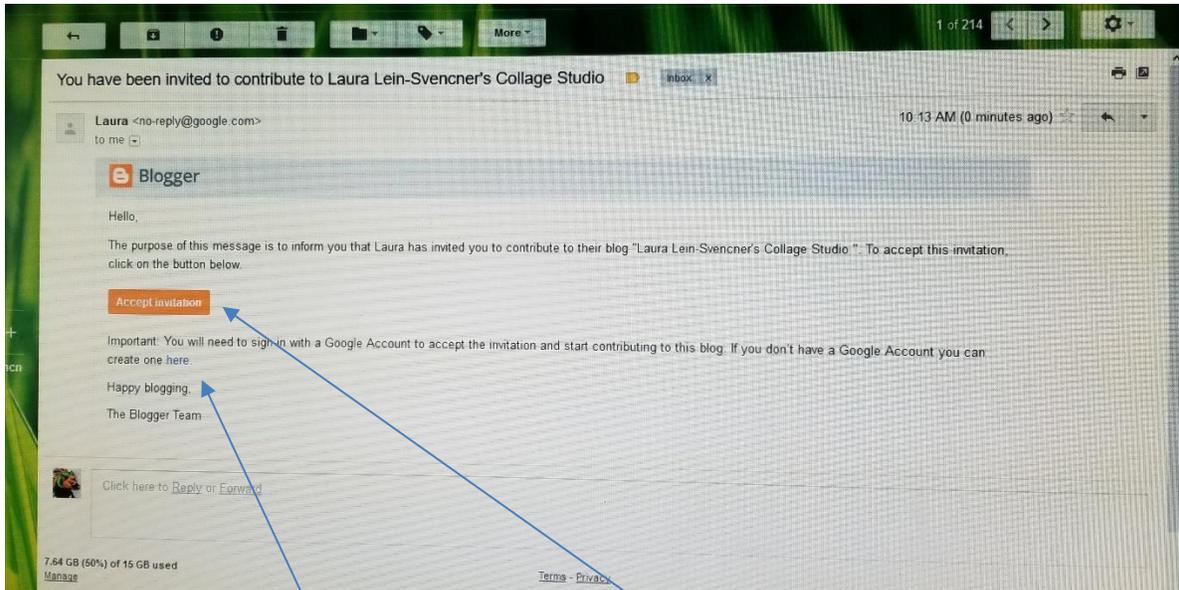
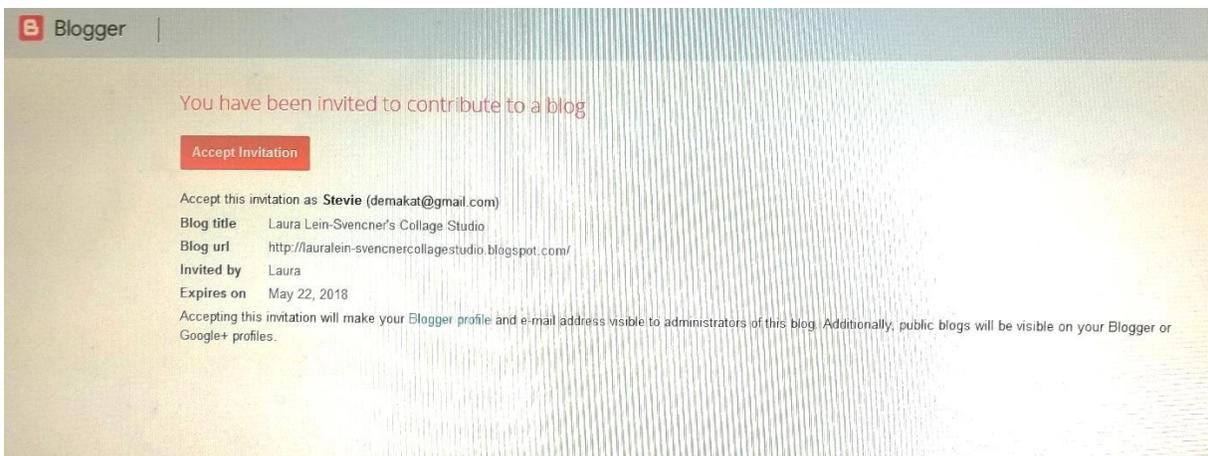


Guidelines for Classroom Blogging

Invite to the Blog



When you get invited on you should see a screen like this. If you don't have a google or Gmail account, you will have to establish this first off. Check the Here button and follow through. If you have an account, such as google documents, or Gmail you should be able to just hit the **Accept invitation**.

