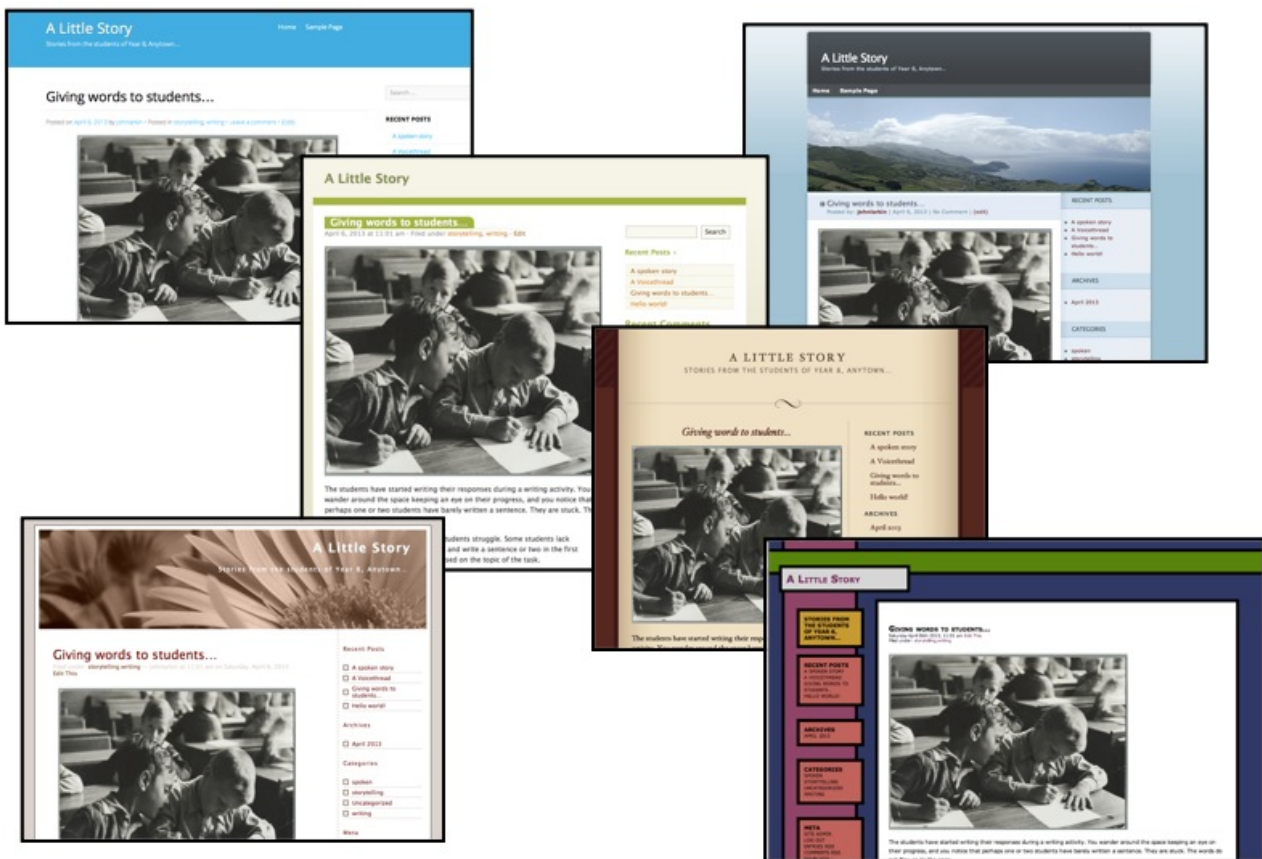


# Working with Edublogs

## Web sites for educators & students



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<http://www.larkin.net.au>

# Getting started

POINT YOUR WEB BROWSER TO THIS WEB SITE ADDRESS:  
**HTTP://EDUBLOGS-ORG**

EXISTING USERS LOG IN HERE

Powering **1,691,332** Edublogs since 2005

Log in

edublogs

features schools & universities community

The World's most popular education blogging service...

Safe, secure & easy to use.  
Used for e-portfolios, class sites & much more...  
Trusted by over 2million educators since 2005.

“The result was this amazing, organic discussion that ranged from debates over whether or not a sequel exists to one book, to speculation about posthumous publications from J.D. Salinger.”

Robert C. Barker  
John Liechty Middle School

» Log in

BEGIN CREATING YOUR NEW EDUBLOG HERE

Get your free blog now

WordPress for education

LOGGED-IN USERS WILL SEE THIS MENUBAR

Welcome, johnlarkin Your Dashboard Your Blogs Log Out

**Edublogs** allows educators to set up a professional quality web site that runs on the stable and well supported Wordpress publishing platform.

Teachers and lecturers can set up multiple web sites and either invite students to participate as contributors or authors, for example, to the site. If the educator or institution signs up for an upgrade with Edublogs they are able to access additional management and publishing features for a **fee**.

The **free version** of Edublogs is quite good and allows teachers and students to post journals, stories, and written works that can include embedded images, artwork and photographs together with links to audio files and other resources. Comments and posts can be moderated by the teacher or lecturer prior to publication dependent upon the settings established for the Edublogs site.

# Signing Up

**Your details:**

username:

e-mail:  optional

password:

confirm password:

**Your blog:**

blog domain:  mysmartblog .edublogs.org

blog title:

blog type:  Please Choose:

language:  English

☐ I Agree with [terms of service](#)

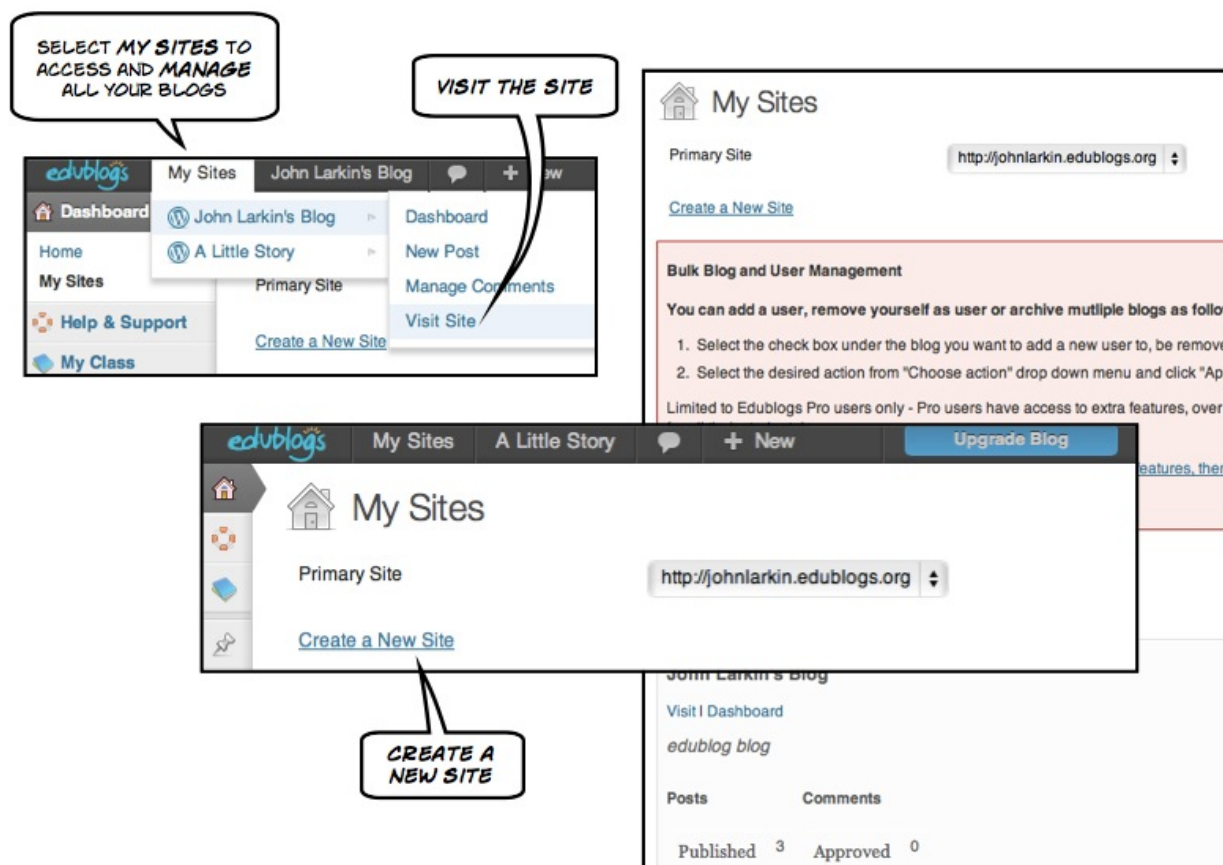
**Start blogging**

**After you have clicked on the “Get Your Free Blog Now”** on the opening page of the Edublogs web site you are then required to complete a fairly straightforward sign-up form.

