Hempfield Blogs

Using WordPress MU

Logging in

You can log into Hempfield Blogs using the URL http://einstein.hempfieldsd.org or by clicking on the Public link for the Blogserver on the splash page.

Then click on Login under the Meta block.

Creating a Username

To create a username:

1. Click on the tab **To Create a Blog**.
2. Follow the online instructions. Make sure to select **just a username please** if you do not want to create a blog. **Usernames can ONLY contain letters and numbers (no spaces or _allowed).** You will not be able to change your username. We suggest "firstnamelastname"

3. **You will receive an email.** Confirm your username by clicking on the link. **Your password will be in the email.** You will need to use this username and password in the email until you change your password in your profile.

To Create a Blog

You can create a blog when you create your username or you can create a new blog at any time. You may have multiple blogs.

1. Click on **To Create a Blog** tab and use the "Click here to create your username and blog" link.
2. Name your blog. Once you set your address for your blog, you cannot change it so select CAREFULLY! (Make it something easy for students and parents to remember.)
3. Enter Blog title. This is what will appear at the top of your blog. It can be changed later.
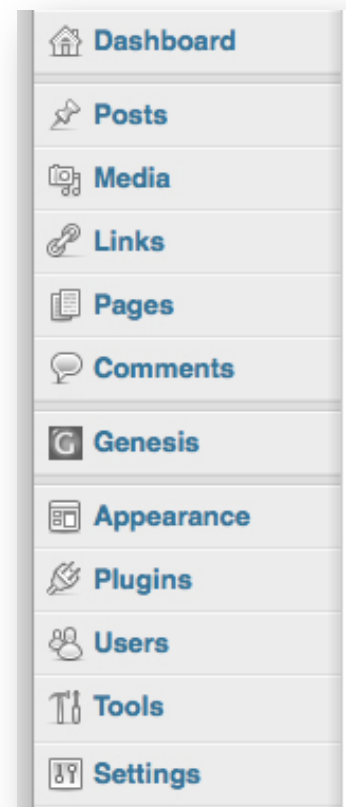4. Click on **Gimme a blog/Create a blog.**

The Blog Dashboard

All of the settings for your blog, for your profile and the management of your posts, pages and media for your blog are all accessed through the blog dashboard.
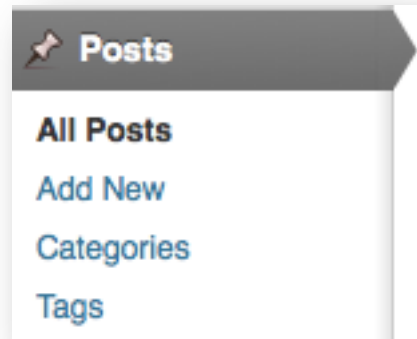
Previewing your Blog

You can preview your blog at anytime by clicking on the name of your blog at the top left of the webpage.
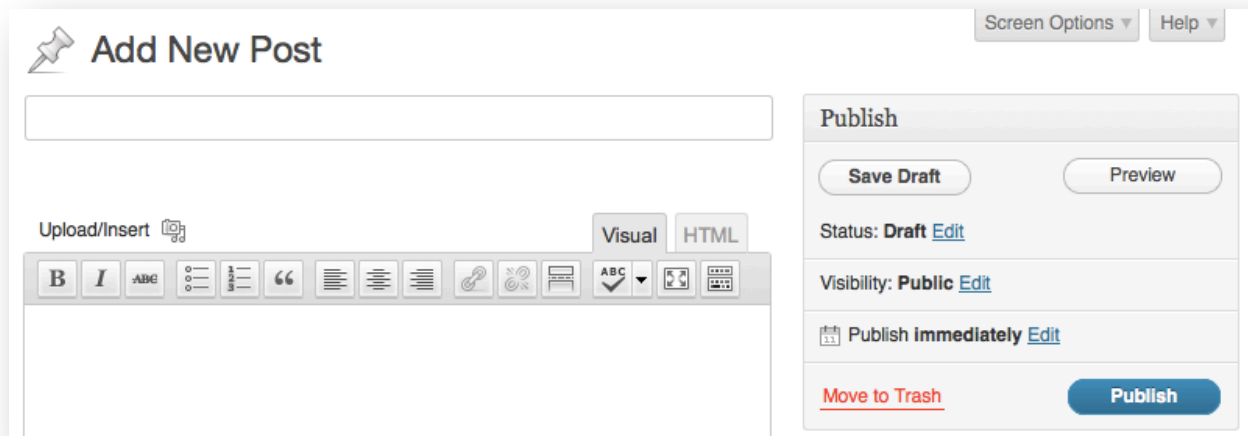
Posting to Your Blog

