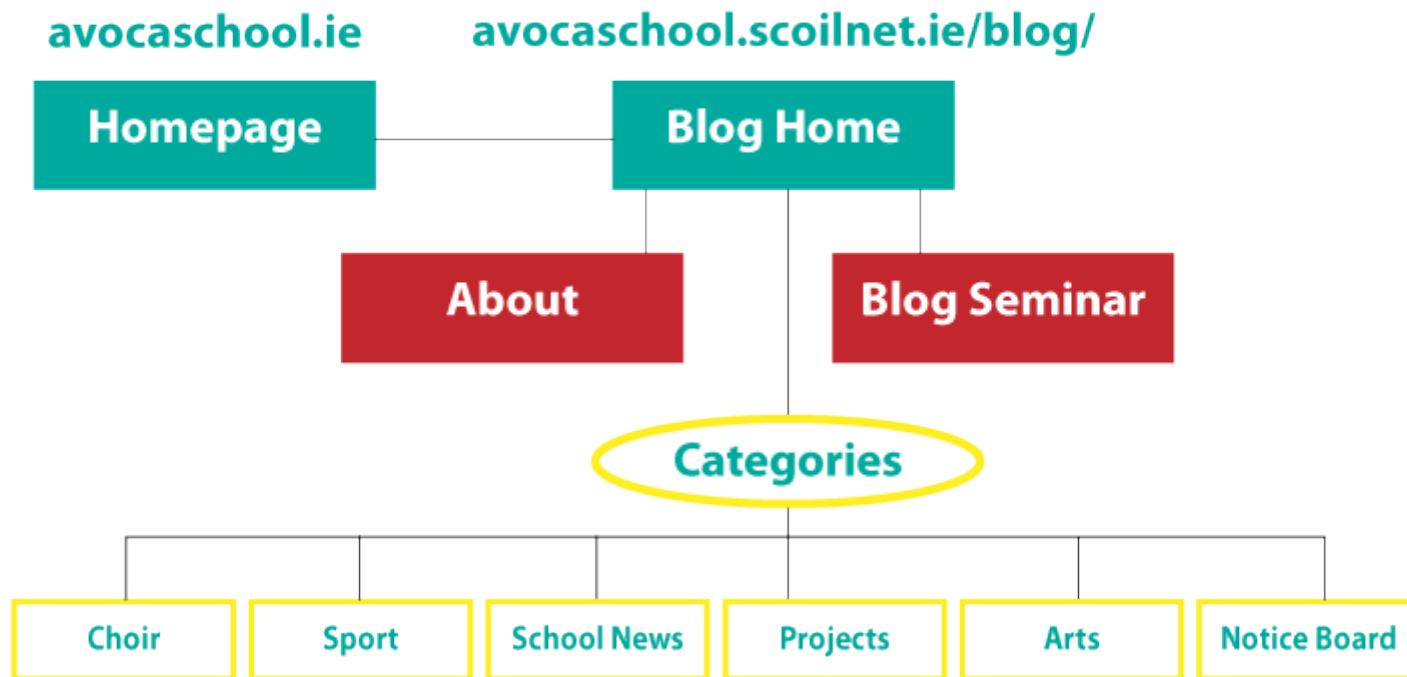


How to create
a School Blog
Part 2

What is a Sitemap?

- 
- A **sitemap** is a list of pages of a web site.
 - It is a document used as a planning tool for web design, or a web page that lists the pages on a web site.
 - This helps visitors and search engines to find pages on the site.

Avoca School Site Map



Logging into your website

- You can access the login page by entering the following address: <http://avocaschool.scoilnet.ie/blog/wp-login.php>



The image shows a login form for Scoilnet, a portal for Irish education. The form is titled 'scoilnet portal for irish education' with the Irish text 'lárshuíomh oideachais na héireann' below it. It contains two input fields: 'Username' and 'Password'. Below the password field is a checkbox labeled 'Remember Me' and a 'Log In' button. At the bottom, there is a link for 'Lost your password?'.

scoilnet
portal for irish education
lárshuíomh oideachais na héireann

Username

Password

☐ Remember Me

[Lost your password?](#)

Your Dashboard

- On successful login you will be presented with the website Dashboard.