Field	Description
<b>Username</b>	Ensure that this is suitable, logical, easy to spell and easy to remember. It could be based on your name, class, subject or topic.
<b>Password</b>	Something that is meaningful but impossible to guess. Never use the same password used for your banking pin or financial transactions.
<b>Blog domain</b>	This will be part of the Internet address for your Edublogs site on the web. Make sure it is meaningful yet abbreviated. Keep it short! This will be the Internet address of your Edublogs web site.
<b>Blog title</b>	Give your Edublogs site a name. You can always change it later.
<b>Blog type</b>	Indicate the type of blog that you are creating: Teacher or student.
<b>Language</b>	Select the language.

# Getting around

Once you have logged in to your Edublogs site simply click on **My Sites** or even **Dashboard** to allow yourself to get orientated. If you are ever “lost” simply click on the **My Sites** item in the top menu.



Once you are on the My Sites page of your Edublogs Dashboard you can manage and access the various sites that you have created.

From the **My Sites** menu item you can perform these actions for **each** of your Edublogs sites:

1. Access the Dashboard
2. Create a New Post
3. Manage Comments
4. Visit the site (the actual web site online)



# Visiting your site

As you add to your Edublogs site you may like to **visit** the site to see how your changes and new posts appear.

In order to do so simply select **Visit Site** from the **My Sites** menu item at the top of the Edublogs window.

REMEMBER, SELECT VISIT THE SITE TO VIEW THE ACTUAL WEB SITE ITSELF

YOU CAN TAKE A NOTE OF YOUR EDUBLOG'S WEB SITE ADDRESS WHEN YOU VISIT THE SITE

**A Little Story**  
just another Edublogs.org site

**A spoken story**  
Posted on April 6, 2013 • Posted in spoken, storytelling • Leave a comment • (Edit)

Please listen to my thoughts on the latest story...

**read**  
Posted in Uncategorized • Leave a comment • (Edit)

**Giving words to students...**  
Posted on April 6, 2013 • Posted in storytelling, writing • Leave a comment • (Edit)

RECENT POSTS

- A spoken story
- A Voicethread
- Giving words to students...
- Hello world!

RECENT COMMENTS

- Edublogs on Hello world!

ARCHIVES

- April 2013

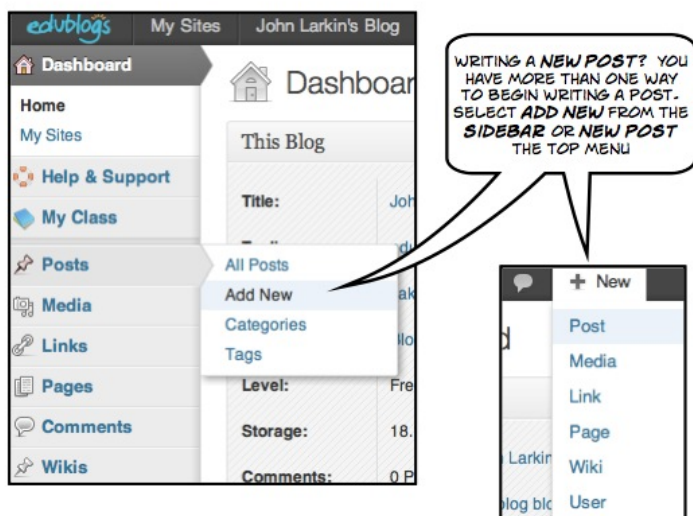
CATEGORIES

- spoken
- storytelling
- Uncategorized

You will be able to view the site. You can also view the site after each draft made to a new post or page. You can also view the site after you have completed creating and publishing a post or a page.

Remember that you you can copy and paste the **web site address** of your site from the Internet address field of your web browser. You can then send that link to your students, colleagues and collaborators or add the link to a relevant web site so that others can easily locate your Edublogs web site.

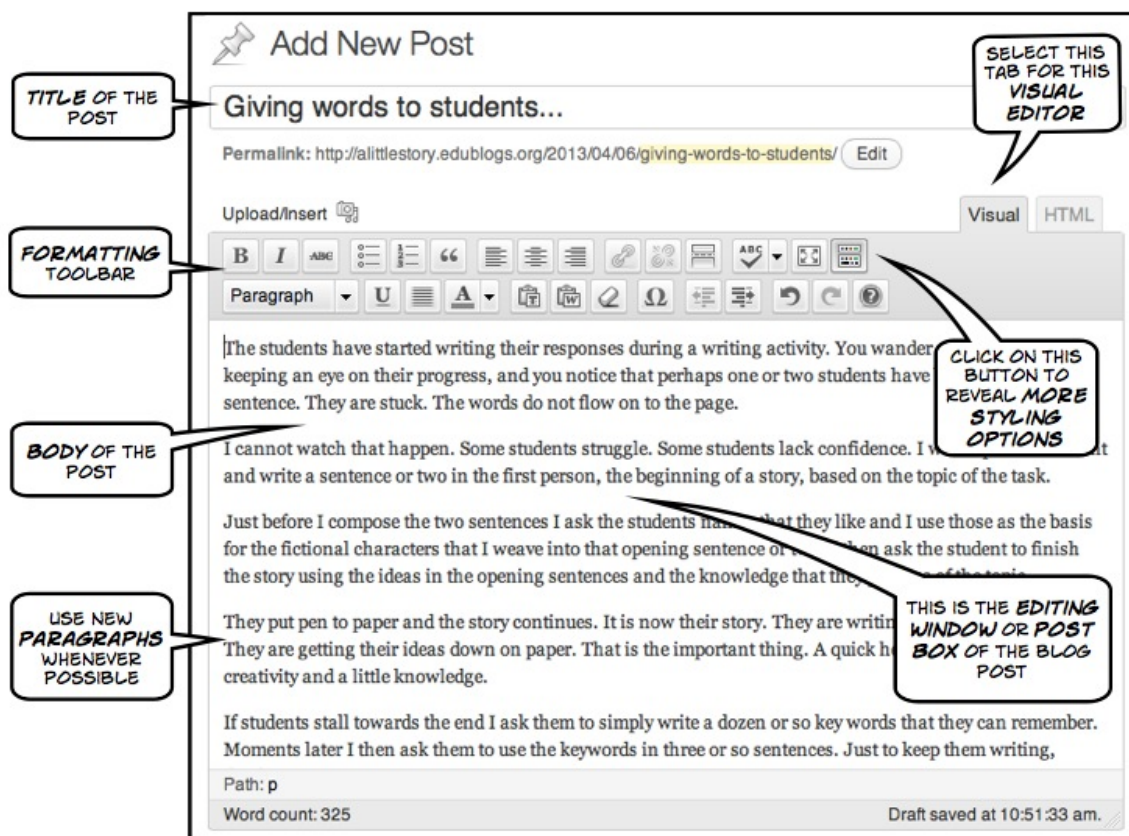
# Writing a post



## Writing a new post is easy.

If you know how to send an email then you know how to write a post in Edublogs. You can either select “**Post**” from the “**+ New**” menu item at the top of each screen in Edublogs or select “**Add New**” from the “**Posts**” menu in the sidebar of your Dashboard.

When the post editing window appears you simply need to give the post a title and then commence writing in the **post box** or editing window of the **Add New Post** page. You can format the text as well. Use the **Visual Editor** to compose and format your post. Just like a text document.



Writing a post is similar to working with a word processor.

