



Blogger 101



Blogger and Youtube are both owned and operated by Google. To use Blogger and eventually upload videos to Youtube you will need to create a Gmail email account. Your Gmail account will get you into Blogger and Youtube (using the same username and password).

Do you have a Gmail Account?

If Yes – Log into your account www.gmail.com

If No:

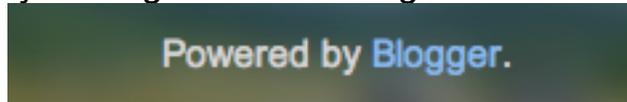
1. Go to www.gmail.com and create a Gmail account (gray button on the lower right side). Fill in the information as requested. **Tip:** make sure your password is strong or it will keep asking you to fix it.
2. Next you will be asked to verify your account. Choose Voice Call and have your cell phone handy. Gmail will call your cell phone and read you a set of numbers. Write this information down. Enter numbers into space on the screen. You can choose Text Message but it doesn't always go through.

Create a Blog:

1. Go to www.blogger.com and log in using your Gmail username/password.
2. Choose a display name (Examples: derisclassroom or anderson204). Keep it simple. You can include your grade level or classroom # if you have a common last name. Avoid periods or other symbols. Your display name will be used in the blog link (Examples: www.derisclassroom.blogspot.com and www.anderson204.blogspot.com). You can make a longer, more specific title on your blog later on, but keep your display name short and simple.
3. You will be directed to your Dashboard. Your Dashboard is the place where you can edit, add, and create aspects to your blog. Click the blue button "Create Your Blog Now".
4. Enter a blog title (Examples: Mr. Deris' News and Announcements or Mrs. Anderson 2nd Grade). This can be your longer more extended title (not necessarily your display name).
5. Enter blog address. Use your shorter display name here.
6. Choose a template (background) and hit continue. You can always change this at any time.
7. Write your first post. You can always edit this at any time so try out a test post.

Additional Design Features:

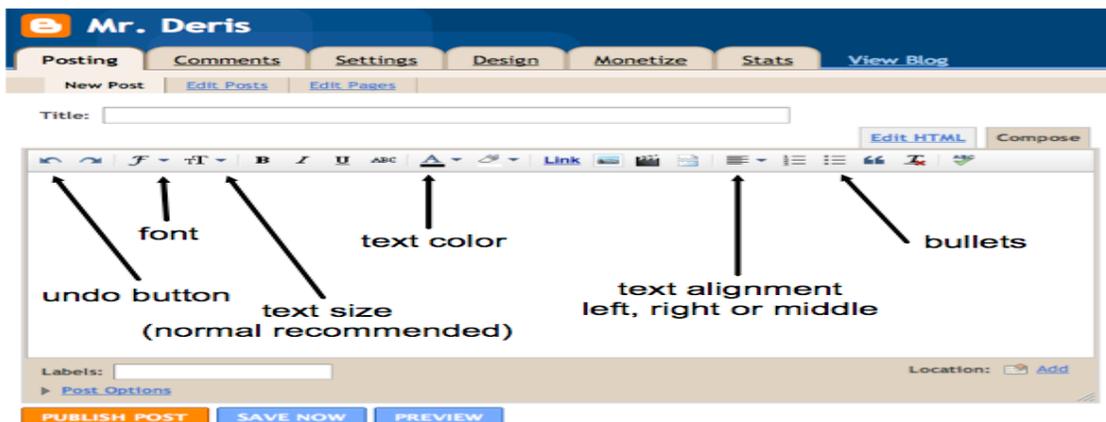
1. Scroll down to the bottom of your blog and click on “Blogger” (see image below). This will bring you to your Dashboard where you can change features, add posts, change settings etc. You will go down to “Blogger” every time you want to get to your Dashboard to change/add/delete something. Don’t forget to hit “Save” or “Apply to Blog” before leaving.



2. Under “Manage Blog” click on “Design”
3. Click “Template Designer” and explore the following aspects:
 - **Template** – Here you can change the background Blogger has a lot of good templates for you. (You can also go to Google and search for other Blogger templates. There are lots of free backgrounds and very easy to upload.)
 - **Background** – Here you can change the color of your background and move the background image around in some cases.
 - **Adjust Width** – Here you can make your blog column larger or smaller as well as make your right sidebar larger or smaller.
 - **Layout** – As a default, your blog will have one column on the right side of your posts. Here you can add more columns if desired.
 - **Advanced** – Here you can choose the font, color and size of your text.
 - Don’t leave this page without hitting “Apply to Blog” in the upper right corner or “Save”. Then hit “View Blog” to return to see what it looks like.

