

BLOGGER

WAIT A MINUTE BEFORE YOU HIT THE COPIER!!

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... which means that you can remix, tweak, and build upon this handout as long as you acknowledge where you got it from (my blog) and as long as your work is non-commercial. Thanks!!

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1. Getting started with Blogger

- Go to <http://www.blogger.com> and log in with your *gmail account*

New Blog

- Click New Blog
- Choose a blog name (you can change it later), a blog address (you **cannot** change it later) and a template (you can change it later). Click Create Blog at the bottom.

Blogs List > Create a new blog

Title

Address

You can add a custom domain later.

Template

		
Simple	Dynamic Views	Picture Window
		
Awesome Inc.	Watermark	Ethereal

You can browse many more templates and customize your blog later.

Create blog!

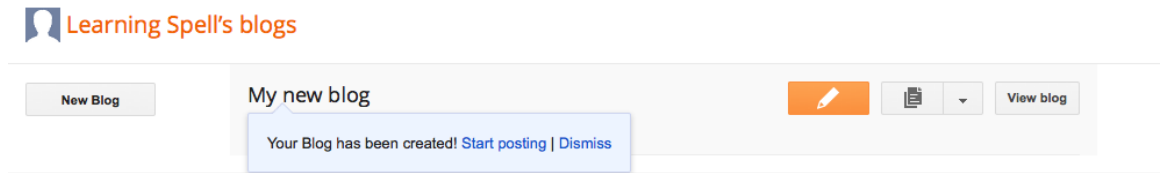
Cancel

<http://www.edwigesimon.com/> <http://www.learningspell.com>

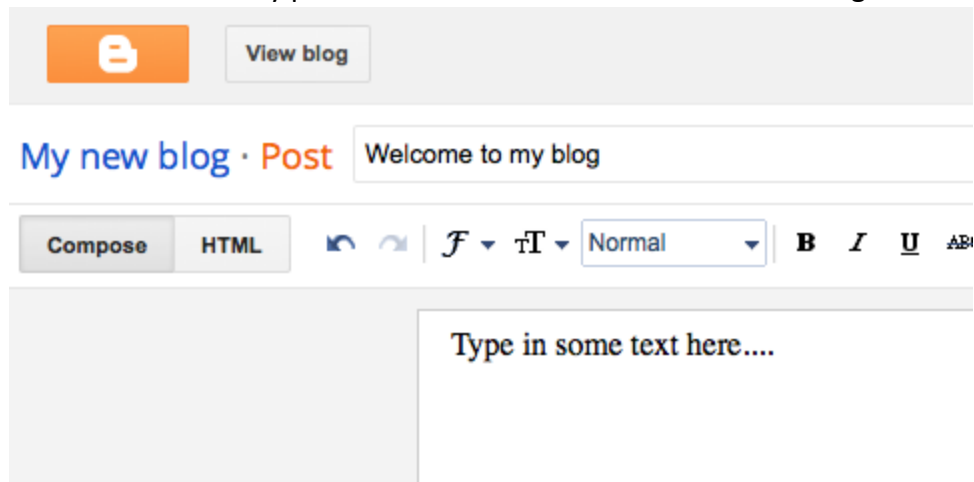


2. Managing posts

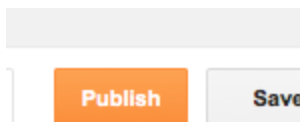
a. Publishing a post:



- Click the Pencil icon
- Enter an introductory post in the main window and make sure to give it a title.



- Click **Publish** at the top left:



Publish means it will appear on your Blog for your students/audience to view. If you click **Save**, your post will be saved but not published. You can publish it at a later time.

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As the author of the Blog, you have access to the designer side of Blogger. Your students only see the finished product, unless you grant them an author status.

b. Editing a post

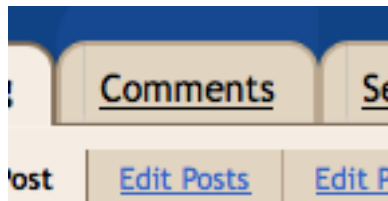
- If you are not satisfied with your post, you can edit it by going back to the designer page (in the other window). If you didn't choose to view your post in a new window, click the back button in your browser and choose edit post:



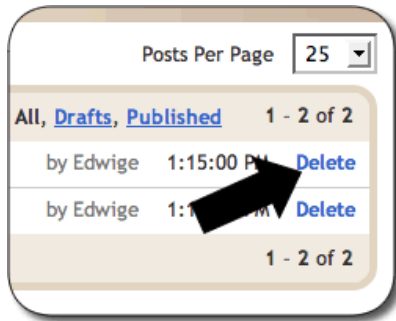
Click on View Blog to preview your post.