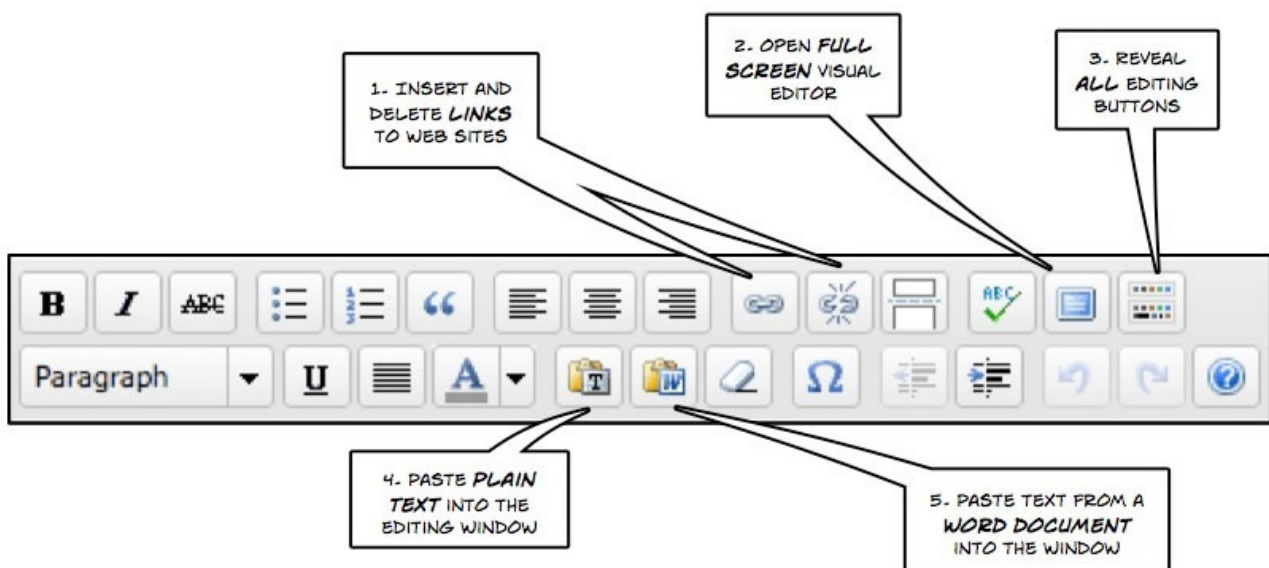
You can choose to use the Visual Editor or the HTML Editor. If you are familiar with HTML or you need to paste in some code for a link to a YouTube video or other web element for example you can use the HTML editor.

Normally you would select the Visual Editor to compose your post in WordPress. Click on the Visual tab when you wish to write your post.

You are able to alter the font, size, style and colour of the text. You can add links to web sites. You can insert images and audio files.

You can also check the spelling of your post. The best way to discover the features of the visual editor is to simply explore each button. You can always use the Edit > Undo menu item to correct any errors.

A number of the buttons in the visual editor are worth highlighting. They are numbered in the diagram and then described below.



1. In order to insert an **Internet link** to a web site you must ensure that the text or word that you wish to act as the link has been selected otherwise the Insert Link button will not be highlighted. It will be greyed out. The same rule applies to editing or deleting a link. The text



or word must be selected otherwise you cannot insert, edit or delete a link.

**STEP 1**  
CLICK AND SELECT THE TEXT THAT YOU WISH TO BE A WEB LINK TO ANOTHER WEB SITE

**STEP 2**  
CLICK ON THIS LINK BUTTON TO SHOW THE WEB LINK WINDOW

**STEP 3**  
COPY AND PASTE THE LINK FROM THE WEB BROWSER ADDRESS BAR TO THIS URL ADDRESS FIELD IN THE POP-UP WINDOW

**STEP 4**  
CLICK ADD LINK ONCE YOU HAVE FINISHED ENTERING THE URL OR INTERNET ADDRESS IN THE URL ADDRESS FIELD

Check this box if you wish the link to open the web page in a new window

Or link to existing content

Cancel

Add Link

Enter the destination URL

URL <https://voicethread.com/share/4395088/>

Title

☒ Open link in a new window/tab

Or link to existing content

Cancel

Add Link

YOU CAN LINK TO A VOICETHREAD CREATED AT VOICETHREAD.COM USING THIS SAME METHOD

ONLY PRO USERS OF EDUBLOGS CAN EMBED VOICE THREADS WITHIN THE POST ITSELF

**A Voicethread**

Permalink: <http://alittlestory.edublogs.org/2013/04/06/a-voicethread/> Edit View Post Get Shortlink

Upload/Insert

Visual HTML

Paragraph

This is a link to a [Voicethread story](#).

THE LINK TO THE VOICETHREAD IN THE BODY OF THE POST



2. If you would like to expand the Visual Editor window click on the **Full Screen** button. This will open up a window similar to the one illustrated below. Click on the same button to restore the Add Post screen.

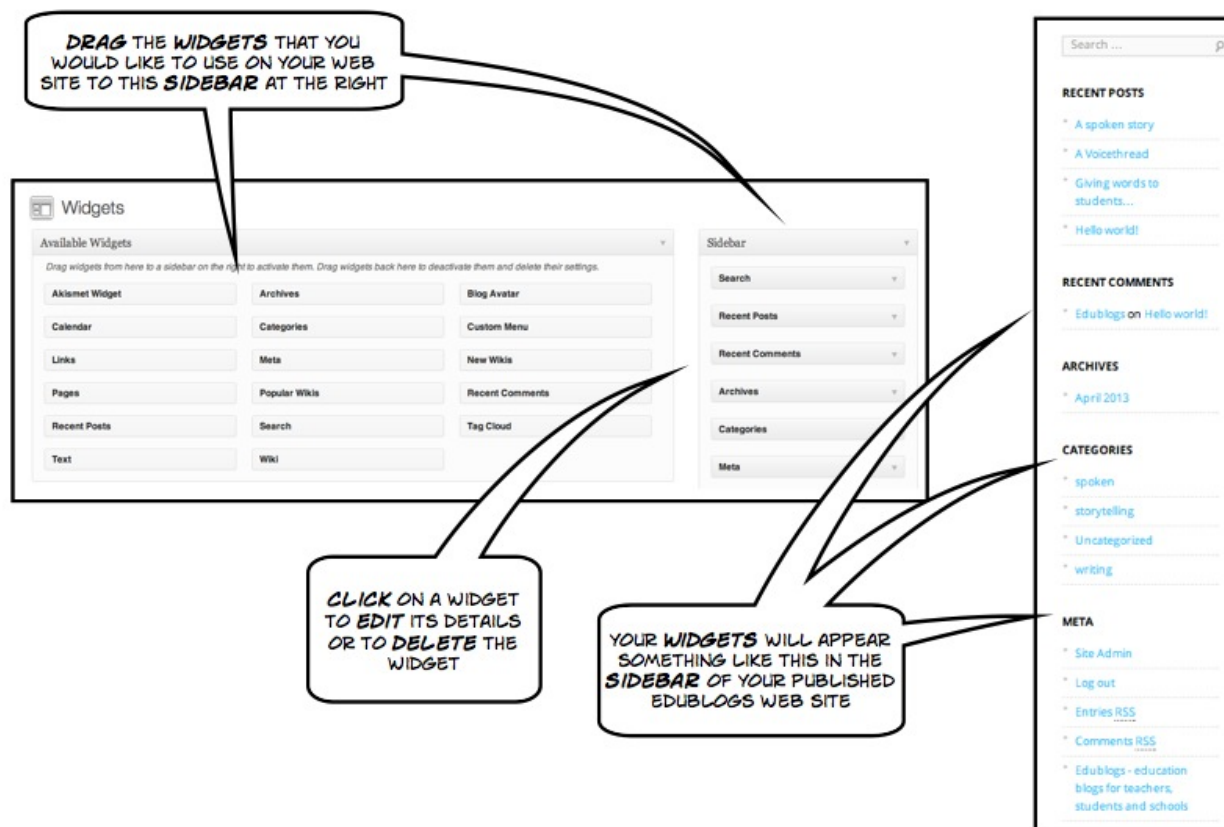
3. Normally only a single row of buttons is visible in the Visual Editor. Clicking on the **reveal all** button will show all of the available buttons for you to explore and use.