Using the Dashboard

The dashboard is the working area of your blog and it is used to add content and determines how it will appear to viewers.

1. Select **Visit Site** to see what your website looks like.
2. **Posts Menu** - this section is used mainly for blogging. Here you can add new posts, edit existing ones and manage your tags and categories.
3. **Categories** refer to general topics under which posts may be classified. Usually a blog would have 7-10 categories. All posts with the same category are linked together.
4. **Media Menu** From the media menu you can view and manage all your uploaded media including video content added with wordTube. You can also add new media.
5. **Links Menu** From this menu, you can add new links to other websites, edit existing ones and categorise them.
6. **Pages Menu** Pages are used for static content that rarely needs to be changed. Here you can add new pages and edit existing ones.

Using the Dashboard

- 
6. **Comments Menu** - this section is used mainly for blogging Here you can manage all the incoming comments to your blog posts including approving, not allowing and deleting.
 7. **Appearance Menu** Here you can change your website theme, which determines exactly how the website will appear to visitors, including your website image header. You can also add *widgets** and enabled plugins using this menu.
 8. **Plugins Menu** Plugins extend and expand the functionality of your website. Here you can activate and deactivate any of the *plugins*** that have been supplied by Scoilnet.
 9. **Users Menu** Here you can change your profile and add new users to the website. This includes setting the user's role ranging from subscriber to administrator.
 10. **Tools Menu** - this section is used mainly for blogging. Use this menu to import posts or comments from another blog. You can also export your own blog as an XML file, which contains your posts, pages, comments, custom fields, categories, and tags.

* *A **widget** is a small web application, containing dynamic (changing) content, which can be added to any website.*

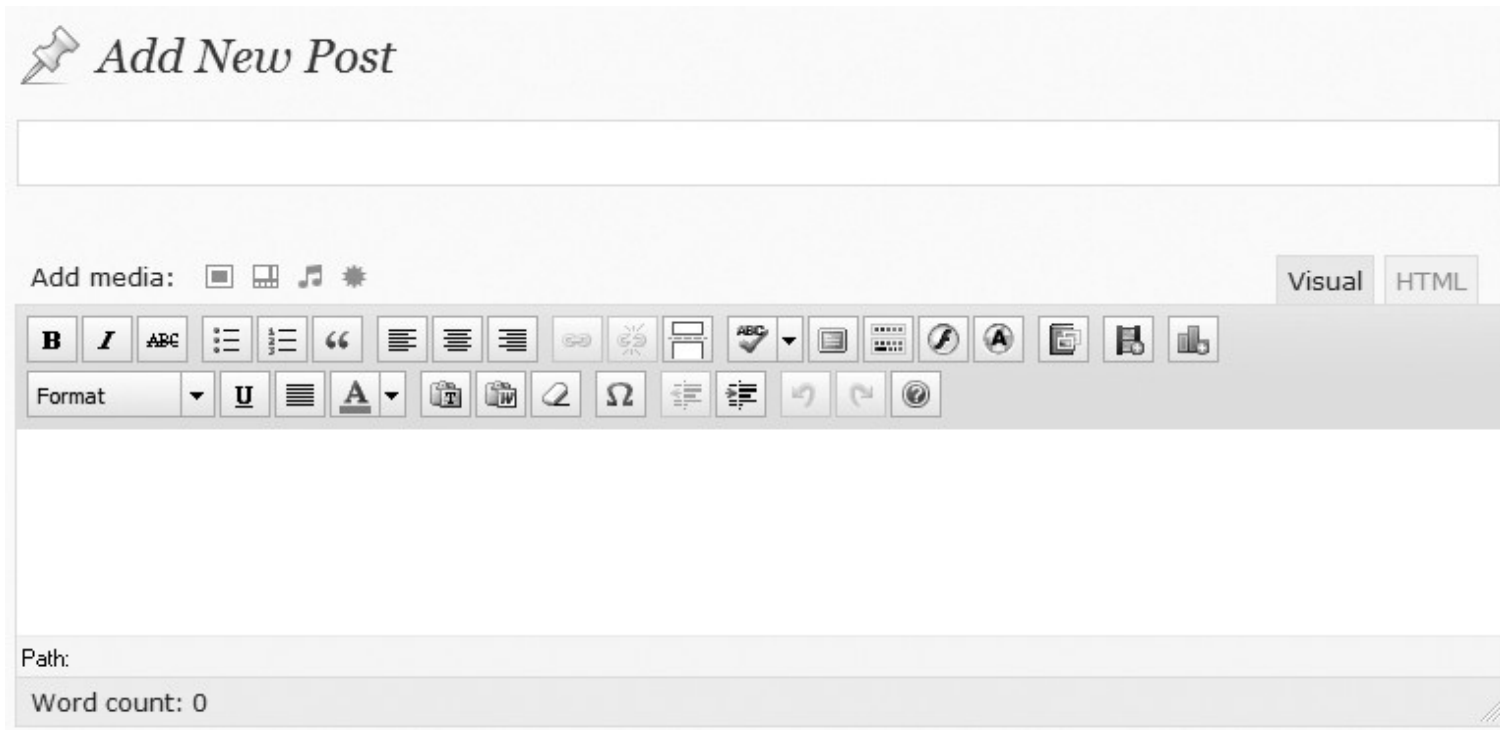
** *A **plugin** is also a small web application that is usually installed with your blogging software to provide extra features that are not already available.*