c. Deleting a post

- If you want to delete your post altogether, click the back button (or go back to the designer page) and **click on Edit Posts:**

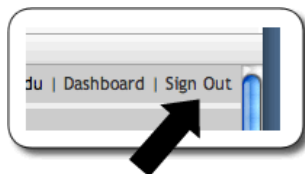


- Check the **Delete** box *on the far-right side* of the page. You will need to confirm that you want to delete your post:



d. Sign out

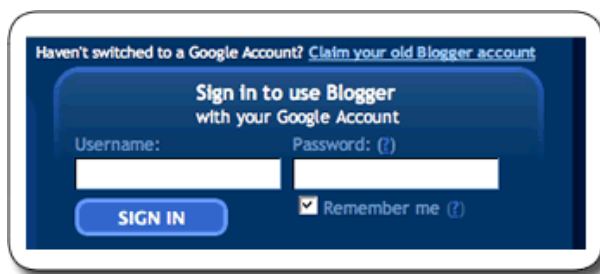
- Sign out and close your browser.



3. Changing your Blog's settings

a. Signing in

- Go to <http://www.blogger.com> and enter your e-mail address and password:



- Once you are signed-in, the dashboard opens up. The dashboard is the introductory page where all of your Blogs are listed. You can have several Blogs (ie: one per class) under the same e-mail account. When you sign in from the Blogger site, you can view a list of your Blogs and choose which one to edit. If you type you Blog address and sign-in, you directly enter this specific blog.

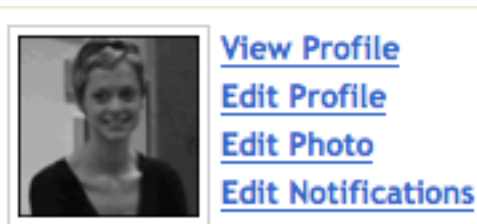
<http://www.edwigesimon.com/> <http://www.learningspell.com>



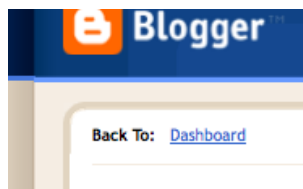
b. Creating a profile

From the dashboard, you can create a profile (information about yourself). You have one profile for all your Blogs, although you can make it available on a given Blog and not another.

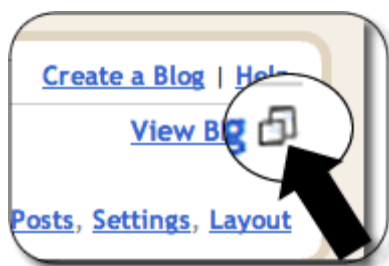
We'll start with the profile. Note that this is also where you change the language for your Blog. Click on edit profile.



- Click on Back to Dashboard (top left)



- To view your profile information, click on View Blog *in a new window* (click on the tiny double window sign)



c. Permissions

Go back to the dashboard. There are several ways to go back to the dashboard, including clicking on **Sign In** from your blog page:



From the dashboard, choose **Settings**:



And now click on Permissions (last item on the right):



You can author but if you do, they will have the same privileges as you over the blog.

As far as who can read your blog, it can be open to the public, or only to a selection of up to 100 people, or just open to authors.

If you select **Only People I Choose**, then you will need to enter the e-mail addresses of the invited readers:

Blog Readers Your blog can have up to 100 readers.

Who can view this blog?

☐ Anybody ☒ Only people I choose ☐ Only blog authors

Invite some people to read your blog

[Choose from contacts](#)
Separate email addresses with commas. Blog authors already have access.

INVITE **CANCEL**

d. Comments

You can decide on who is allowed to post comments, how the comments are being displayed, and on how to moderate comments. You can change the settings at any time:

Click on the **Comments** button:



- You can let anyone post comments to your Blog or restrict access to a specific audience

Who Can Comment?

- ☒ Anyone - *includes Anonymous Users*
- ☐ Registered Users - *includes OpenID*
- ☐ Users with Google Accounts
- ☐ Only members of this blog

- Comment moderation via e-mail: this allows you to moderate the comments and

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publish them from your e-mail. (if you don't leave an address you will need to do it on the blog itself.)

Comment moderation

- ☒ Always
☐ Only on posts older than days
☐ Never

Review comments before they are published. A link will appear on your dashboard when there are comments to review. [Learn more](#)

Email address

We will email you at this address when a non-member leaves a comment on your blog. Leave blank if you don't want to receive these emails.

- Comment notification e-mail (even if you do not wish to moderate comments, you may want to be notified when comments are posted).