4. You can paste **plain text** directly into the Visual Editor using this button.

5. You can paste **formatted Word** text into the Visual editor using this button.

## Widgets

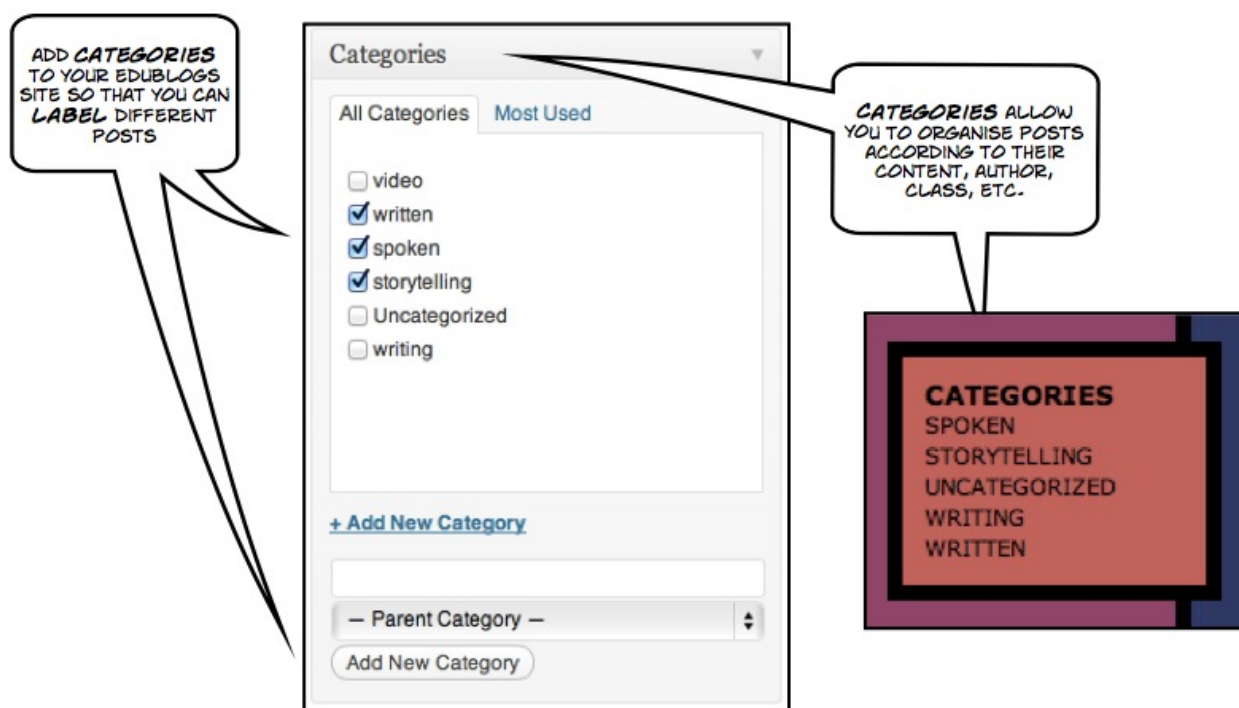
On each page of your Edublog a sidebar of widgets is visible. You are able to manage these widgets via the Appearance menu. These widgets can allow you to display recent posts, categories, comments and tags.



# Working with categories

One of the most important features of writing your posts is the ability to add **Categories** to your post. Categories are displayed with your post and also in a sidebar widget.

Why are categories important? Well, your blog may cover a variety of topics. Perhaps you will be blogging about different sports so you may have categories such as swimming, hockey, football and scuba diving. Your readers may only be interested in a specific sport and not all sports. If they just wish to read your posts on football they can simply click on the “Football” category link and they will be able to read just those posts. Look at the two images below.



The image on the left illustrates the Categories field on the Post editing page. The image on the right illustrates the categories as they appear on a blog.

Perhaps you are blogging about a variety of topics related to work and research activities. By setting up categories you will be able to empower your readers who simply click on the category that they wish to read.

# Adding images

**CLICK ON THE *UPLOAD/INSERT* BUTTON TO ADD IMAGES, AUDIO FILES AND DOCUMENTS SUCH AS A PDF FILE**

**MAKE SURE THAT THE *TEXT CURSOR* IS PLACED AT THE POINT IN THE BODY OF YOUR POST WHERE YOU WISH THE IMAGE OR FILE TO APPEAR**

**DRAG AND DROP THE IMAGES OR FILES THAT YOU WISH TO ADD TO THE BLOG POST FROM YOUR COMPUTER ON TO THIS WINDOW.**

**EACH IMAGE OR FILE WILL BE LISTED BELOW TOGETHER WITH A *PROGRESS BAR* SHOWING THE *DURATION* OF THE *UPLOAD***

**Adding an image to a post** is as easy as drag and drop. Click on the upload/insert button located just above the formatting toolbar. The window illustrated above will appear. Simply drag and drop the image that you wish to add to your post from your computer.

Keep in mind that you may need to **resize the image**, with respect to its dimensions and file size, **prior to upload**. The image below provides an idea regarding how image dimensions can relate to file size.

Name	Size
00 north_beach original.jpg	1.3 MB
01 north_beach 2048x1536.jpg	404 KB
02 north_beach 1600x1200.jpg	272 KB
03 north_beach 1260x945.jpg	224 KB
04 north_beach 1024x768.jpg	156 KB
05 north_beach 800x600.jpg	104 KB
06 north_beach 640x480.jpg	72 KB
07 north_beach 320x240.jpg	32 KB

After the image has uploaded a thumbnail of the image will appear below the upload window.

**YOU CAN CHANGE THE TITLE OF THE UPLOADED IMAGE OR FILE**

**IT IS WISE TO ADD ALTERNATE TEXT SO THAT VISUALLY IMPAIRED READERS WILL KNOW WHAT THE IMAGE ILLUSTRATES**

**CHANGE THE LINK SO THAT THE IMAGE, FOR EXAMPLE, POINTS TO ANOTHER WEB SITE**

**ALIGN YOUR IMAGE TO THE LEFT, CENTRE OR RIGHT**

**CHOOSE AN APPROPRIATE SIZE FOR YOUR IMAGE SO THAT IT WILL APPEAR NEATLY WITHIN THE BODY OF YOUR POST WHEN IT IS PUBLISHED**

**CLICK INSERT INTO POST WHEN YOU HAVE COMPLETED THE SETTINGS IN THIS WINDOW**

**YOU CAN ALSO PERFORM SIMPLE EDITS ON THE UPLOADED IMAGE**

**Add Media**

File name: students\_writing-1nzsxi.jpg  
File type: image/jpeg  
Upload date: April 6, 2013  
Dimensions: 540 x 398

[Edit Image](#)

Title: students\_writing

Alternate Text: Students writing  
Alt text for the image, e.g. "The Mona Lisa"

Caption:

Description:

Link URL: http://allttestory.edublogs.org/files/2013/04/students\_writing-1nzsxi.jpg  
None File URL Attachment Post URL  
Enter a link URL or click above for presets.

Alignment: ☒ None ☐ Left ☐ Center ☐ Right

Size: ☐ Thumbnail (150 x 150) ☒ Medium (300 x 221) ☐ Large ☐ Full Size (540 x 398)

[Insert into Post](#) [Use as featured image](#) [Delete](#)

[Save all changes](#)

You can use this window to label the image, set the size that it will appear in your post and position it to the left, centre or right. Click **"Insert into Post"** once you have completed your settings. The image will appear in the post box. You can explore more here: <http://help.edublogs.org/2009/07/29/inserting-images-into-your-posts/>

**THE IMAGE WILL APPEAR IN THE EDITING WINDOW OF YOUR POST AT THE POINT WHERE YOU HAD PLACED THE TEXT CURSOR**

**THE IMAGE WILL LOOK LIKE THIS WHEN THE BLOG POST IS PUBLISHED**

**Edit Post** [Add New](#)

Giving words to students...

Permalink: http://allttestory.edublogs.org/2013/04/06/giving-words-to-students/ [Edit](#) [Get Short URL](#)

Upload/Insert

Paragraph

Path: p

Word count: 325

Draft saved at 10:59:23 am. Last edited by johnlarkin on April 6, 2013 at 10:59

Giving words to students...

Posted on April 6, 2013 by johnlarkin - Posted in: struggling, writing - Leave a comment (0)

The students have started writing their responses during a writing activity. You wonder around the space keeping an eye on their progress, and you notice that perhaps one or two students have barely written a sentence. They are stuck. The words do not flow on to the page.

I cannot watch that happen. Some students struggle. Some students lack confidence. I walk up to the student and write a sentence or two in the first person, the beginning of a story, based on the topic of the task.

Just before I compose the two sentences I ask the students names that they like and I use those as the basis for the fictional characters that I weave into that opening sentence or two, then ask the students to finish the story using the clues in the opening sentences and the knowledge that they possess of the topic.



# Adding files

**Add media files from your computer**

For 10GB of upload space, upgrade to Edublogs Pro!

Drop files here  
or  
Select Files

YOU CAN DRAG AND DROP MP3 AUDIO FILES SO THAT THEY ARE ADDED TO YOUR BLOG POST

the\_story.mp3

Maximum upload file size: 32MB. After a file has been uploaded, you can add titles and descriptions.

the\_story [Hide](#)

File name: the\_story-1pg1m4k.mp3  
File type: audio/mpeg  
Upload date: April 6, 2013

Title: the\_story

Caption:

Description:

Link URL: [http://alittlestory.edublogs.org/files/2013/04/the\\_story-1pg1m4k.mp3](http://alittlestory.edublogs.org/files/2013/04/the_story-1pg1m4k.mp3)

None File URL Attachment Post URL  
Enter a link URL or click above for presets.