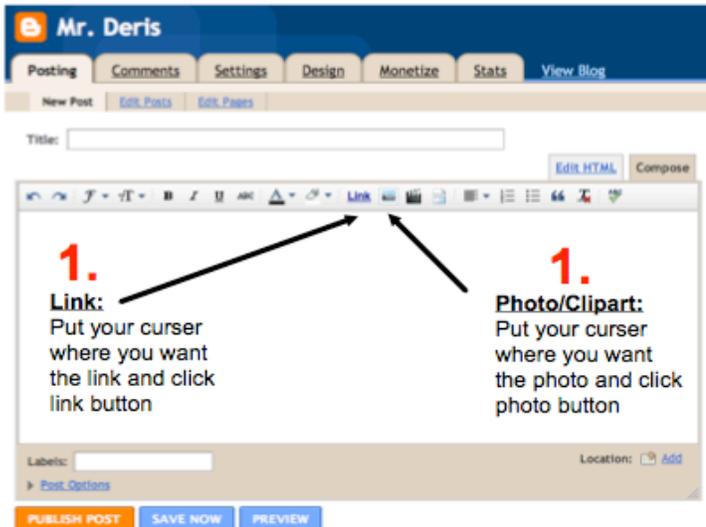
How to Add/Edit a Post

1. Scroll down to the bottom of your blog and click on “Blogger”.
2. On the Dashboard, under “Manage Blog” click on “Edit Posts” to edit a post or create a new post with text or pictures. When done hit “Publish” at the bottom.
3. Click “New Post” or “Edit Posts” to change a previous post.
4. Use the following items in your toolbar as needed:



Don't forget to publish (save) your post before moving on

How to Add Photos/Clipart and Links to a Post:



1.
Link:
Put your cursor where you want the link and click link button

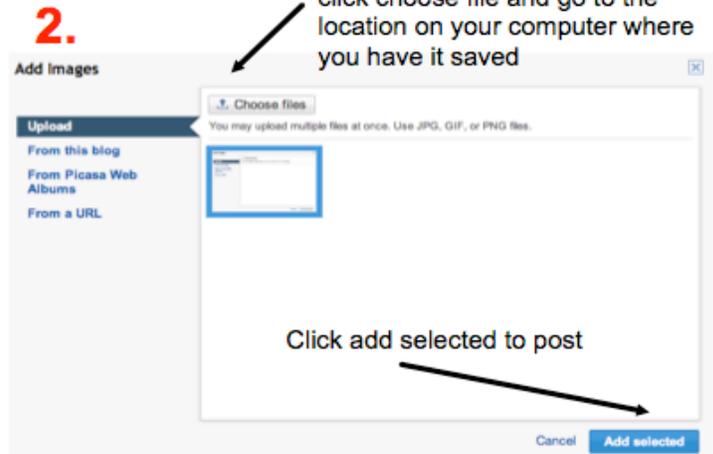
1.
Photo/Clipart:
Put your cursor where you want the photo and click photo button

Don't forget to publish (save) your post before moving on

2. enter title (not link)



2. enter link



How to Enlarge/Shrink Photo or Move It Around:

- Once you've added the image to your post click on the picture and you will find the following options. Choose small or medium. Avoid large as it will spill over to your right sidebar.



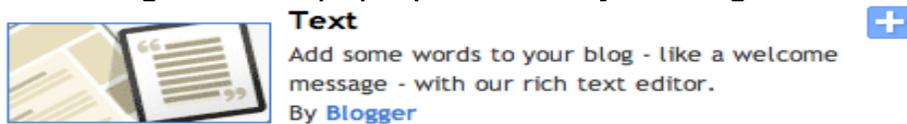
- To move an image around, click and drag the image. Moving an image is hit or miss. Sometimes it moves and sometimes it likes to stay where it was added.
- You can also click on Left, Center, or Right to move the image to the left of your text, the center of your text above it or below it, or to the right of your text.

Add Blog Title:

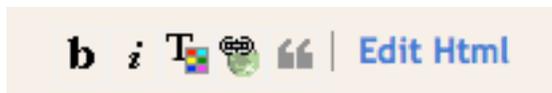
1. Scroll down to the bottom of your blog and click on “Blogger”.
2. On the Dashboard, under “Manage Blog” click on “Design”
3. Under the “Navigation Bar” click “Edit”. Change blog title as desired. Blog description can be used as a sub title. (Title Example: Mr. Deris’ News and Announcements; Subtitle Example: “Welcome to my one stop shop for parent communication...”
4. To change the color/font go back to “Design” and “Template Designer”.

Add Text to the Right Sidebar:

1. Scroll down to the bottom of your blog and click on “Blogger”.
2. Click “Design” and then “Add a Gadget” on the right side.
3. Choose the following from the pop-up window by clicking the blue add button:



4. Create a title and text
5. To change the color of the text, first highlight the text and then hit the colored boxes.



Please note that Blogger has spacing issues. Each time you edit and hit “enter” for a new line, it will add an extra line space. You will have to delete or backspace to remove the extra spacing lines until this issue is fixed by Blogger.

