**How To Sheet – Blog**

**Class Blog:** This year we will create a Class blog; each student will have a separate page on the Class blog to post individual entries. There may be opportunities for other students in the class, in other sections and courses, in other schools, and even in other countries to read and even post comments (in Spanish) on your entries.

**\*Important:** Even though you will post your writing topics online at the Class blog, you will need to create a Master Word Document with ALL Blog topics for your End of Year Portfolio which you will need to print and turn in at the end of the year as well as at various check-points throughout the year. From your Master document, you will be able to copy and paste the current blog topic when directed to do so (do not type it directly into the blog).

**STEP 1 - Safety Tips and Guidelines:**

1. Avoid using any personal information that might identify who you are or your location (no last names, no Scarsdale High School, etc.)
2. If you upload any photos, make sure the photo doesn’t have any specific identifying information (school name, etc.).
3. If you upload pictures that you have taken from a phone or other device with a GPS, you need to go into settings and disable the camera’s GPS before posting the picture (this is also a good idea if you post pictures on other social media like Facebook, etc.)

**\*Watch this video on How to Upload Photos Safely  <http://www.youtube.com/embed/N2vARzvWxwY?rel=0>**

**STEP 2 - To Get Started:**

1. Go to [www.wordpress.com](http://www.wordpress.com) and select “Get Started.”
2. **\*IMPORTANT:** ***DON’T*** fill in the info yet; SCROLL down to the blue “Wordpress.com free” and look to the right where it says in blue letters “Sign Up for Just a User Name;” enter your Email address, a Username, and a Password (**\*Note: *DON’T***create a blog yet; we already have a class blog set up).
3. Click “Submit.”
4. You also need to give Sra. A. your email address in order to be invited to join the Class blog.
5. Create a Word document and begin writing Entry 1. IMPORTANT: Be sure to date and label each entry with the topic title.
6. Complete the Self-Edit, Peer-Edit, and Teacher-Edit before posting your blog entry.

**STEP 3 - To Post an Entry on Your Page:**

**\*You will not be able to begin posting until you have been invited by Sra. Almanzar by email.**

1. Log in at [www.wordpress.com](http://www.wordpress.com)
2. Select the Class blog
3. Click on your name to access your page
4. Click on “Edit” (not on “Leave Comment”)
5. Copy and paste your edited blog entry from Word
6. Click “Update”
7. You can view the updated page by clicking on the Class blog name in the upper left-hand corner next to the W (above the word “Dashboard”)

**STEP 4 - To Add A Photo or Image to an Entry:**

1. Click on your name to access your page
2. If it is an image (like from Google Images), just copy and paste into your page
3. If it is a photo, be sure to follow the Safety Tips (no location or personal identifiers and GPS settings for phone/device switched off)
4. Select “Insert Media”
5. Click “Upload Files”
6. If you want to change the size or position, scroll down on the right side, you can select desired options under “Attachment Display Settings”
7. Click “Insert Into Page”
8. Click “Update”
9. You can view the updated page by clicking on the Class blog name in the upper left-hand corner next to the W (above the word “Dashboard”)