Insert into Post Delete

**A spoken story**

Permalink: <http://alittlestory.edublogs.org/2013/04/06/a-spoken-story/>

Upload/Insert

B I ABC [icons] ABC

Paragraph U [icons]

Please listen to my thoughts on the latest story...

[the\\_story](#)

THE MP3 AUDIO FILE WILL APPEAR AS A LINK AND WILL OPEN UP A PLAYER IN A NEW WINDOW

**You are also able** to upload files such as mp3 audio files to your Edublogs site. As with images keep in mind the file size of the audio file. There are limits to how much file space is available on your site.

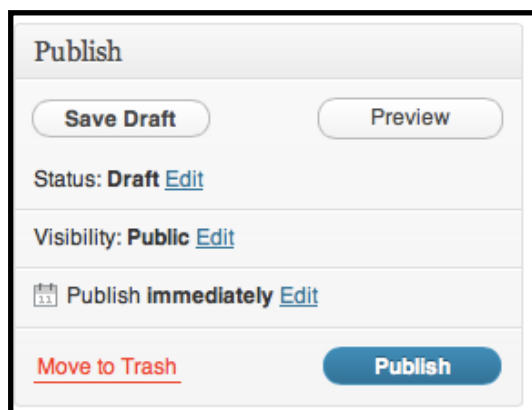
Click on the upload/insert button located just above the formatting toolbar. The window illustrated above right will appear. Simply drag and drop the file that you wish to add to your post from your computer.

The file will appear as a thumbnail after upload and you will then be able to label the file.

You can explore other possibilities with audio via the Edublogs web site:

<http://help.edublogs.org/2013/02/22/inserting-audio/>

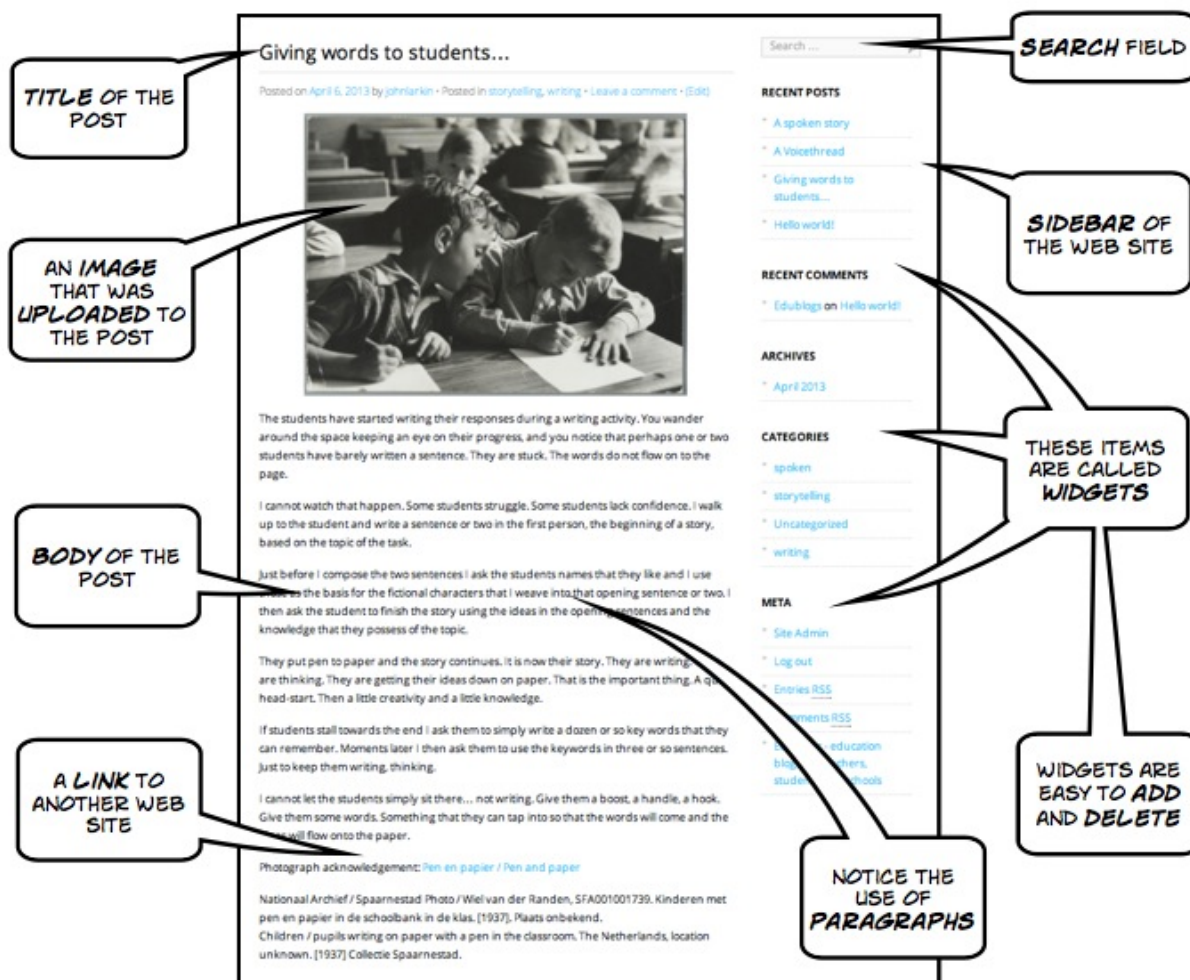
# The published post



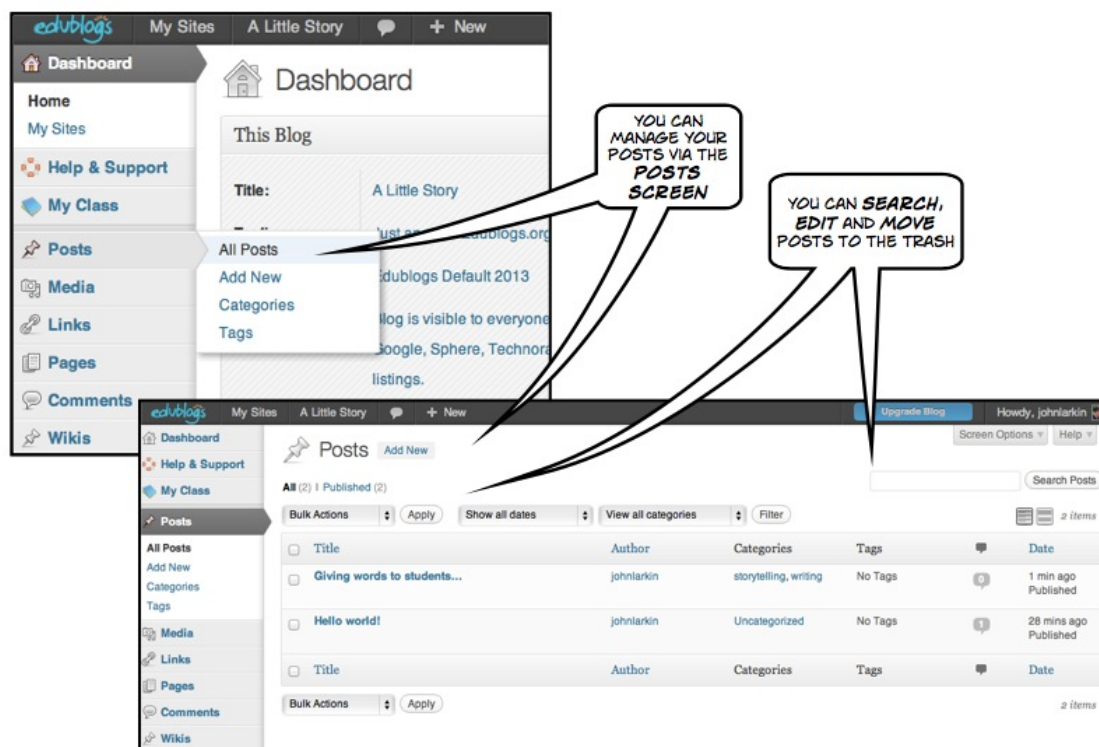
When you have finished writing the post, adding links and inserting images you can then **Publish** the post.

**The published post** will appear as illustrated below.

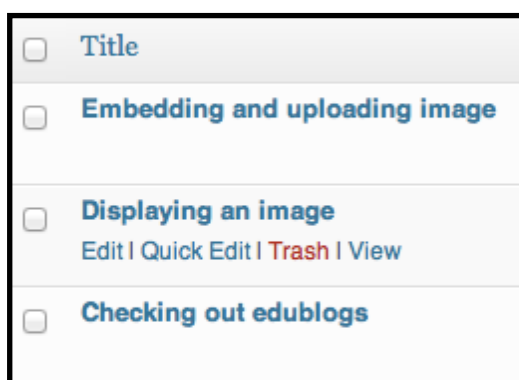
The post will appear along with the sidebar of widgets. The author, date, categories and tags associated with the post will appear beneath the post title. You can always edit and/or update the post at a later date.



