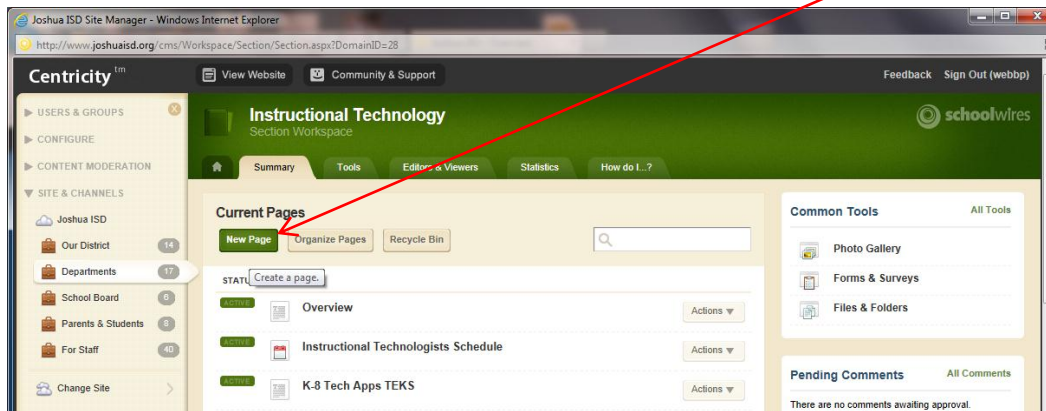
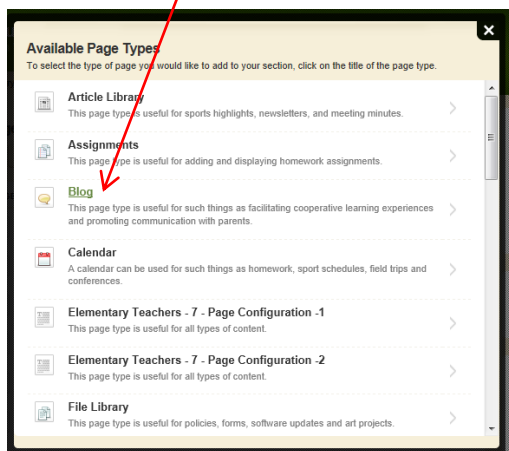


1. After logging into Schoolwires, click Site Manager. When see your page list, click New Page.



2. Select Blog as the Page Type.



3. Type in the name of your blog. (This will be the link that everyone will see in the page menu on your website, so be sure to capitalize as you would any title.) Click **Save**.

Back

Add 'Blog' Page

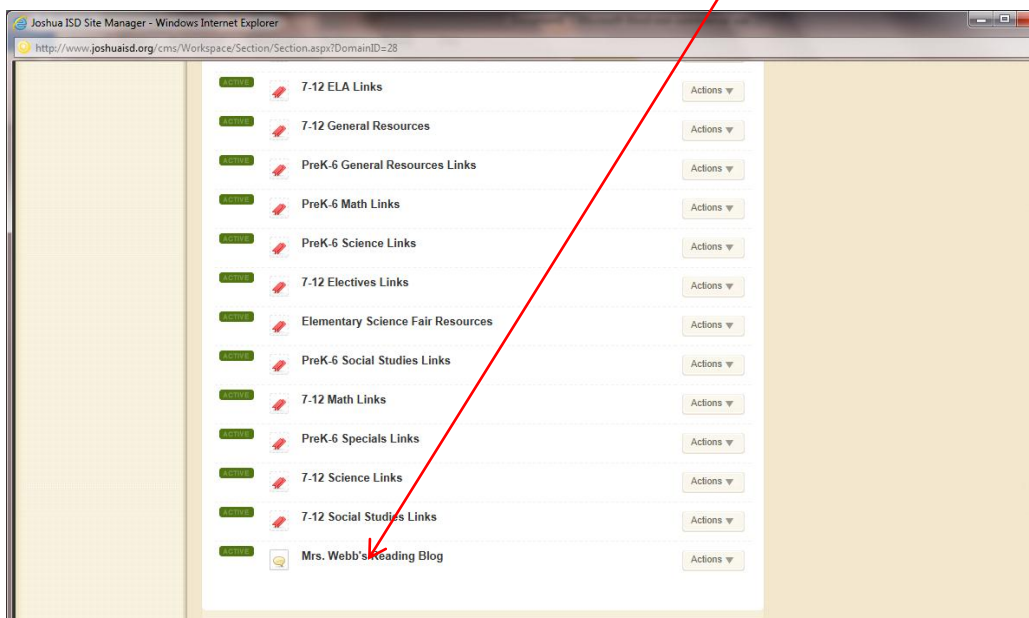
Enter the name of your 'Blog' page below.