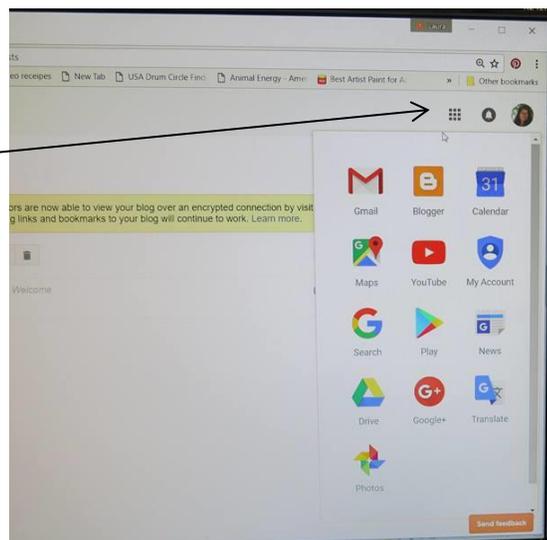


This will be the next screen you should see if you already have an account with google or Gmail...Blogger relates to google and so is You Tube. By accepting this invitation, you will make your blogger profile and email address visible to administrator of the blog/online teacher. Additionally, public blogs will be visible on your Blogger or Google+ profiles. If you have an iPad you might want to download a Blogger app.