# Managing posts



**You can manage all your posts via the Posts screen.** Select the Posts menu item from the Dashboard sidebar. All of your posts, including drafts, will be listed. You are able to edit posts, search for posts and also move posts to the trash.



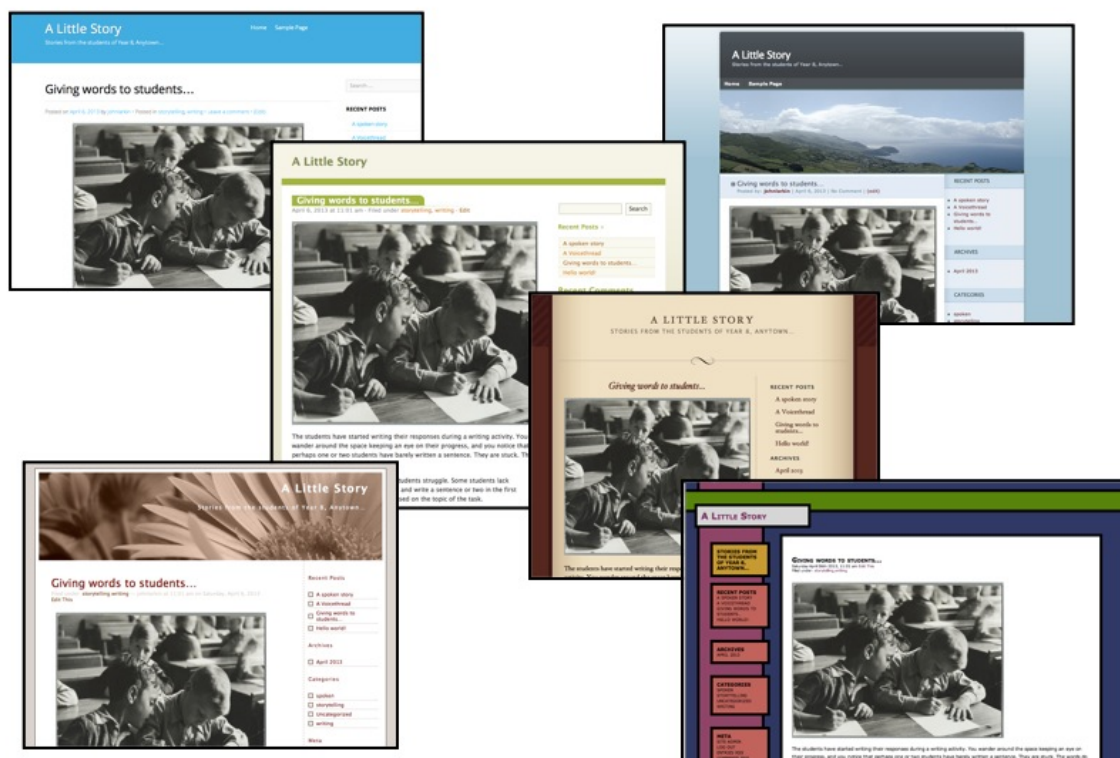
If you roll your mouse over the title of the post **four links** will appear that enable you to edit, trash or view the post. As well, you are able to perform a **Quick Edit** of the post in which you are able to amend key features of the post. They are illustrated below.

The 'QUICK EDIT' form allows you to update post details. It includes fields for Title, Slug, Date, and Password. There are also checkboxes for 'Allow Comments' and 'Allow Pings', and a dropdown for 'Status'. The 'Update' button is at the bottom right.

<b>QUICK EDIT</b>		Categories [more]	Tags
Title	Displaying an image	<input checked="" type="checkbox"/> Uncategorized	
Slug	displaying-an-image		
Date	12-Dec 09, 2008 @ 23:59		<input checked="" type="checkbox"/> Allow Comments <input checked="" type="checkbox"/> Allow Pings
Password	<input type="password"/> —OR— <input type="checkbox"/> Private		Status: Published <input type="checkbox"/> Make this post sticky
<input type="button" value="Cancel"/>		<input type="button" value="Update"/>	

# Themes

Clicking on the Themes menu item beneath the Appearance menu in the Dashboard sidebar reveals a number of themes that you can select in order to change the look and feel of your blog.

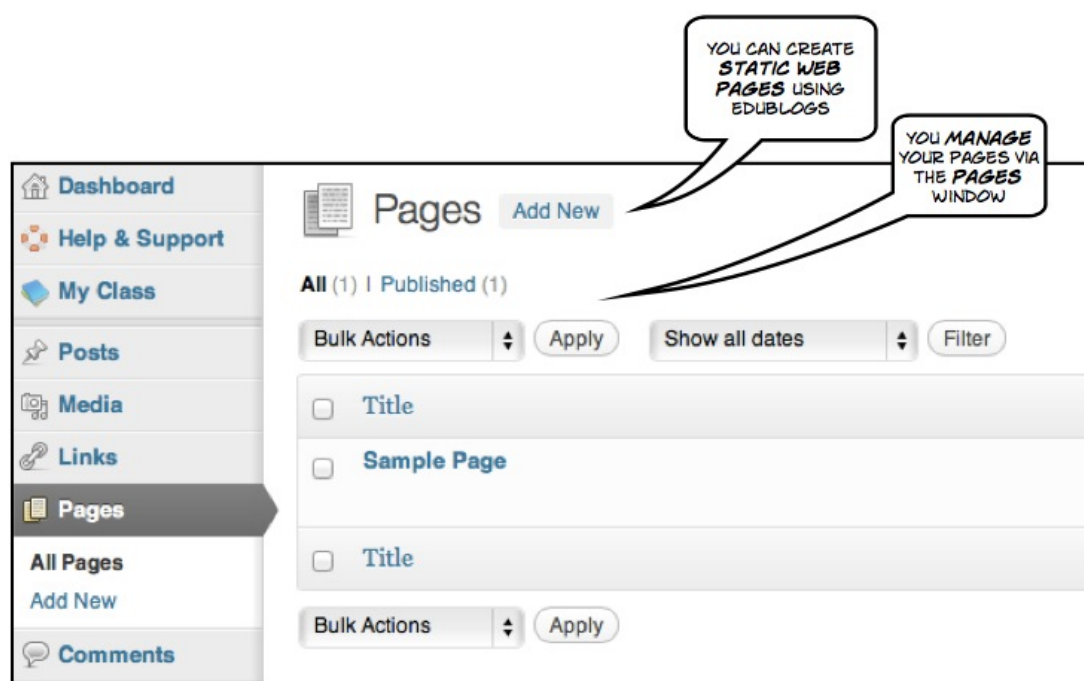




# Pages

It is possible to create dedicated web pages in Edublogs. You can use these web pages to share specific information with your readers. You can even set a page to be the opening page for your web site. It is easily one of the best ways to create a professional looking and polished web site.

There are two ways to access the page creation area of WordPress. You can select new page from the drop down menu at the top of each page in WordPress or you can also select Add New from the Pages menu on the left hand side of the page.



The web page will appear in a menu or you can add a widget to the Edublog sidebar that lists all the pages that you have created.

**Introduction to Pages:** [http://help.edublogs.org/2009/08/01/the-differences-between-posts-and-pages/#Introduction\\_to\\_Pages](http://help.edublogs.org/2009/08/01/the-differences-between-posts-and-pages/#Introduction_to_Pages)

**Differences between Posts & Pages:** <http://help.edublogs.org/2009/08/01/the-differences-between-posts-and-pages/>

# General Settings

**General Settings**

**Site Title**    
*YOU CAN ALWAYS CHANGE THE TITLE OF YOUR SITE*

**Tagline**    
*GIVE THE WEB SITE A TAG LINE*  
*In a few words, explain what this site is about.*

**E-mail Address**    
*DO NOT FORGET YOUR EMAIL ADDRESS*  
*This address is used for admin purposes. If you change this we will send you an e-mail at your new address to confirm it.*  
*The new address will not become active until confirmed.*

**The General Settings** allow you to change the title of your Edublog site, add a Tagline and to list your email address. This email address is important as it is used when you need to reset a forgotten password, moderate comments and to moderate posts.