Page Name:  
This is the page name users will see in your page menu.

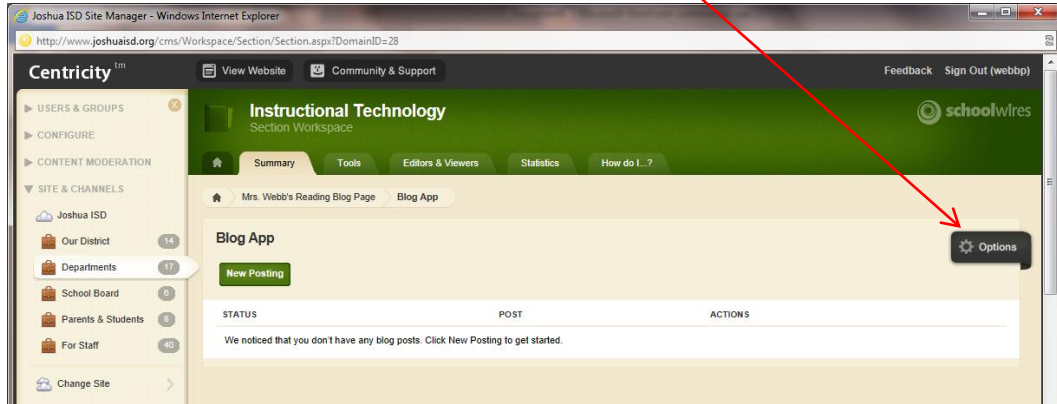
Mrs. Webb's Reading Blog

Save Cancel

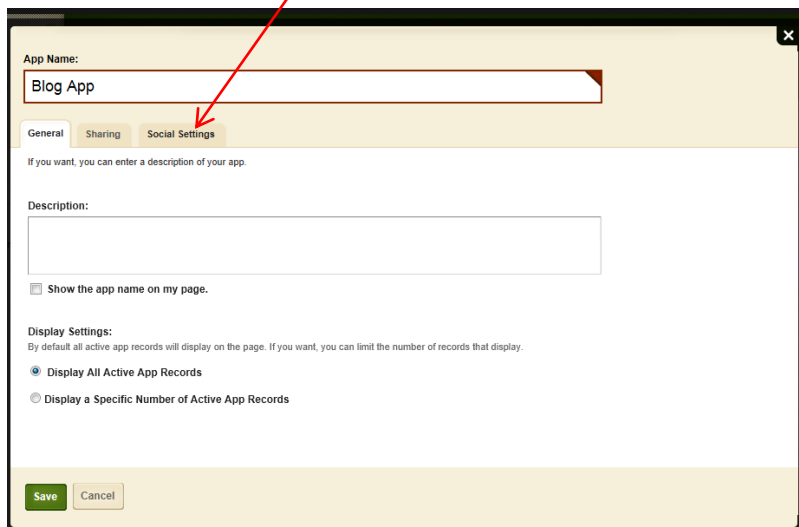
4. You will then see the title of the blog in your page list. Click on the title to open it.



