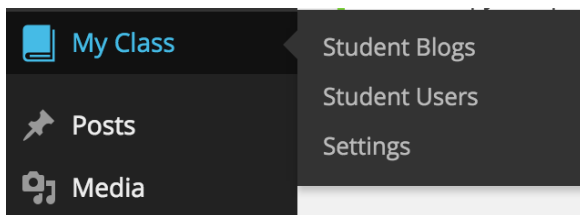


# SEPTEMBER: Removing Student Blogs (Step 1)

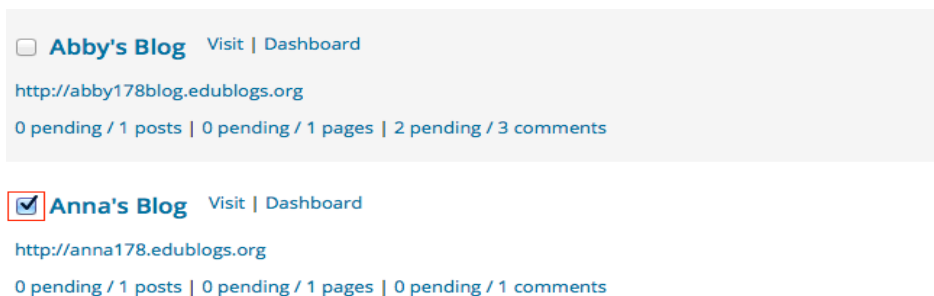
Follow the instructions below to remove last year's student blogs from My Class so they can join a new Class Blog in September. Please note that this is a 2 step process.

## Removing Student Blogs

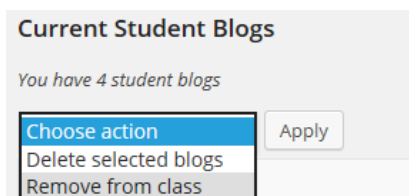
1. Go to My Class > Student Blogs in your class blog.



2. Select the check boxes next to the blogs you want to remove. To select your whole class, check the box beside every student.



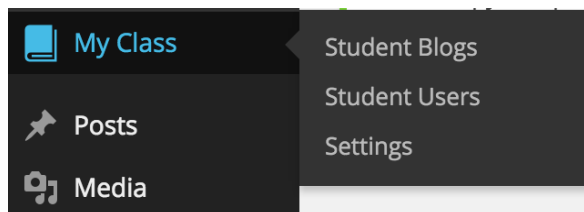
3. Select 'Remove from class' from the 'Choose action' drop-down menu. **Do NOT delete student blogs.** Click Apply.



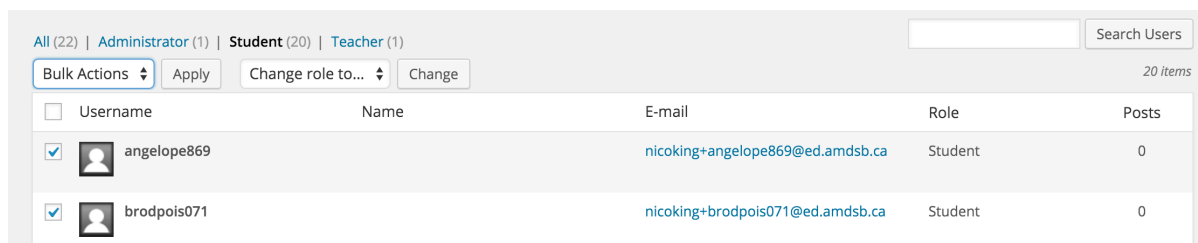
5. This will remove selected blogs from your Student Blogs page.

## Removing Student Users (Step 2)

1. Go to My Class > Student Users in your class blog.



2. Select the check boxes next to the users you want to remove who should no longer be attached to your class. (To select your whole class, check the box beside every student.)

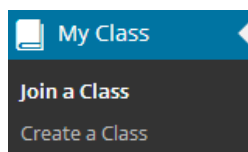


3. Select 'Remove' from the 'Bulk Actions' drop-down menu. Click Apply.
4. This will remove selected student users from your Student Users page.

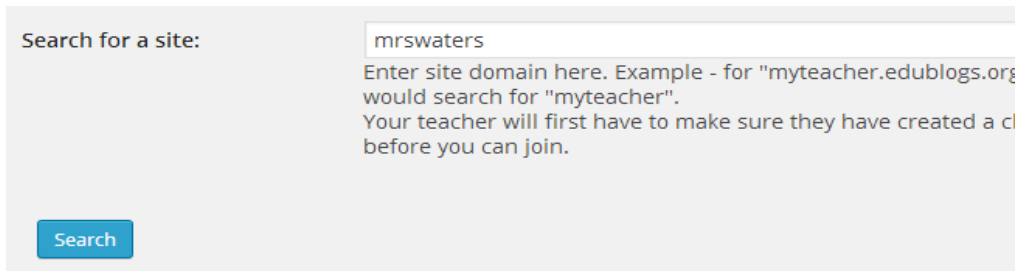
## Joining a New Class

Once the student blogs have been removed from your class blog they can be joined to a new class blog using My Class. Simply get your new students to log into their student blogs and follow the instructions below:

1. Students login into their blog dashboard.
2. Go to My Class > Join a Class.



3. Students will then Search for your Class blog by typing in **your blog URL extension** (which is most cases is your last name). *ie./ Leigh Cassell - <http://edublog.amdsb.ca/cassell>*