# Writing Settings

**Writing Settings**

**Size of the post box**  lines   
*THIS DETERMINES THE DEPTH OF THE EDITING WINDOW WHEN WRITING A POST*

**Formatting**   
☒ Convert emoticons like :-D and :-P to graphics on display   
☐ WordPress should correct invalidly nested XHTML automatically

**Default Post Category**    
*SET A DEFAULT CATEGORY FOR YOUR POSTS*

**Default Post Format**

Simply set the default category for your posts and indicate how deep you would like to set the post box for when you create a post.

# Reading Settings

**Reading Settings**

Front page displays

☒ Your latest posts

☐ A static page (select below)

Front page:

Posts page:

Blog pages show at most  posts

Syndication feeds show the most recent  items

For each article in a feed, show

☒ Full text

☐ Summary

[Save Changes](#)

**Callouts:**

- NORMALLY LEAVE THIS SETTING AS IS
- HOW MANY POSTS DO YOU WISH TO SHOW AT ONCE ON A SINGLE PAGE OF YOUR SITE?

## The Reading Settings

determine how your site and blog posts will appear to your readers.

You can ensure that your blog posts appear on your opening page as well as the number of posts that appear per web page of your site.

# Privacy Settings

**Privacy Settings**

To use the extra privacy options, please upgrade to Pro »

Site Visibility

☒ Allow search engines to index this site.

☐ Ask search engines not to index this site.

*Note: Neither of these options blocks access to your site — it is up to search engines to honor your request.*

☐ Visitors must have a login - anyone that is a registered user of Edublogs.org can gain access.

☐ Only registered users of this blogs can have access - anyone found under [Users > All Users](#) can have access.

☐ Only administrators can visit - good for testing purposes before making it live.

☐ Anyone that visits must first provide this password:

*Note: Anyone that is a registered user of this blog won't need this password.*

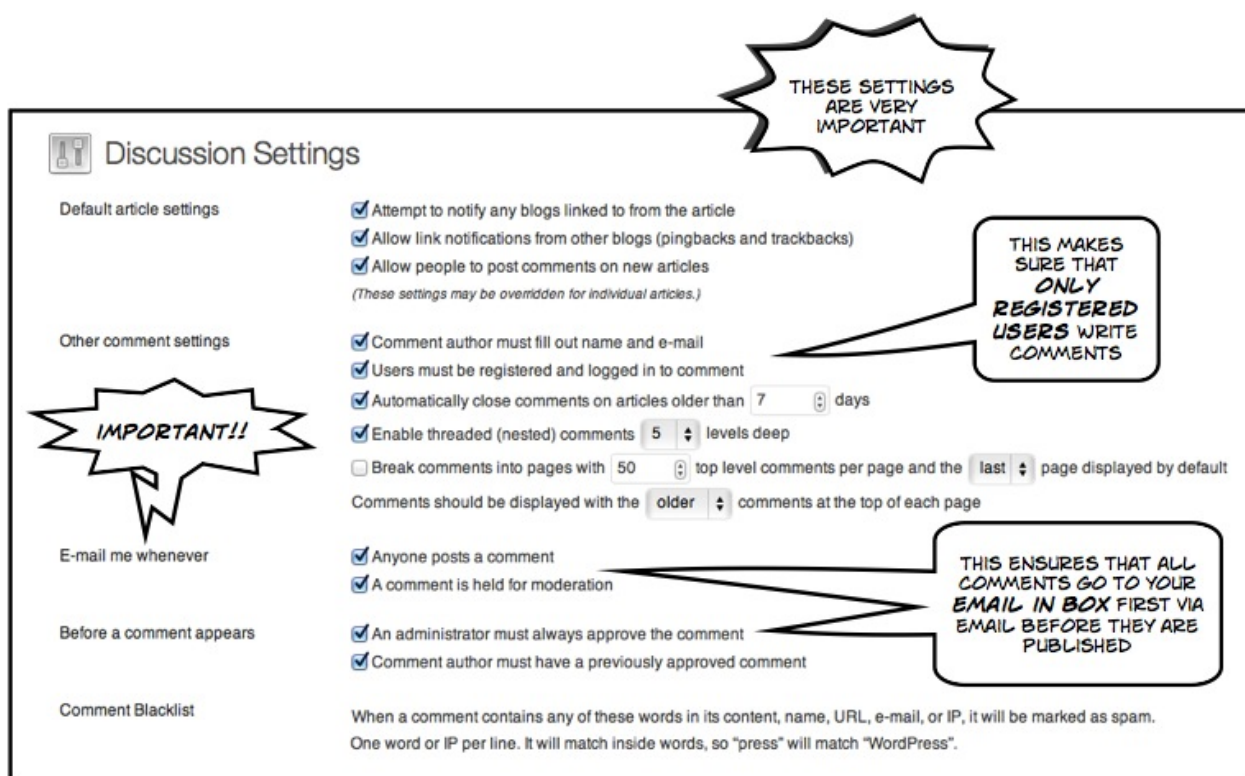
[Save Changes](#)

**Callouts:**

- YOU CAN DETERMINE HOW EASILY LOCATED YOUR EDUBLOGS SITE IS ON THE WEB

You can determine whether or not your site is easily “visible” to search engines. If you are an Edublogs Pro user additional privacy features are available.

# Discussion Settings



**THESE SETTINGS ARE VERY IMPORTANT**

## Discussion Settings

**Default article settings**

- ☒ Attempt to notify any blogs linked to from the article
- ☒ Allow link notifications from other blogs (pingbacks and trackbacks)
- ☒ Allow people to post comments on new articles

*(These settings may be overridden for individual articles.)*

**Other comment settings**

**IMPORTANT!!**

- ☒ Comment author must fill out name and e-mail
- ☒ Users must be registered and logged in to comment
- ☒ Automatically close comments on articles older than  days
- ☒ Enable threaded (nested) comments  levels deep
- ☐ Break comments into pages with  top level comments per page and the  page displayed by default

Comments should be displayed with the  comments at the top of each page

**E-mail me whenever**

- ☒ Anyone posts a comment
- ☒ A comment is held for moderation

**Before a comment appears**

- ☒ An administrator must always approve the comment
- ☒ Comment author must have a previously approved comment

**Comment Blacklist**

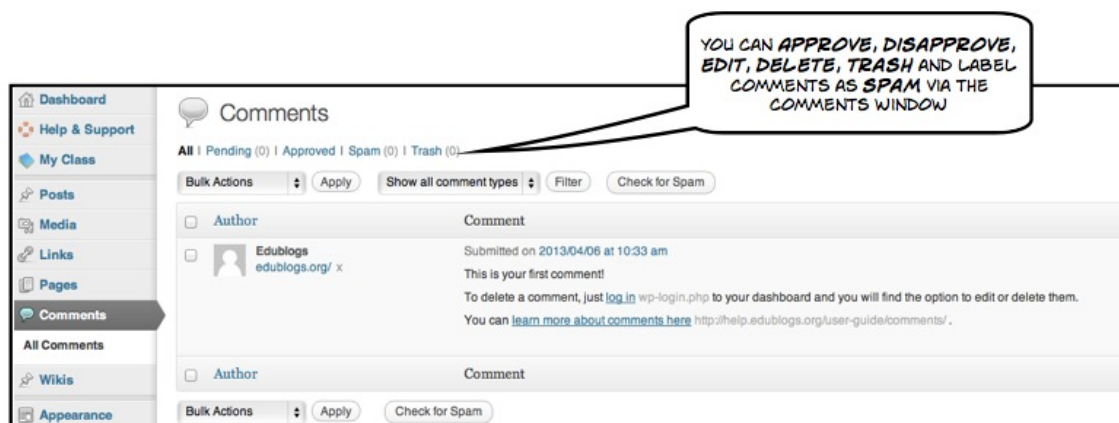
When a comment contains any of these words in its content, name, URL, e-mail, or IP, it will be marked as spam. One word or IP per line. It will match inside words, so "press" will match "WordPress".

**THIS MAKES SURE THAT ONLY REGISTERED USERS WRITE COMMENTS**

**THIS ENSURES THAT ALL COMMENTS GO TO YOUR EMAIL IN BOX FIRST VIA EMAIL BEFORE THEY ARE PUBLISHED**

**The Discussion Settings** are most important as they allow you to control the commenting process on your Edublog site. Carefully review the settings displayed above. If you allow comments on your posts it is highly recommended that you **moderate** the comments before they are published. Comments will be sent to your nominated email address for verification prior to publishing. You can approve, disapprove, delete or label a comment as spam.

You can manage comments via the Comments screen, shown below.