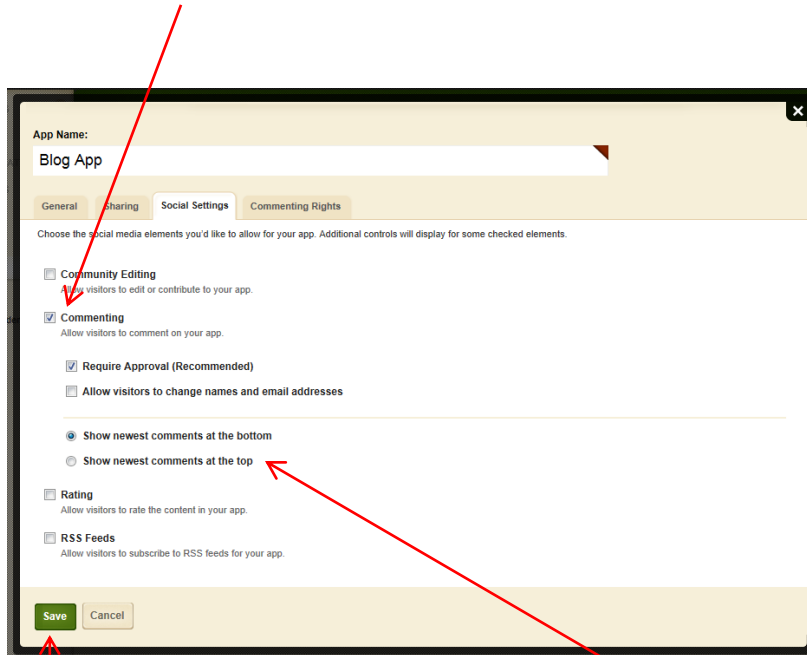
5. Click the Options button on the far right.



6. Click the Social Settings Tab.



- Click the Commenting box to allow students to comment. **You MUST leave the Require Approval box checked, because you must not allow anyone to comment on your blog posting without you seeing it first.** Your blog is part of the JISD district website, so you are responsible for all content of your blog including comments that you allow to be posted.



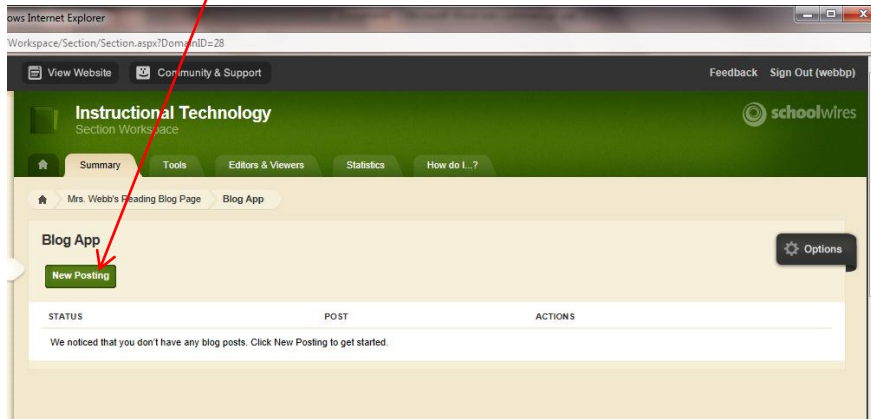
The screenshot shows a web interface for configuring a 'Blog App'. At the top, there's a header with 'App Name: Blog App' and a close button. Below the header are four tabs: 'General', 'Sharing', 'Social Settings', and 'Commenting Rights', with 'Commenting Rights' being the active tab. A sub-header reads: 'Choose the social media elements you'd like to allow for your app. Additional controls will display for some checked elements.' The main content area contains several settings:

- ☐ Community Editing: Allow visitors to edit or contribute to your app.
- ☒ Commenting: Allow visitors to comment on your app.
  - ☒ Require Approval (Recommended)
  - ☐ Allow visitors to change names and email addresses
- Radio buttons for comment sorting:
  - ☒ Show newest comments at the bottom
  - ☐ Show newest comments at the top
- ☐ Rating: Allow visitors to rate the content in your app.
- ☐ RSS Feeds: Allow visitors to subscribe to RSS feeds for your app.

At the bottom left, there are two buttons: 'Save' (highlighted in green) and 'Cancel'.

- Choose whether you want the newest comments at the top or the bottom of your blog. If you change your mind later, you may go into this screen again to choose another option.
- Click Save.

10. Click New Posting.



11. Give your first posting a title. This should be a headline that gives readers an idea of the subject of your blog posting. You must also choose a date (required) and time (optional).