You can post entries or pages to your blog. You can add images, audio and video to your blog. You can also add widgets and embed items in your blog. You can also password protect your posting.

1. To post an entry to your blog select **Posts**, and then **Add New**.
2. Enter your Title in the box. Use a captivating, descriptive title.
3. Type your entry in the Post window. Use the formatting icons to bold, italic, strike through, bullet, number, quote, align, insert links, insert breaks, spell check and more. Click on Add Media to add images, music, video and other media to your post. See the section at the back of this manual on adding links and media.

4. The last two icons on the editor will enlarge your editor and give you additional editing tools including style, underline, colors, formatting for Word documents, custom characters, indents, undo/redo and help.
5. Enter tags or keywords that will help readers sort through your posts. You will want to decide on common descriptive tags that you will use consistently.
6. Enter a category for your entry. Categories help to keep your posts organized for readers searching through your entries.

7. Under Advanced Options you can disable comments and pings. This will not allow anyone to comment on your posts as well as eliminate SPAM related to your blog. You can also password protect your posting.
8. Finally click on **Save Draft** if the posting is a draft or **Publish** if it is ready for viewing.
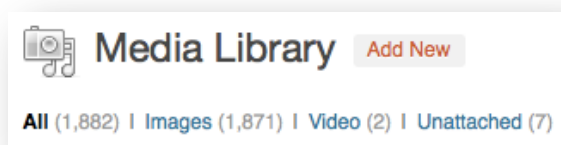
Adding Links to your Posts and Pages
1. Type the text of your post.
2. Highlight the text and click on the chain-link icon in the editor.
3. Type the link into the window
4. Click on **Add Link.**
5. To remove a link: Highlight the underlined text and click on the broken chain-link icon.

Media Library - images, audio, video
There are two ways to add media to your blog. You can link directly to the media using a URL or upload it from your computer.
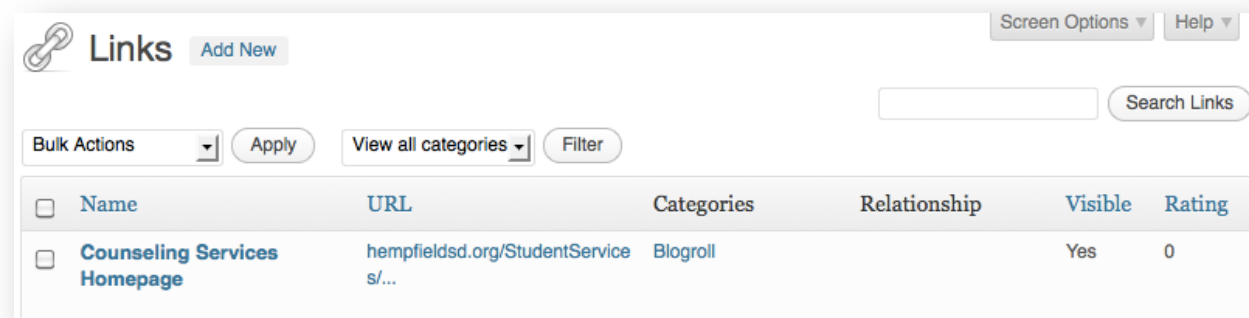
1. Click on the "Add Media" icon.
2. To upload a file, choose **Select Files** or drag the file into the designated area
3. Once the file is uploaded, click on **Insert into Post.** To display multiple images, choose to gallery option and click on **Insert Gallery**

Media Library Add New

All (1,882) | Images (1,871) | Video (2) | Unattached (7)

Media will be stored in the gallery for the page or post and all media will be stored in the Media Library. You can link to images that have been used on other pages through the Media Library.