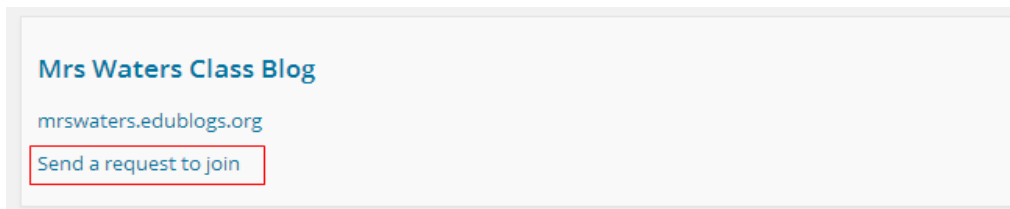


Search for a site:

Enter site domain here. Example - for "myteacher.edublogs.org" would search for "myteacher".  
Your teacher will first have to make sure they have created a class before you can join.

[Search](#)

4. Click Send a request to join.

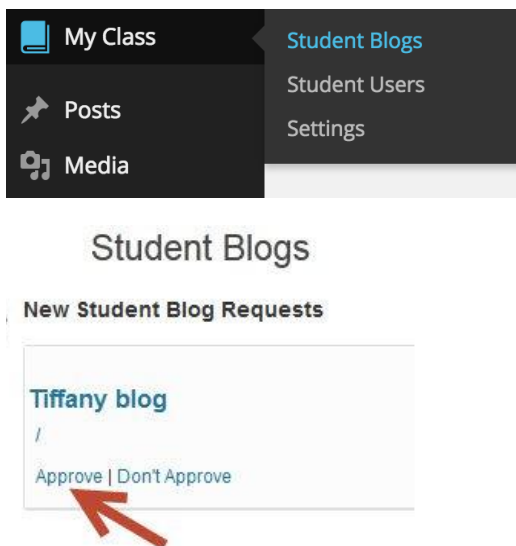


**Mrs Waters Class Blog**

[mrswaters.edublogs.org](http://mrswaters.edublogs.org)

[Send a request to join](#)

5. Now all you need to do is log in to your Class blog. Go to My Class > Student Blogs > and click Approve.



My Class Student Blogs  
Posts Student Users  
Media Settings

## Student Blogs

**New Student Blog Requests**

**Tiffany blog**  
/

[Approve](#) | [Don't Approve](#)

6. Once you've done this all your student blogs will be listed under your My Class > Student Blogs page where you'll be able to view all pending posts, pages and comments.

The screenshot shows the Edublogs dashboard interface. At the top, there's a navigation bar with 'edublogs' logo, 'My Sites', 'Busy Bees', a notification icon with '0', '+ New', and 'Follow'. Below this is a sidebar menu with 'Dashboard', 'My Class' (highlighted), 'Student Blogs', 'Student Users', 'Settings', 'Posts', 'Media', 'Links', 'Pages', and 'Comments'. The main content area is titled 'Current Student Blogs' and states 'You have 21 student blogs'. There's a 'Choose action' dropdown menu and an 'Apply' button. Below this, two blog entries are listed:

- Boyd's Blog** Visit | Dashboard  
<http://edublog.amdsb.ca/myblogboydthom>  
 0 pending / 182 posts | 0 pending / 3 pages | 0 pending / 104 comments
- Breanna's Blog** Visit | Dashboard  
<http://edublog.amdsb.ca/myblogbreasmit>  
 0 pending / 126 posts | 0 pending / 3 pages | 0 pending / 62 comments

## Updating Student Email Addresses (IMPORTANT)

### UPDATING/ LINKING STUDENT EMAIL ADDRESSES TO YOUR MAIL ACCOUNT

It has come to my attention that linking a student's email address to a teacher's email address is creating a lot of problems for teachers and students in AMDSB. When we first started using Edublogs a few years ago, we were very excited about this feature- teachers like receiving email notifications when a student submits a post or a new comment is made on his/her blog. However, having used this system for a few years now, we have noticed that it is not only somewhat complicated, but it is causing issues for many and slowing down the startup process that takes place every September.

Moving forward...

**We are no longer recommending that you link student email addresses to your mail account.**

Edublogs created a tool called the **Reader** which you can access from your blog dashboard. The Reader is the fastest way for teachers and students to quickly read and approve posts and comments, as well as leave comments across a class of students' blogs. Information about how to use the Reader can be found [here](#).

So instead of receiving an email notification in your inbox, we are recommending that you create a routine for yourself to check the Reader on a schedule that works for you. If your students are blogging every day, and you check the Reader each morning, you will see all of the posts and comments that need to be approved, and you can reply to the work your students have done right there- with everything organized for you in one place. Last year I wrote a post about how you might

use Edublogs as an LMS (Learning Management System) by Tagging Posts for the Reader (using tags to filter student posts in the Reader) which you may find helpful.

### **Next Steps**

Please ask students to update their email addresses by removing last year's teacher's information/your information from the field in their Dashboard > Profile and in Dashboard > Settings. *(For example: If a student was attached to a teacher's email address in his profile it would look like this: leigh.cassell+johnsmit123@ed.amdsb. To update his email address simply remove your information so it now reads like this: johnsmit123@ed.amdsb.ca)*

If you need help with this please ask your TRA to submit an eBase to your school's IT trainer.

Thank you for your understanding. :)