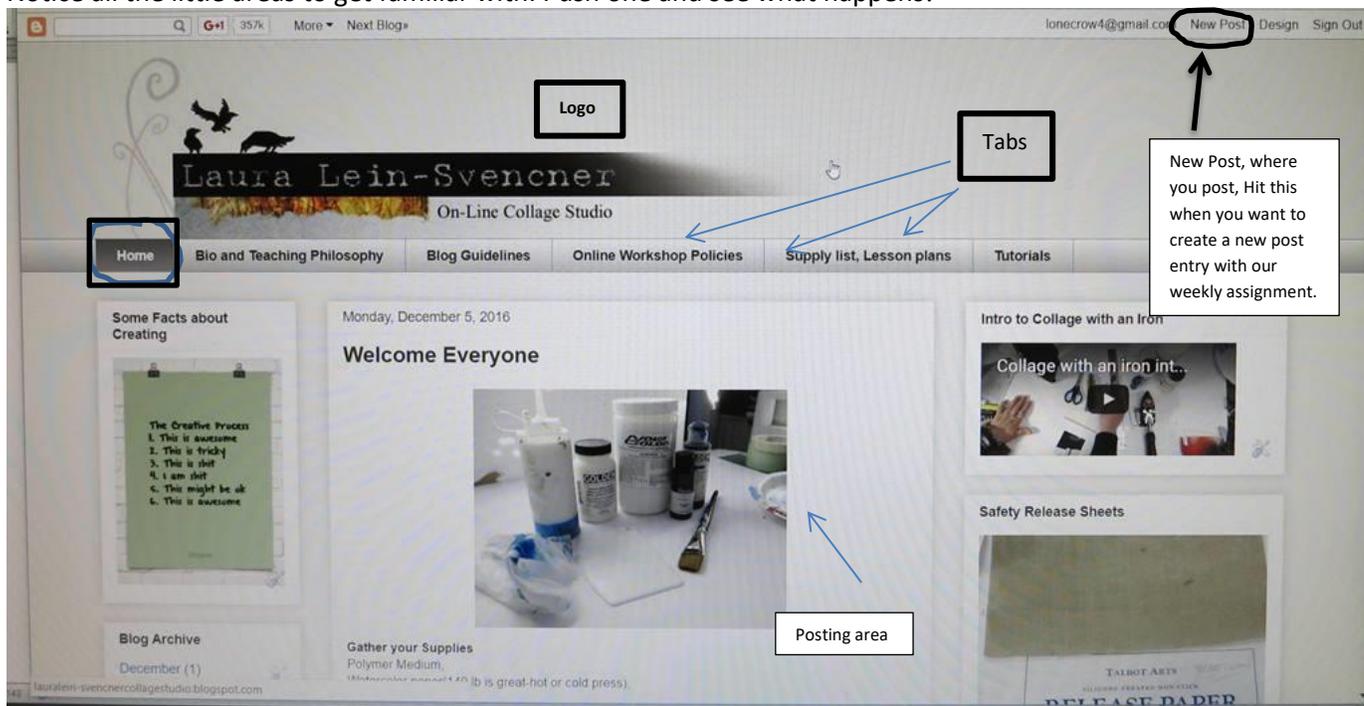
Dashboard

You will be invited on to the blog through Google, create a Gmail account if you don't have one already. This will be what you come to on the blog after you have established your account with Google/Blogger. You will see the main page of the blog. Look for the New Post, Home, Tabs and where you will see a post in the center. Each class lesson sent will also receive the URL link to the class just in case it gets lost. And you can always email to re invite you on the blog if something doesn't work right. Lonecrow4@gmail.com

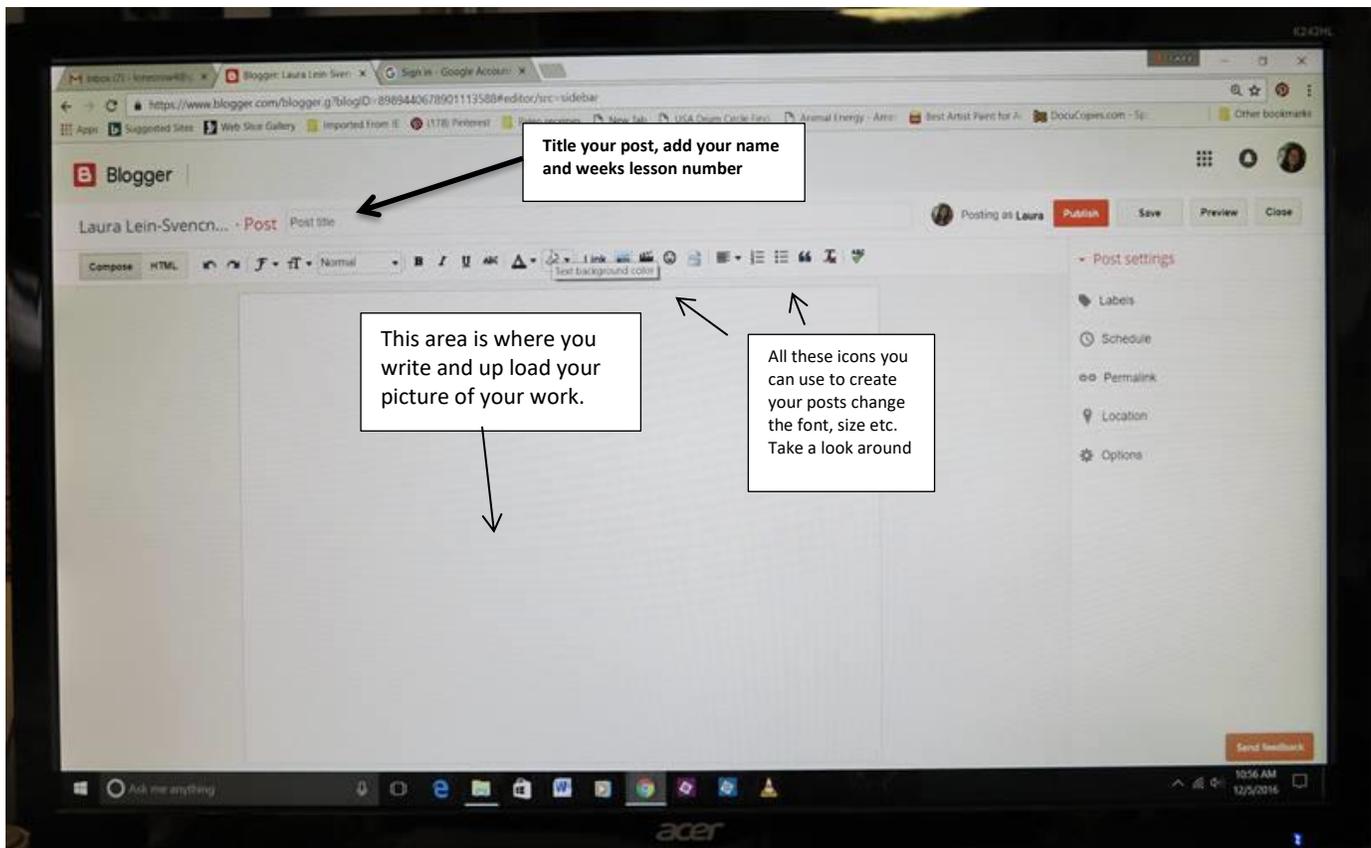
You might see the cluster with squares in the upper area of your screen when you click on it you should see icons, if you don't see the Blogger icon, click on the more and it should show up. When your account is established you can go here each time to view and post on the blog.