Adding Content

- It is quite easy to create content within WordPress. Generally content is added to pages or posts (which are structured in chronological order on their own page).
- The difference between pages and posts is that the pages can contain information or content that may not change frequently.
- Posts containing new or updated information can added easily on a regular basis in an ordered format on that page. Inserting content is the same process for both.


Writing and publishing a Post

1. Select Add New from the Posts Menu.
2. Enter your post Title in the first blank line.
3. Enter your Post text in the section underneath the formatting toolbar.



The screenshot shows the WordPress 'Add New Post' editor interface. At the top, there is a title field with a placeholder icon and the text 'Add New Post'. Below the title field is a large text area for the post content. Above the text area is a formatting toolbar with various icons for bold, italic, text color, background color, link, unlink, list, quote, code, and more. To the right of the toolbar are tabs for 'Visual' and 'HTML'. At the bottom of the editor, there is a 'Path:' field and a 'Word count: 0' indicator.

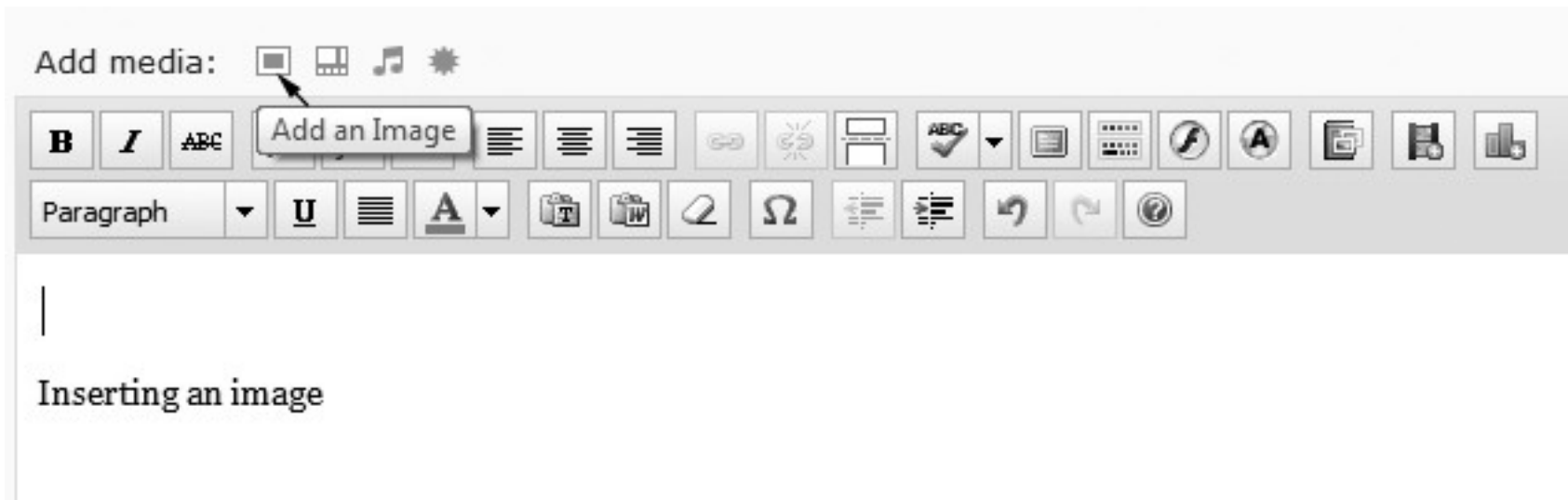
Writing and publishing a Post

- 
4. Enter relevant tags (separated by commas) in the Tags section and select **Add**.
Select the X beside a tag to delete it. Tags are keywords used to identify posts.
Posts with the same tags are all linked together and will all be accessed when the tag is selected by a user.
 5. Select relevant categories in the **Categories** section. Add new ones if necessary.
NB: Categories refer to general topics under which posts may be classified.
 6. Select **Save Draft** in the Publish section.
 7. Select **Preview** in the Publish section.
 8. Select **Publish**.

NB: You may publish your post at a later date by selecting Edit (beside Publish immediately) and selecting the required date. Then select Publish.

