Steps to Creating Your Blog:

1. Login: type the following URL sfiam.org/teacher/wp-admin. (replace teacher with your last name). Input login info.

2. Dashboard:
• The **Dashboard** is the first screen you see when you log into the administration area of your blog. The main idea of the dashboard is to give you a place where you can get an at-a-glance overview of what's happening with your blog. You can catch up on news, view your draft posts, see who's linking to you or how popular your content has been, or check out and moderate your latest comments. It's like a bird's eye view of operations.
• On the left side you have your Navigation Bar/Tools area which contains your posts, media, links and pages. You can manage your comments or work on the look of your blog under appearance.

3. Personalize Your Blog.
• In the navigation bar, there's the Settings control, hover and click on General. This page displays the default screen in the Settings Administration Screen and controls some of the most basic configuration settings for your site. Under Site Title, you can add the title for your blog (we recommend your name and classroom). You can add a tagline if you wish (Title for your class/subject) and add email.
• Then you can add a Header image. The header of your site is typically the first thing people see, usually a banner with an image. Hover over Appearance in the navigation bar and click on Header. Click on Choose File and choose the image you want to upload. Then click on the Upload button. You will be able to crop the image if it's larger than the dimensions displayed. Click on Crop and Publish.
• To see how your banner looks, you can click on your blog's title on the top left or you can return to the previous page by clicking back on the browser.

4. Creating a Post
• Hover over the Post tab on the navigation bar and click on Add New; you will be presented with the content area where you can write text and post images. Add the title for your post in the Title box, the icons below that are the writing tools you can access if you want bold text or italicize. The blank box below that is the Post Editing Area where you enter your writing, links, links to images and any information you want to display on your site.
• On the right side you have another set of tools. On the top right you have the Publish box. In here, you can Save a Draft of your post; before you publish your post, you can Preview it. When ready to publish click on Publish. To view your post, click on View Post above your title or on the top grey bar. You can continue editing you post by clicking on the Edit on your post or hit back on your browser.
• You can add pictures to your post by clicking on the upload/insert icon just below the title. There are 3 ways to add pictures. From your computer, url or from media library.

FROM COMPUTER: You can select images from your computer. Click on the upload/insert icon. Click on <u>Select Files</u> or drag them over the window. Once the uploading/crunching process has completed, you will be given the option to edit some settings before inserting the image into the post/page. You can rename the <u>Title</u>, add a <u>Caption</u> - Image caption displayed directly underneath the image, <u>Alignment</u> -align the photo and choose the size you want inserted to your post. When done click <u>Insert into Post</u>.

•You can upload images in bulk as well. Upload your photos then click on <u>Save All Changes</u>. After you have saved your images, you are presented with the <u>Gallery Settings</u>, which means all the photos you are uploading can be pasted into the post like a gallery. You can either choose <u>Image File or Attachment Page</u>. <u>Image File</u> means, the picture is displayed on the center of screen or in <u>Attachment Page</u> where the images are displayed within the post and can click to the next or previous image. We recommend <u>Attachment Page</u>, you can choose whichever gallery column order you want, then hit insert gallery. Preview the post.

FROM URL: You can post images directly from online. Once you find the image you want, copy the image location by <u>control click/Right click</u>--select <u>image location</u>, paste code on the url box, title it if you'd like. Click insert to post.

MEDIA LIBRARY: Similar process to **FROM COMPUTER**, but you can only choose single images to add to posts, not in bulk.

• Comments: you can deicide whether you want your readers to comment on your posts. On the top right under <u>Screen Options</u>-> click on <u>Discussions</u>.At the bottom of the content area you'll see <u>Allow Comments</u>, click off or on.
• The navigation on the right has three new tools <u>Format</u>, which states what kind of post you are creating (we recommend standard) <u>Categories</u>, which allows for a broad grouping of post topics, (i.e. Science, English etc), <u>Tags</u>, which are similar to categories, but are generally used to describe your post in more detail.
• Click publish to view post.

5. Add Video
• Wordpress makes it really easy to add video content. We recommend using services like Vimeo. To insert a video into your post, copy the video's url and paste the url into the content area. That's it. Click Preview/Publish to View post.

6. Links
• WordPress allows you to store a set of external links that your readers can click on. These links can be put into categories, we usually put the links under a "Resources" category.
• Under the <u>Links</u> tab in the navigation bar, click on <u>Add New</u>, you will come to the add link sub-panel where you can add a new link to your list. This contains the following information:

Name
The text that will be shown on your blog screen for the link (for example: Discovery Channel).

Web Address
The URL of the web page you're linking to: (http://.example.com)

Description
If your Theme includes it, this descriptive text will be put on the screen after the actual link. It will also be shown to the user as a "tool-tip" when they hover their mouse over the link. (The blog of John Doe, unknown blogger).

Category
Select the category for the link. Links can be put into multiple categories. This is where we type in the "Resources" category we mentioned earlier.

Target : Tells where the page will appear if the user clicks on the link. There are three options:
- none: open the link in the same window or frame (default).
- _top: if you're using frames, open the link at the top level of the frame system.
- _blank: open the link in a new window (we recommend this one).

• To view the links on your blog, you have to add a widget to your blog. Widgets are features that provide a simple and easy-to-use way of giving design and structure to the sidebar that comes with your Wordpress blog such as the side bar, footer etc.
• Go to Appearance > Widgets. Choose the Links Widget and drag it to the sidebar where you wish it to appear. There might be more than one sidebar option, so begin with the first one. Once in place, WordPress automatically updates the Theme. You will then have the widget editing window that will have the following information:

Links (Main Sidebar) – The first dropdown allows you to select which of your links to display. You can choose *All Links* from all categories, or just links in a specific link category (ie Resources).

• Then you can sort your links by **link image**, **show link name**, **show link description**, and **show link rating**.

• Then Preview the site. You can return to the Widgets Panel to continue adding Widgets. To save the Widget's customization, click Save. To remove the Widget, click Remove or Delete.

7. Create Pages
• In WordPress, you can either write posts or pages. When you're writing a regular blog entry, you write a post. Pages, on the other hand, are for content such as "About Me," "Contact Me," etc. You can create Pages for your classes or subject.
• To create a page hover over Pages->Add New. Add the title and content for the page.
• On the right you have Page Attributes, which are options for what type of page you are creating. Parent, means your page can stand alone or be a sub-page of another page, Template, means the look of the page you are creating (we recommend default), Order, allows you to choose the hierarchy(order) of your pages, which page you want to be first or last.

8. Username & Password
• To change your username and/or password hover over User-> Your Profile and change the username and password to your liking.