**YOU CAN APPROVE, DISAPPROVE, EDIT, DELETE, TRASH AND LABEL COMMENTS AS SPAM VIA THE COMMENTS WINDOW**

**Comments**

All | Pending (0) | Approved | Spam (0) | Trash (0)

Bulk Actions  Apply Show all comment types  Filter Check for Spam

<input type="checkbox"/>	Author	Comment
<input type="checkbox"/>	Edublogs edublogs.org/ x	Submitted on 2013/04/06 at 10:33 am This is your first comment! To delete a comment, just <a href="#">log in</a> wp-login.php to your dashboard and you will find the option to edit or delete them. You can <a href="#">learn more about comments here</a> <a href="http://help.edublogs.org/user-guide/comments/">http://help.edublogs.org/user-guide/comments/</a> .
<input type="checkbox"/>	Author	Comment

Bulk Actions  Apply Check for Spam



# Adding Users

The screenshot shows the Edublogs 'Users' management page. On the left is a sidebar with navigation links: Dashboard, Help & Support, My Class, Posts, Media, Links, Pages, Comments, Wikis, Appearance, Plugins, and Users (highlighted). Under 'Users', there are links for All Users, Add New, Your Profile, Your Avatar, Blog & User Creator, and Reports.

The main content area is titled 'Users' and includes an 'Add New' button. Below this is a table of users with columns for Username, Name, E-mail, and Role. One user is listed: 'johnlarkin' with the name 'John Larkin'. Above the table are 'Bulk Actions' and 'Apply' buttons, and a 'Change role to...' dropdown.

Two callouts provide additional information:

- A callout pointing to the 'Add New' button states: "YOU CAN ADD AND MANAGE ADDITIONAL USERS VIA THE USERS WINDOW".
- A callout pointing to the 'Add Existing User' and 'Add New User' sections states: "YOU WOULD NORMALLY ASSIGN ROLES OF AUTHOR OR CONTRIBUTOR TO STUDENTS".

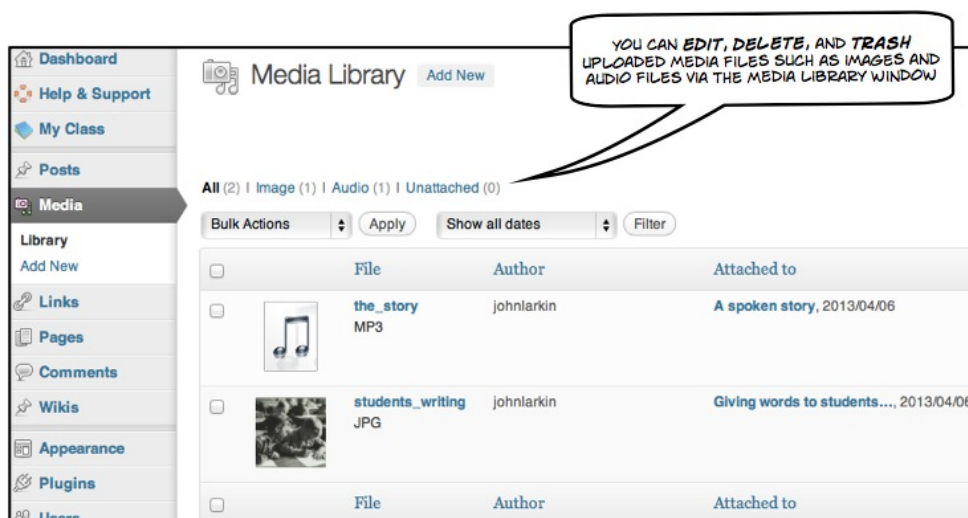
The 'Add Existing User' section includes a text input for 'E-mail or Username', a 'Role' dropdown set to 'Subscriber', and an 'Add Existing User' button. The 'Add New User' section includes text inputs for 'Username (required)' and 'E-mail (required)', a 'Role' dropdown set to 'Subscriber', and an 'Add New User' button.

**You can add additional users to your site.** You may add a class of students or fellow colleagues to your Edublogs site. It is most important that you give your new users an appropriate role. For example, you may simply add students as **Authors** or **Contributors**. You may add colleagues as **Editors** or **Administrators**. The specifics of each role is set out below.

- **Administrator** – somebody who has access to all the administration features within a single site.
- **Editor** – somebody who can publish and manage posts including the posts of other users.
- **Author** – somebody who can publish and manage their own posts.
- **Contributor** – somebody who can write and manage their own posts but cannot publish them.
- **Subscriber** – somebody who can only manage their profile.

See this **Edublogs** page: <http://help.edublogs.org/2009/08/24/what-are-the-different-roles-of-users/>

# Managing Media



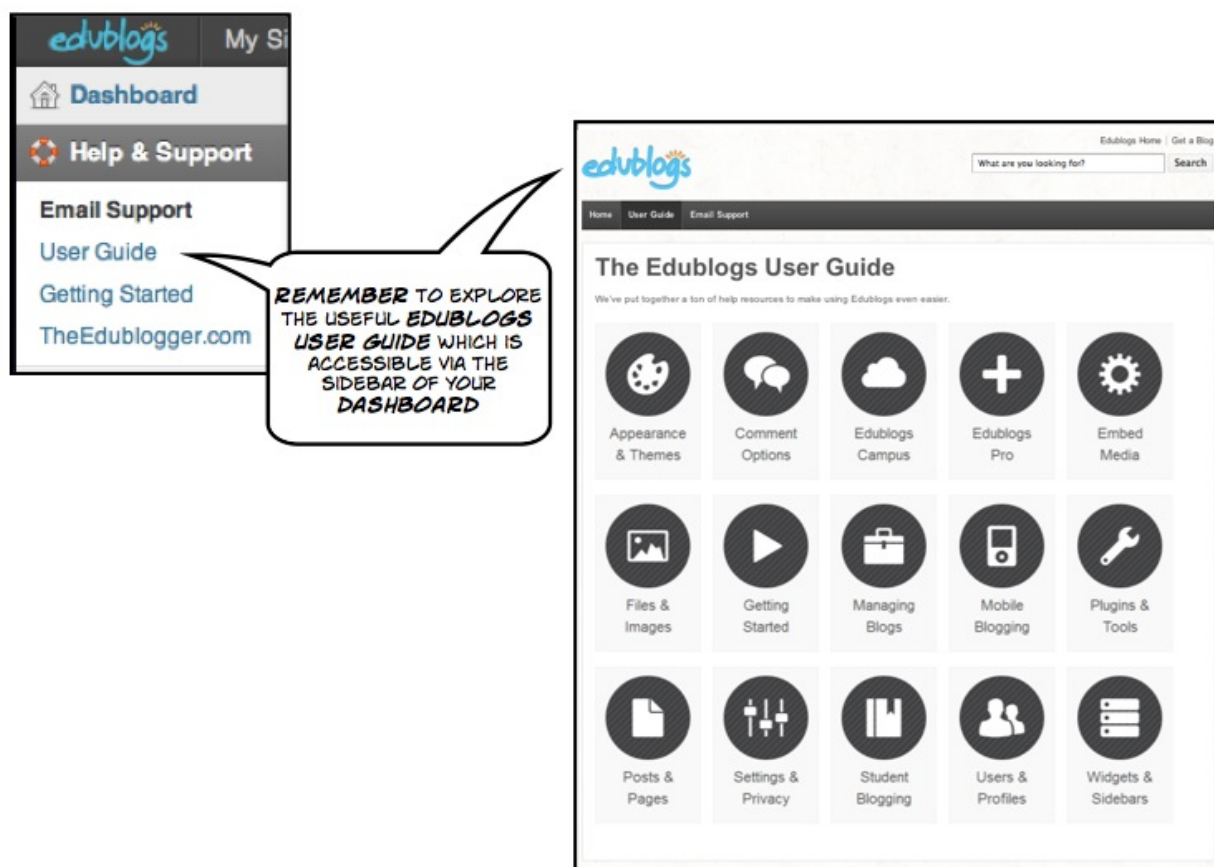
**You can manage your media files** in much the same way as managing posts and pages. You are able to edit the details for a media file, as well as trashing and permanently deleting files.

# Incorrect Log-In



**On rare occasions** you may log-in to Edublogs using the incorrect Internet address. The window shown above will appear. Do not be concerned. Simply follow the links to your own Edublog sites.

# Edublogs Support



**Edublogs** has an excellent User Guide that is well set out and easy to follow. <http://help.edublogs.org/user-guide/>

There is also an excellent guide for **beginners**:

<http://help.edublogs.org/getting-started-with-edublogs/>

Finally there is also the **Edublogger**. Tips and tricks for educators, both new and experienced, in the art and technology of publishing online:

<http://theedublogger.com>