Inserting an image

1. Place the cursor where you want to insert the image.
2. Select the Add an Image button (beside Add media).

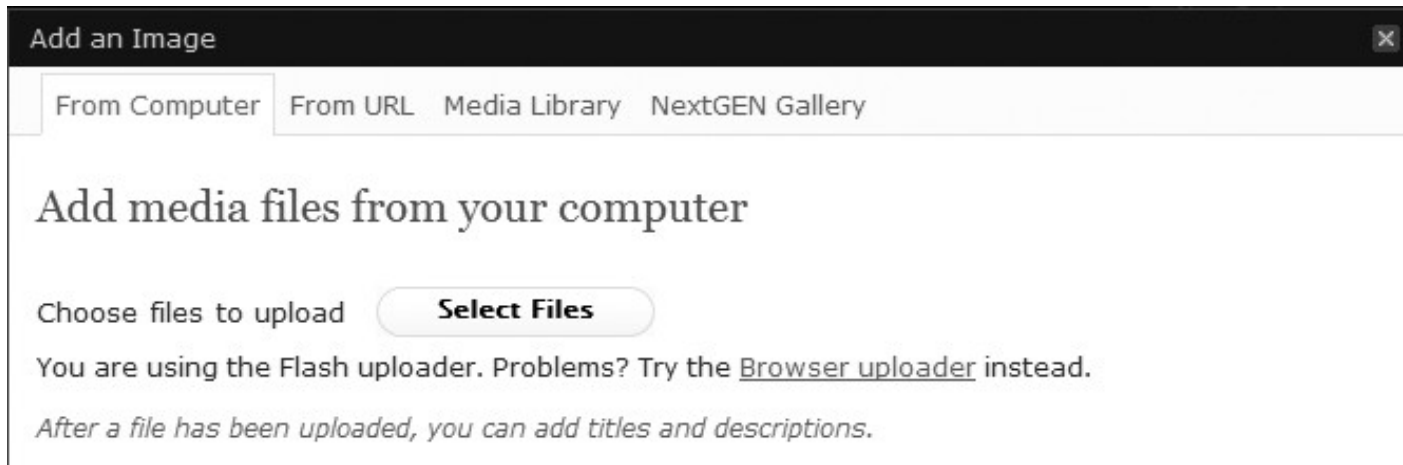


Option A

From Computer

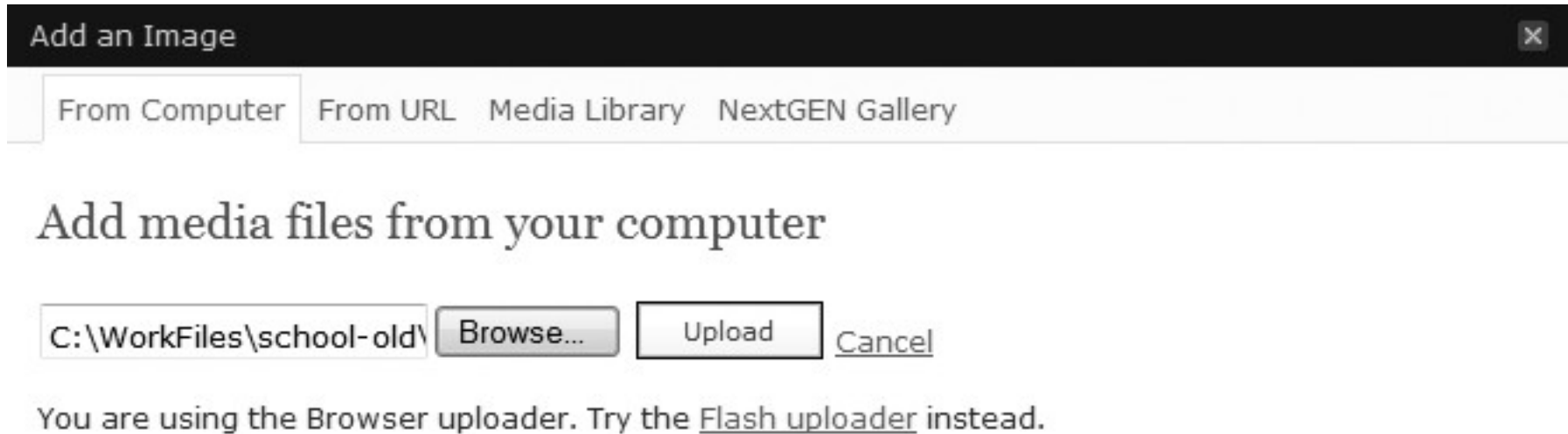
3. Select **From Computer**.
4. Select **Browser uploader**.

Inserting an image



5. Select **Browse** and navigate to the required file on your computer and select Upload.

Inserting an image



6. Enter a Title (this is the only required field).
7. Enter a Caption.
8. Enter a Description.
9. Select the type of Link required.
10. Select the Alignment (position of the image in relation to surrounding text).
11. Select the Size.
12. Select **Insert into Post**.

Inserting an image

Add an Image

From Computer

From URL

Gallery (3)

Media Library

NextGEN Gallery


Add media files from your computer

Browse...

Upload

Cancel

You are using the Browser uploader. Try the [Flash uploader](#) instead.



accessapps.gif

image/gif

2009-03-11 16:26:44

Title

*

Caption

Description

Link URL

None


File URL


Post URL


Enter a link URL or click above for presets.


Alignment

Size

☒  None

☐  Left

☐  Center

☐  Right

☐ Thumbnail

☐ Medium

☐ Large

☒ Full size

(150 × 150)

(260 × 170)

Insert into Post

Delete

Adding Additional Users



You can easily add extra users to your website. This enables other members of staff and/or students to access and make changes to the website. Each user may be assigned different roles, which have different access rights. The roles are:

- **Administrator** - someone who has access to all the administration features
- **Editor** - someone who can publish posts, manage posts as well as manage other people's posts, etc.
- **Author** - someone who can publish and manage their own posts
- **Contributor** - someone who can write and manage their posts but not publish posts
- **Subscriber** - someone who can read comments/comment/receive news letters, etc.

NB: Example where several users are updating a school website:

<http://www.goreyeducatetogether.ie/>

Important Blogging Weblinks



- <http://avocaschool.scoilnet.ie/blog/>
- <http://avocaschool.scoilnet.ie/blog/wp-login.php>
- <http://blog.scoilnet.ie>
- http://www.scoilnet.ie/hp_schoolsthatblog.shtm
- <http://www.teachertube.com/>