Notice all the little areas to get familiar with. Push one and see what happens!



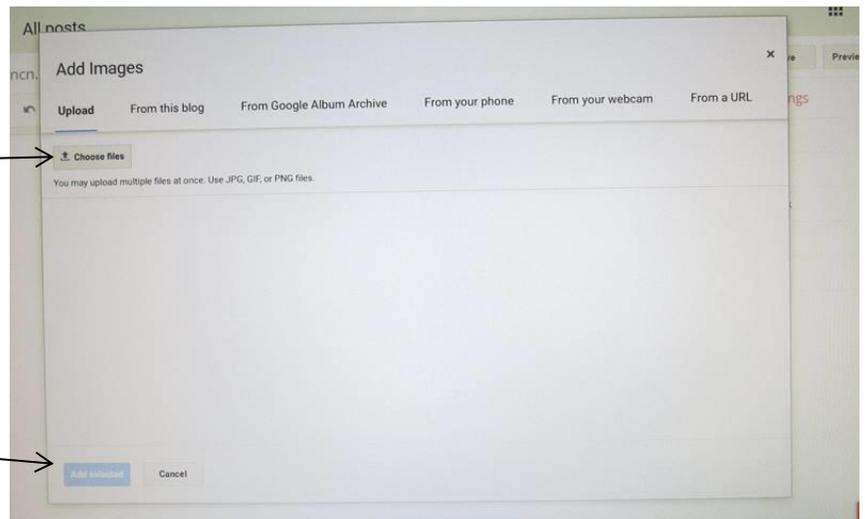
Posting area is in the middle of the blog with side columns on the left and right, added information is there for you all.



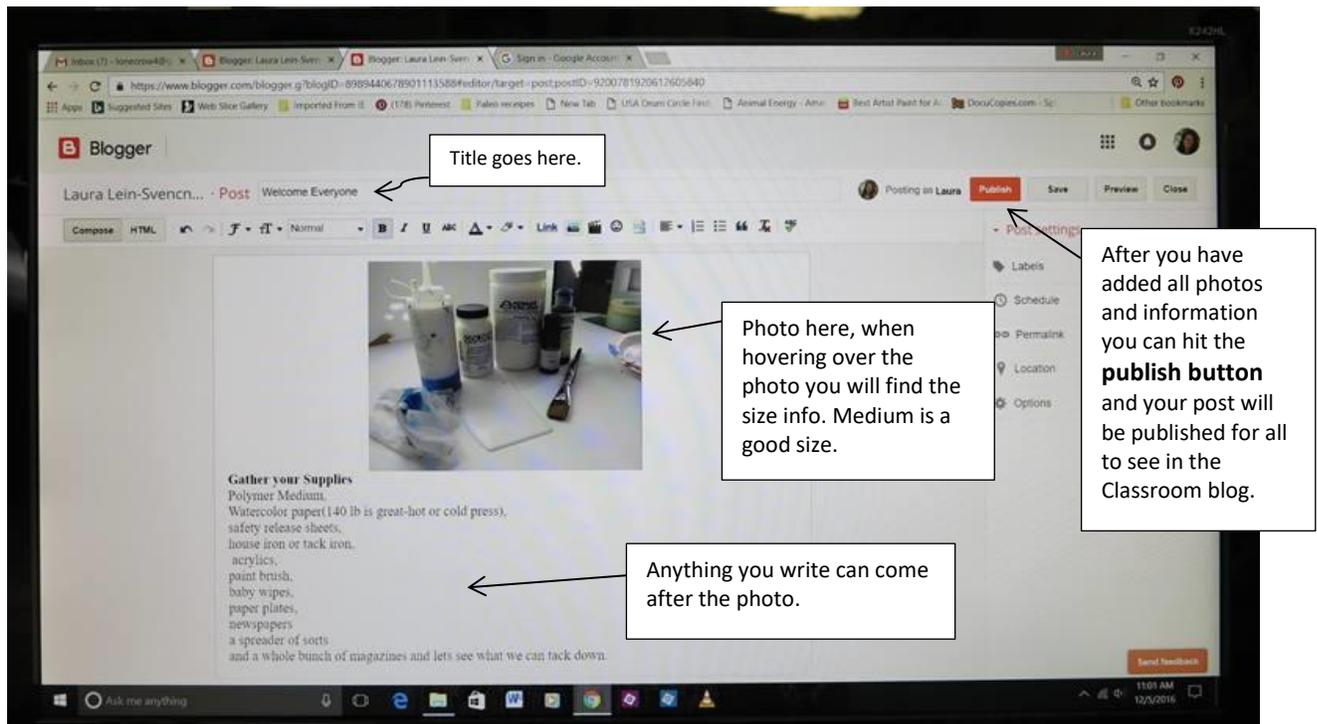
No Editing is done on the blog all photos will need to be edited before and saved in your own files. Don't have them any bigger than 5" on the longest side. But if you're now sure it should still work out.

