

## The Blog Component

The following is the step by step process of creating and using a Blog on the new content management system.

### Using the Blog Component

1. Log into the CMS and click on your home school.
2. Instead of clicking on Content Management, click on Blogs.
3. In the Blogs section, you will see the Blog that has been created for you. Click view.
4. Here is where you can change the Blog Title or description if you wish.
5. Clicking “**Add a New Post**” will allow you to add a root post. You have to insert the date, a title of your post and the content. Click Save. Now students will be able to post replies to your blog on the website. This is where you will post your daily or weekly questions you wish to use to generate student responses. When you add a new post, it automatically adds it to your website.
6. This is also the section where you will manage the replies to your blog, either accepting or denying them (you will also receive an email notifying you that someone has posted a reply to your blog so this is where you would come to check).

### IMPORTANT PLEASE READ

1. **DO NOT** have students post any personal information that someone from outside of the district could use to identify them when they are responded to your blog post. The safety of the student is first and foremost. By inserting the blog component, you are agreeing to this.
2. **Make sure you have some type of Parent Permission allowing the students to use the blog.**
3. Having students sign their responses with their initials would be appropriate and allow you to identify who was posting what to your blog. We would recommend that you require students to do this or not accept their response.