Creating Links/Blogroll
Adding a link adds it to your '*blogroll*' that will be visible on the side of your blog entries.

Links Add New

Screen Options ▾ | Help ▾

Search Links

Bulk Actions ▾ (Apply) View all categories ▾ (Filter)

	Name	URL	Categories	Relationship	Visible	Rating
☐	**Counseling Services Homepage**	hempfieldsd.org/StudentServices/...	Blogroll		Yes	0

Creating a Page

Pages are similar to postings but they are static. You will see many of the same settings as a post. You can password protect the page.
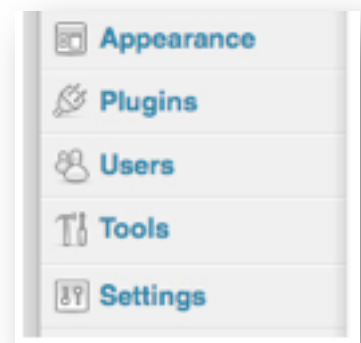
Moderating Comments

Click on Comments to view and Approve, Delete or Mark as Spam each comment.

Changing Your Blog Theme

You will probably want to change the theme of your blog. You are limited to the themes that are loaded onto our blogserver. However, if you find a free theme online that you would like to use, the technology department can add it for you.

1. Click on **Appearance**, and then **Themes.** You will see the various themes displayed below your current theme.
2. Select the theme you like to see a preview, and then click on **Save and Activate** in the upper left corner of the screen.
3. Click on **Appearance**, and then **Widgets** to change the widgets that appear on the sides of your blog, add links to your blogroll, or create a custom header.

Plug-ins

1. Click on **Plug-ins** to activate available plug-ins for your blog.
2. Select the plug-in and click on **Activate.**
3. Click on **Deactivate** to delete a plug-in from your blog.

Adding other users to your blog

If you have a team or grade level blog you will want to have more than one person able to post.

1. Click on **Users**.

2. Add a user by typing in their email address and sending them an invitation.
3. You will need to define their role on your blog.

     Subscriber – Can join and read posts
     Contributor – Can write and upload files - Must wait for approval
     Author – Can write and PUBLISH posts/pages and can delete
     Editor – Can moderate comments, manage categories and links, and edit all posts/pages
     Administrator – Can adjust any administrative options and settings

Your Blog Settings

The settings tab of your blog allows you to access and change general settings: title, display features, privacy and moderation features.
Settings:

General - Blog name, tagline, email address, date and time format

Writing - number of lines displayed, set default post and link categories

Reading - how your blog will be displayed

Discussion - **You never want your comments to automatically post to your blog without viewing them first.** You can disable all comments on your blog on this page.

Media – Change the specs on how images are displayed on your blog
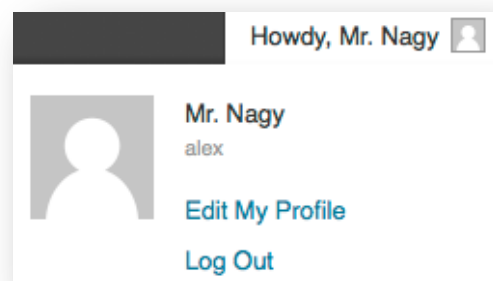
Privacy - Restrict your blog from Google and other search engines. This will cut down on spam to your blog.

Permalinks - make no changes

Miscellaneous - make no changes

Your blog profile

You can modify your blog profile including changing your posting name and your password. Click on your name in the upper right corner of the dashboard.

1. Enter a **First and Last name.**
2. Scroll to the bottom of the page and enter a new password and confirm it by typing it again.
3. Click on **Update Profile.**
4. After you save your profile you can change your **Display name** to the name you entered in First name/last name.
5. Click on **Update Profile** again.