Loading photos from your files, after you have clicked the photo icon you should see a screen like this.

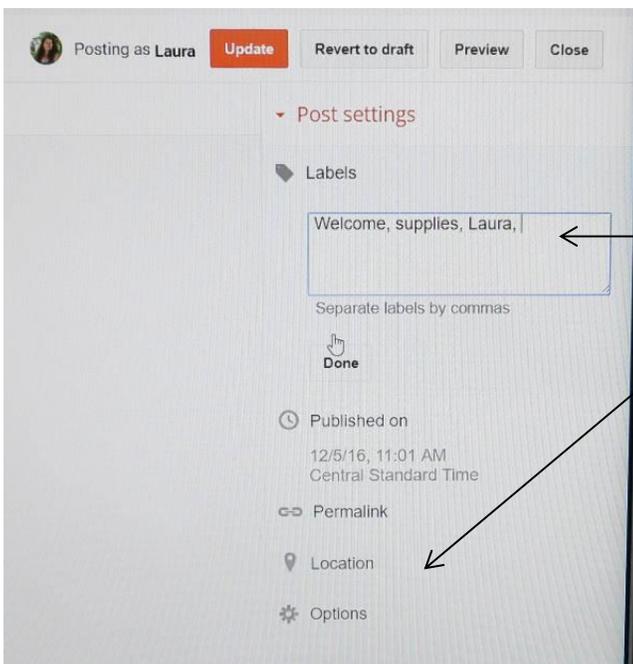
Hit the **Choose files** button and where ever you saved or scanned your images into your computer you open from here and then click the **add selection** button and it will up load your images/photo's



At that point you can hover of the photo in the blog post before you publish it and make sure the size is set on medium. Ex: small, medium, larger, xlarge, original...add caption or remove might be some of the choices when you see this. If not we will work with it...