Add Additional Features to the Right Sidebar or Re-order Features:

1. Scroll down to the bottom of your blog and click on “Blogger”.
2. On your Dashboard, click “Add a Gadget” on the right side.
3. Choose any of the items you may want to include in your blog and click the blue button.
 - **Text** – Add another text box
 - **Poll** – Ask your students or parents questions
 - **Logo** – Add Blogger logo
 - **Profile** – Add your information (this sometimes does not line up the text correctly – you can also just add a text feature and type in your information)
 - **Picture** – Add a class photo or profile picture of yourself
 - **HTML/JavaScript** – This feature is used to add other widgets you find on the web (Example: countdown clock, Scholastic book look up) or embedding videos.
4. To re-order click on any shaded box on the dashboard to move up or down as desired by dragging.

Add Tabs called “Pages” at the Top:

1. Click on “Design”
2. Under your blog title, click on the long rectangle box called “Add a Gadget”.



3. Select “Pages”



Pages Already added
Displays a list of stand-alone pages on your blog.
By **Blogger**

4. Click “Save”
5. If you already have multiple gadgets on top, you may need to drag this new long rectangle box called “Pages” to the top of your blog on your Design page.

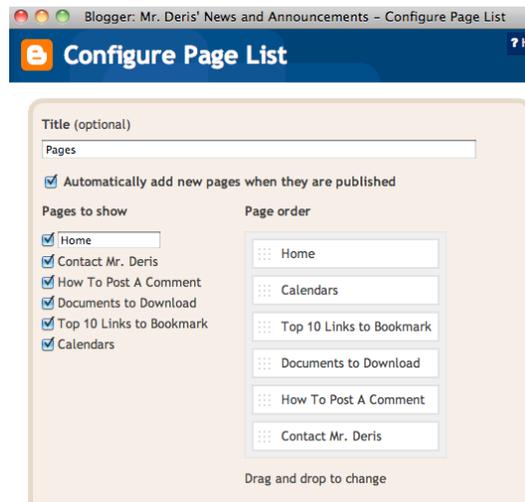
Adding New Tabs/Pages:

1. Scroll down to the bottom of your blog and click on “Blogger”.
2. Go to “Edit Posts”.
3. Click “Edit Pages” and then blue “New Page” button.

Ideas for tabs (pages): How to Comment (this is a good idea for parents/students who are new to blogging), Calendar, Documents to Download, Curriculum, Contact, Links etc. Please note that you can’t add multiple posts on any tab (page). This is only one page (not like the main page). More is less. Having more than 5 tabs (pages) can be overwhelming. Keep it simple and more general categories. Feel free to cut/paste the following and add to your blog.

Change Order of Pages:

1. To edit the order of the pages go to “Design” and then “Pages”.
2. Move the white boxes on the right up and down as desired. This will be your new order.



How to Post Comments:

1. Click on “Comment” tab under post.
2. A pop up window will appear. Write your comment in the white box.
3. Scroll down and select Name/URL. You are welcome to leave this blank and be anonymous or you can write your name in the name box. You do not need to write anything in the URL line. Students are encouraged to use only first names. You may be asked to type in a scrambled word.
4. Hit “Publish Your Comment” to post your comment.

Parents and students are welcome and encouraged to make positive, constructive and appropriate comments through out the year as they pertain to the content of the posts.

Commenting:

- To view comments go to your blog posts or go to “Blogger” at the bottom and then “Comments”.
- To delete a comment, click the box to the left of the given comment and then “delete”.
- To change comment settings go to “Settings” and then “Comments”. If you would like to be emailed when a new comment is made (strongly suggest this), go to the bottom and enter your email in both boxes.

Formatting:

- To view/edit formatting (how many posts are on the first page) scroll down to the bottom of your blog and click on “Blogger”. Then “Setting” and “Formatting”. At the top you will see “Show at most 7 posts.” Change this number as you desire. More than 20 per page is not suggested.

Stats:

One of the great features on Blogger is to find out how often your blog is being viewed. To see your blog activity, scroll down to the bottom of your blog and click on “Blogger” and then “Stats” and explore. The first time you go to this, click on “Don’t track your own pageviews”.



Ideas on How to Use Blogs with Parents and Students:

- Use instead of the traditional Friday newsletter. On Fridays, email your parents the blog link along with the titles of recent posts or let them know you have updated the blog throughout the week if desired.
- As you receive newsletter blurbs, add them to a post on your blog. Clipart is strongly suggested to make your post more visual. Clipart can be best found by going to Google and then Images and search for your item along with the words “clipart”. For example: pencil clipart.
- If you make something that applies to your grade level, team or all teachers in the building, consider sharing your post so other teachers can cut/paste. Work smarter not harder.
- Ask students questions
- Ask parents questions
- Post thoughts of the day, photos, scanned student work or videos
- Some schools have one student at the end of each day make a comment about what they learned or did that day.
- Make it interactive. The more interactive it is the more students and parents will use it as a resource.
- Provide challenges for students (like math or reading for example). Students can leave comments throughout the day (on your computer when there is time or work from home).