Comment Notification
Address

We will email you at this address when someone leaves a comment on your blog.

- Click on Save settings at the bottom of the page

Save Settings

4. Add Widgets/Gadgets

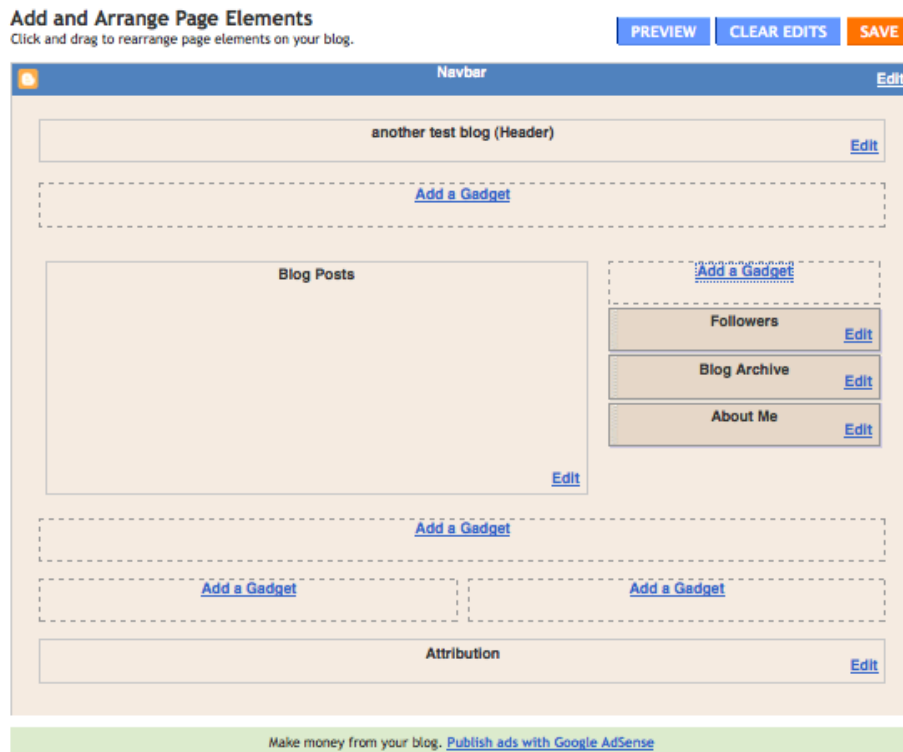
Click on the **Design** tab:

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Blogger takes you to a stripped down view of your blog:



From this page, you can add gadgets (mini tools) to your blog.

Click on **Add a Gadget**. Gadgets are small tools that allow you to a variety of items ot your blog including a photo slideshow, a video window, polls, simple text:

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	Search Box Search over your blog, your blogroll, and everything you've linked to. By Google Custom Search	
	HTML/JavaScript Add third-party functionality or other code to your blog. By Blogger	
	Text Add some words to your blog - like a welcome message - with our rich text editor. By Blogger	
	Picture Add a picture from your computer or from somewhere else on the web. By Blogger	
	Slideshow Add a slideshow of your photos to your blog. By Blogger	
	Video Bar Display clips from YouTube and Google Video for your readers to watch without leaving the page. By Blogger	
	Poll Survey your visitors by adding a poll to your blog. By Blogger	

The basic widgets are displayed but you can find other ones by clicking on Most Popular or featured:

- [Basics](#)
- [Featured](#)
- [Most Popular](#)
- [More Gadgets](#)

a. Gadget #1: Add a link list

To add a link list, click on **Add a Gadget** and choose **Link List** (scroll down):

	Link List Add a collection of your favorite sites, blogs, or web pages. By Blogger	
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Click on the plus sign to add it. The following window opens up:

BACK CANCEL SAVE

Title Useful links

Number of links to show in list Leave blank to show all links

Sorting Don't Sort

New Site URL http://www.colorado.edu

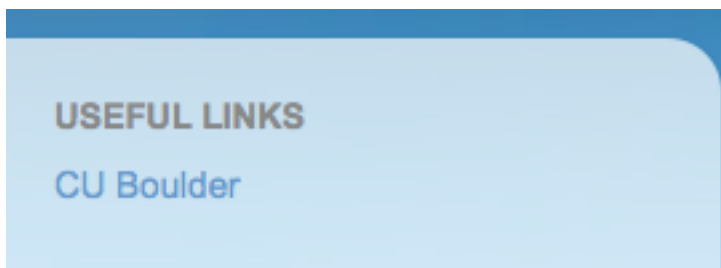
New Site Name CU Boulder

ADD LINK

BACK CANCEL SAVE

Done zotero

- To add other links, just click on the **Add Link** button!
- When done, click **Save and choose to view your blog to check that your links appear:**