The screenshot shows the 'Blog Posting' form. It has three tabs: 'General', 'Posting', and 'Author'. The 'General' tab is selected. The form contains the following fields:

- Blog Title:** A text input field with the value 'What Novel are You Reading?'. A red arrow points to this field.
- Post Date:** A date picker showing '09/13/2012'. A red arrow points to this field.
- Post Time:** A time picker showing '12:00 PM'. A red arrow points to this field.

At the bottom of the form, there is a checkbox labeled 'Activate on my page' which is checked. Below the checkbox are three buttons: 'Save', 'Cancel', and 'Create E-Alert'.

12. Click the Posting tab and type in your text. In this case, I am asking students to write about a book they are currently reading and give their opinions.

ger - Windows Internet Explorer  
d.org/cms/Workspace/Section/Section.aspx?DomainID=28

General Posting Author

In your comments, please answer the following questions:  
What novel are you reading right now?  
Who are the main characters?  
What do you like best about the book so far?  
Please remember to write in complete sentences and stay on topic.

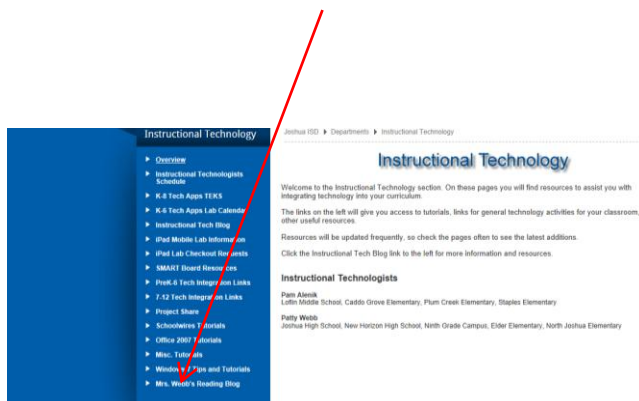
Normal HTML Preview <div> Words:41 Characters:251

☒ Activate on my page

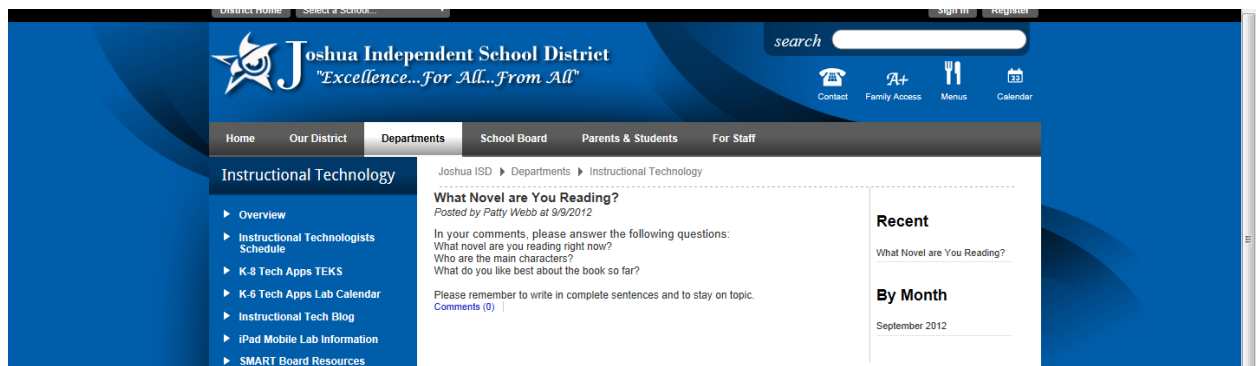
Save Cancel Create E-Alert

13. When you are finished, be sure the Activate on My Page box is checked and that you click the green Save button.

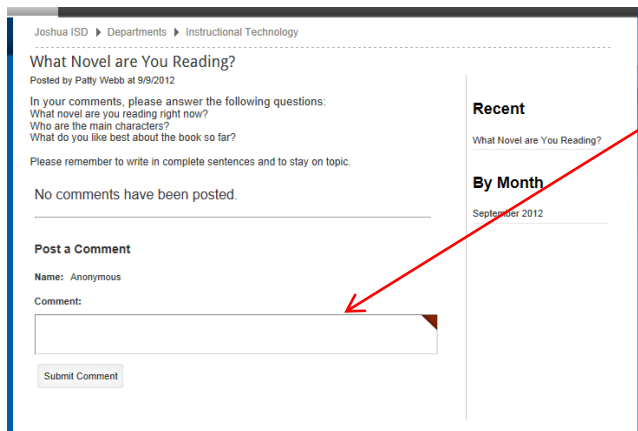
14. Your blog will appear in the left menu of your website. When they click on the blog, those who visit the website will be able to see your postings and all comments you have approved.



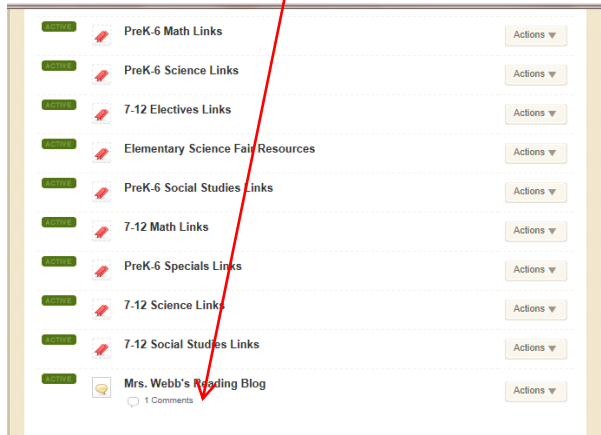
15. To comment on your posting, students will click on the Comments link at the end of the posting.



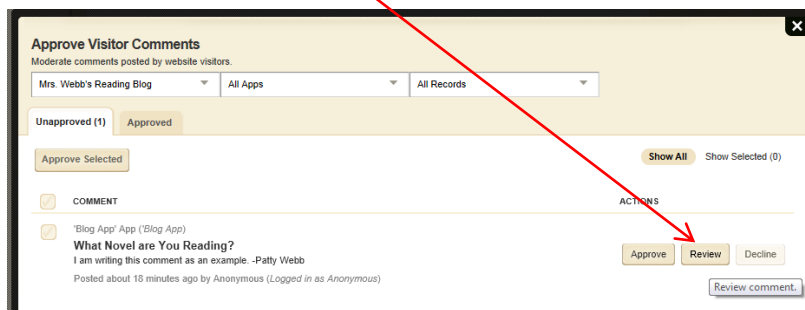
16. Because students cannot log into Schoolwires, you will need to require that they give their names in their comments if you want to know who wrote them. Otherwise the comments will be anonymous.



17. When you view the blog in your main page list of the Site Manager, you will see any comments awaiting your approval. Click the Comments link.



18. Click the Review button.





19. After reading the comment and editing it if necessary, click the box by Approved and Save.

**Review Comment**  
Review and approve this comment. If you want, you can edit the comment.

Author Name:  
Anonymous

Author Email:  
Anonymous

Date/Time:  
9/9/2012 5:07:20 PM

Comment:  
I am writing this comment as an example.  
-Patty Webb

☐ Approved

Posted by Anonymous at IP Address 108.64.51.30

**Save** Cancel

20. The approved comments may be viewed by clicking the Comments link at the end of each posting.

Joshua ISD Site Manager - Windows Internet Explorer  
http://www.joshuaisd.org/cms/Workspace/Section/Section.aspx?DomainId=28#

**Website**

District Home Select a School...

Site Manager My Account

search

Contact Family Access Menus Calendar

Home Our District **Departments** School Board Parents & Students For Staff

Instructional Technology

- Overview
- Instructional Technologists Schedule
- K-8 Tech Apps TEKS
- K-6 Tech Apps Lab Calendar
- Instructional Tech Blog
- iPad Mobile Lab Information
- iPad Lab Checkout Requests
- SMART Board Resources

Joshua ISD ▶ Departments ▶ Instructional Technology

**What Novel are You Reading?**  
Posted by Patty Webb at 9/9/2012

In your comments, please answer the following questions:  
What novel are you reading right now?  
Who are the main characters?  
What do you like best about the book so far?

Please remember to write in complete sentences and to stay on topic.

[Comments \(1\)](#)

**Recent**  
What Novel are You Reading?

**By Month**  
September 2012