Adding Labels

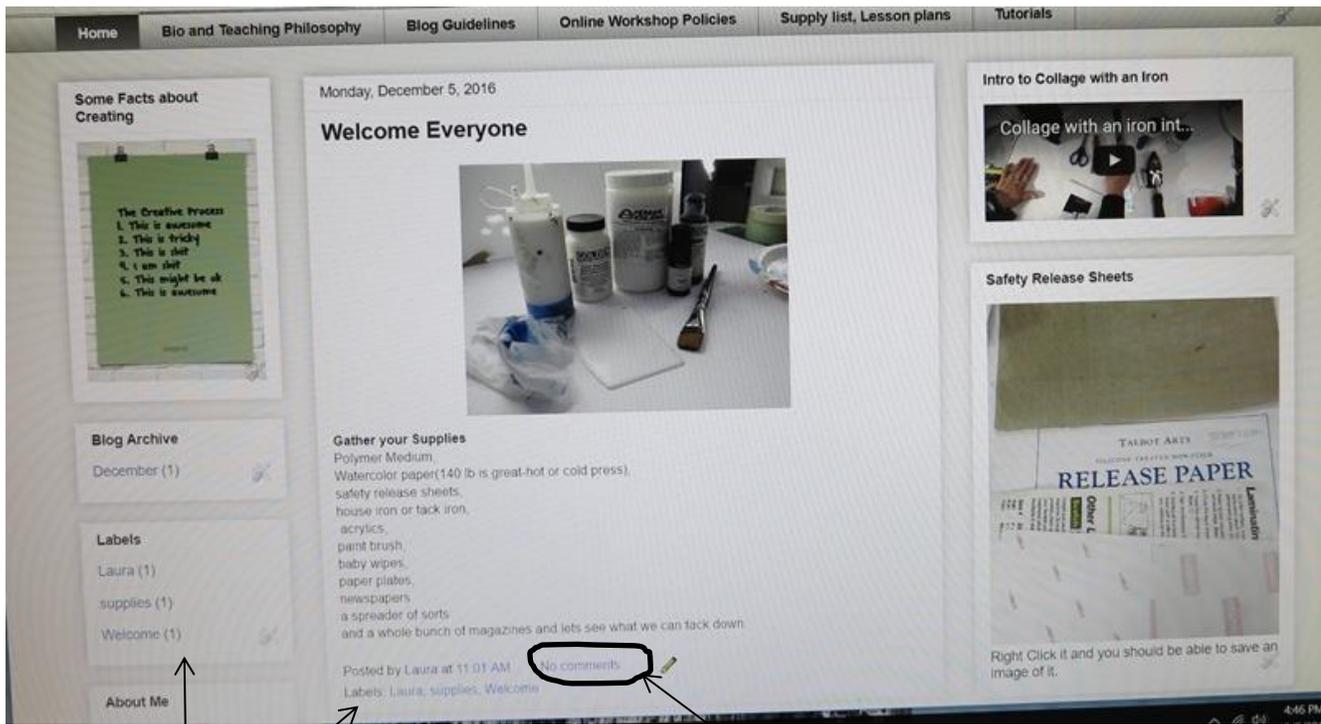


On the side of the main posting area to your right you should see the words **Labels**. This is where you can put keywords to help group the section together as we blog. Hit the button done when you have added them.

The other information here doesn't need to be covered.

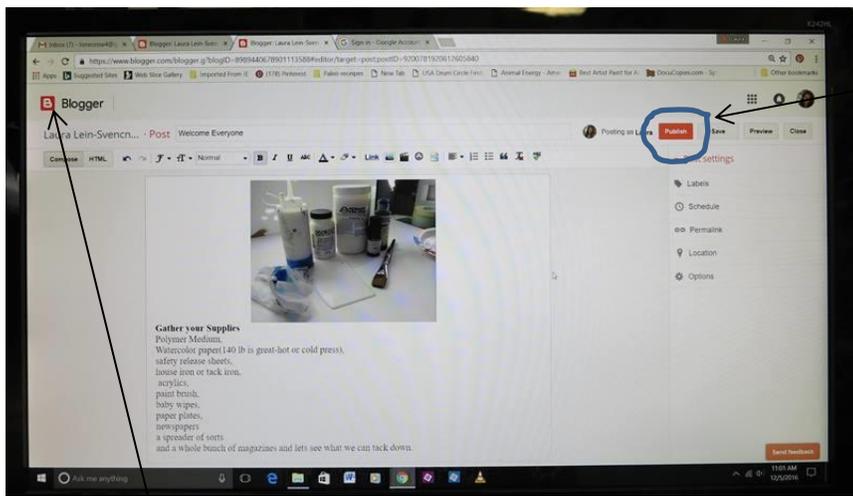
Comments

At the bottom of each post after it has been published you will see the word Comment, this is where you hit and a new window comes up and you can comment on the blog post, then hit publish and your comment will be added.



Here you can see where the labels are stored and where they are on the center blog post area after you have published your post.

Comments will be found there so you will have to click on them to read everyone's comments.



Repeat...Publish button when are ready hit this button and you post gets published.

If at any time your publish two or make a mistake don't work, I will go behind the scenes and clean up.

If you hit this button it will bring you back to your dashboard.