b. Gadget #2: Add a picture

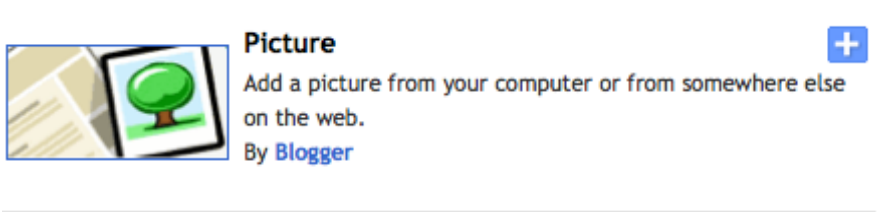
- From your blog, click on **Sign in** to return to the dashboard and select **Design** and

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Add a Gadget.

- Select the picture gadget (click the + button):



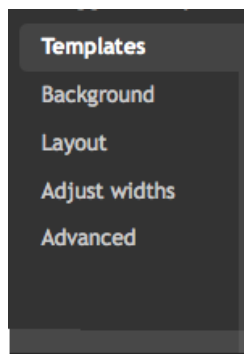
- Enter the relevant information. You can upload a picture of your own by browsing to your computer or link to an image on the web.
- Click **Save**
- Check that the image is displayed on your blog

Note: if you link to a web-based image, the link **MUST** end in .jpeg, or .gif or .png to be valid!!

2. Modify the template

Return to the dashboard, select the **Design** button and click on **Template Designer**.

For each of the proposed template, you can modify the background, the layout, the widths and the text family, color and font.



- The background tab gives the option to use a background picture or simply a background color. Any changes you make are immediately previewed in the window below but you need to click the “apply TO BLOG” button for the changes to take effect.
- The layout tab gives you a choice of layouts to choose from. One or two columns,

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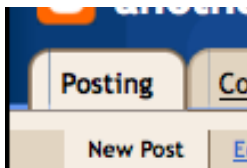
columns on the left or the right...

- The widths tab lets you make changes to the width of the blog post relative to the side columns where your gadgets are usually displayed.
- Finally, the advanced tab lets you customize the text size, color and font family.

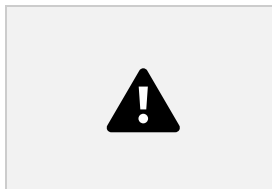
Click on back to blogger when you're done making changes to your template.

3. Adding pages

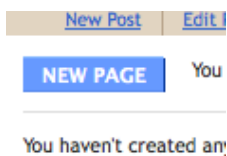
Click on the **Posting** tab:



Click on **Settings**:



Choose **New Page**:



Fill out your page with information:

Posting Comments Settings Design Monetize Stats View Blog

New Post Edit Posts Edit Pages

Page Title: Syllabus

Edit HTML Compose

Week 1: Chapter one (1/3)

Read p15 to 18
Review vocab p 18
Practice dialogue

Week 2: chapter one (2/3)

Read p21 to 30
Write first draft of composition 2

Click on Publish page at the bottom:

Post Options

PUBLISH PAGE SAVED PREVIEW

[Back to list of Pages](#)

Choose a display mode and click **Save and Publish**:

How would you like the Pages Gadget to appear?

☐ Blog sidebar ☒ Blog tabs ☐ No gadget
(Link pages manually)

SAVE AND PUBLISH

Preview your page:

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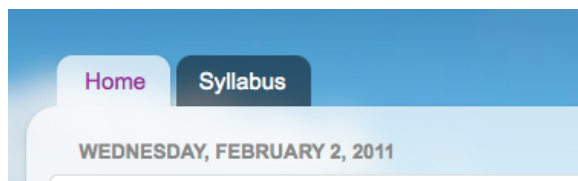


Your page was published successfully!

[View Page](#) 

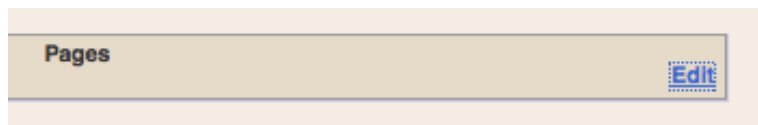
Need to change it? [Edit page](#)

Check your page:



Feel free to add additional pages following the step above.

Note: To re-order your tabs, click on the Design tab and select the **Edit** button on the Page widget:



Feel free to drag and drop the pages around to re-arrange their order:

