

Creating My Own Blog - STUDENT GUIDE

Today you will be creating your own blog for instructional use in this class. This guide will lead you through all of the steps necessary for you to complete to receive credit for the task AND to ensure you have set up your blog correctly. **ALL of these items must be done BEFORE leaving the lab TODAY!**

Open your internet browser (preferably Chrome) and go to www.weebly.com.

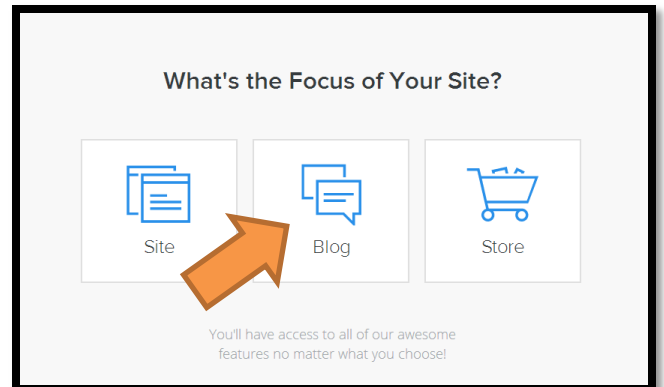


In the "Sign Up Free" box type in your full name, the email address you use most often and **YOUR PISD password**.

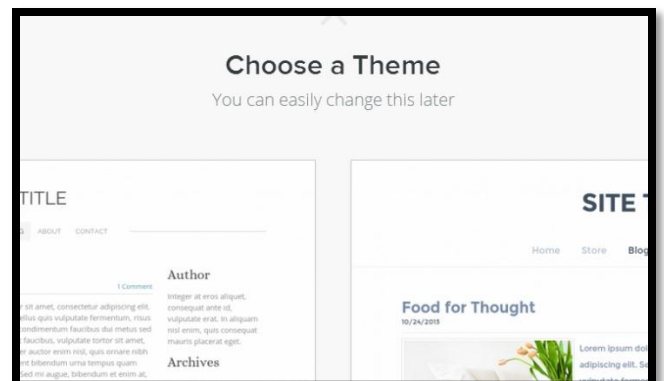
A screenshot of the Weebly sign-up form. It has a white background with a dark border. At the top, it says "Sign Up Free". Below that are three input fields: the first contains "Amy Lenord", the second contains "amy.lenord@pisd.edu", and the third is a password field with a yellow highlight and a masked password ".....". At the bottom is a blue "Get Started" button.

Then, click "Get Started."

On the next screen you will be given 3 options to choose from for the focus of your site. **CHOOSE BLOG** by clicking on that option.

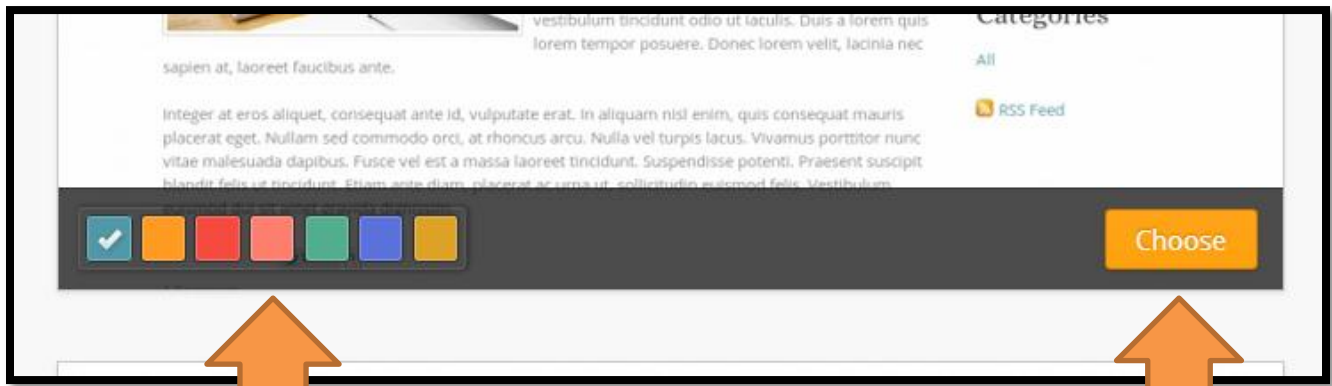


Now it is time for you to choose a theme for how your blog will look. Pick a theme you can live with for now. If you don't like it, you can always change it later.



Don't get bogged down by this choice today. We don't have time.

To choose a theme, hover over that theme and this menu will appear.



Click to choose color options for your theme

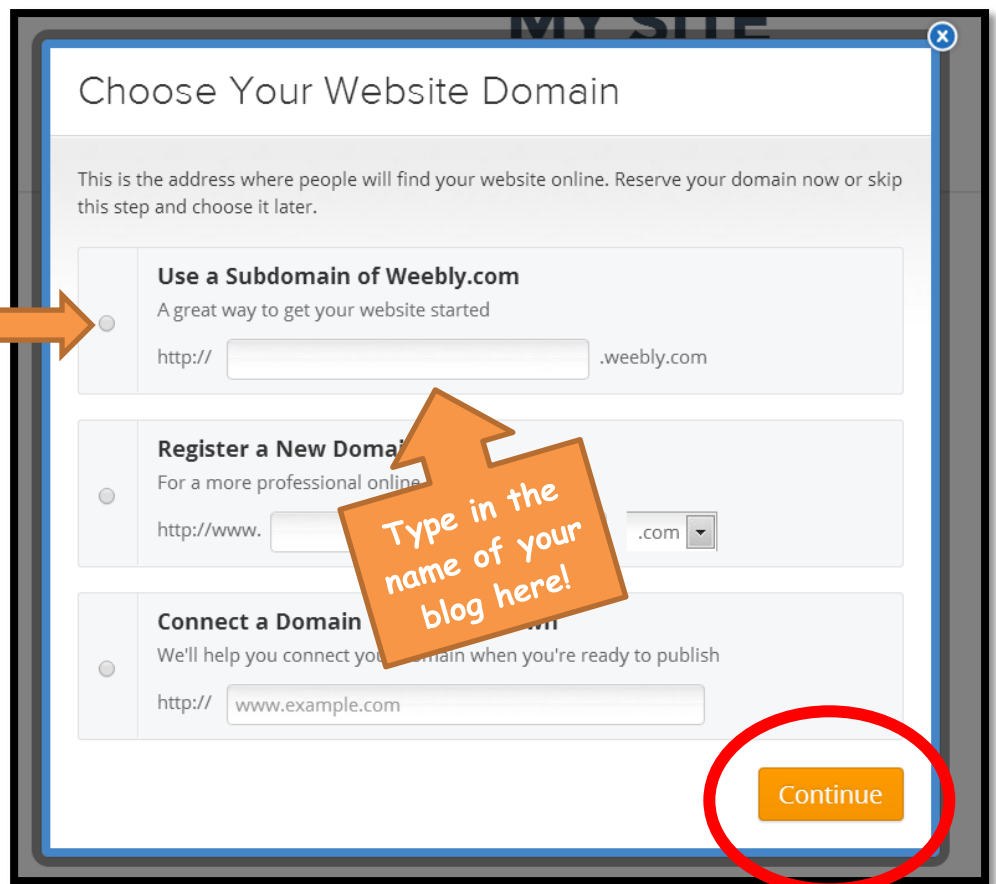
Click to finalize your choice

Now it is time to NAME your blog site.

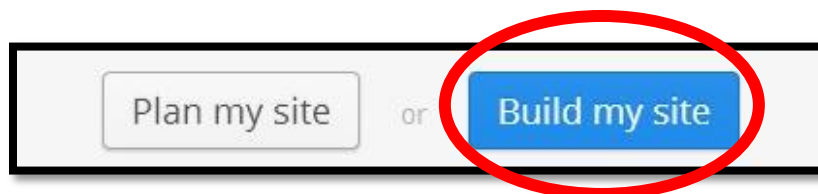
Choose the first option, "Use a Subdomain of Weebly.com. (All the other options come with a fee you have to pay.)"

Think of a Spanish name for your blog and type it into the text box you see in the diagram. If the name you have chosen is available you will see a green check mark appear.

When you are done, click the yellow "Continue" button.



The next thing you will see is this window. Just click the blue "Build my site" button to continue.



SOME IMPORTANT THINGS TO KNOW - Stop and read this page completely!
This is an example of what you see when you are logged into your blog and ready to edit it.

Click on these tabs to access other design and organizational options.

To publish the changes you make to your site/blog, always click **PUBLISH!** Your changes can't be seen until you do!

This is your Title Line. You will need to click here to edit your blog title.

This is your **TOOL BOX**. To use any of these tools drag them into the area you want them to appear.

To see more options, scroll down.

You don't have any blog posts

This is where your latest blog post will appear. It is also where you will design your blog post when you have opened a New Post.

This area of your blog is called your **BLOG SIDEBAR**.

The Blog Sidebar holds items you want to always appear on your blog such as your name and photo.

Author

Write something about yourself. No need to be fancy, just an overview.

Archives

No Archives

Categories

All

RSS Feed

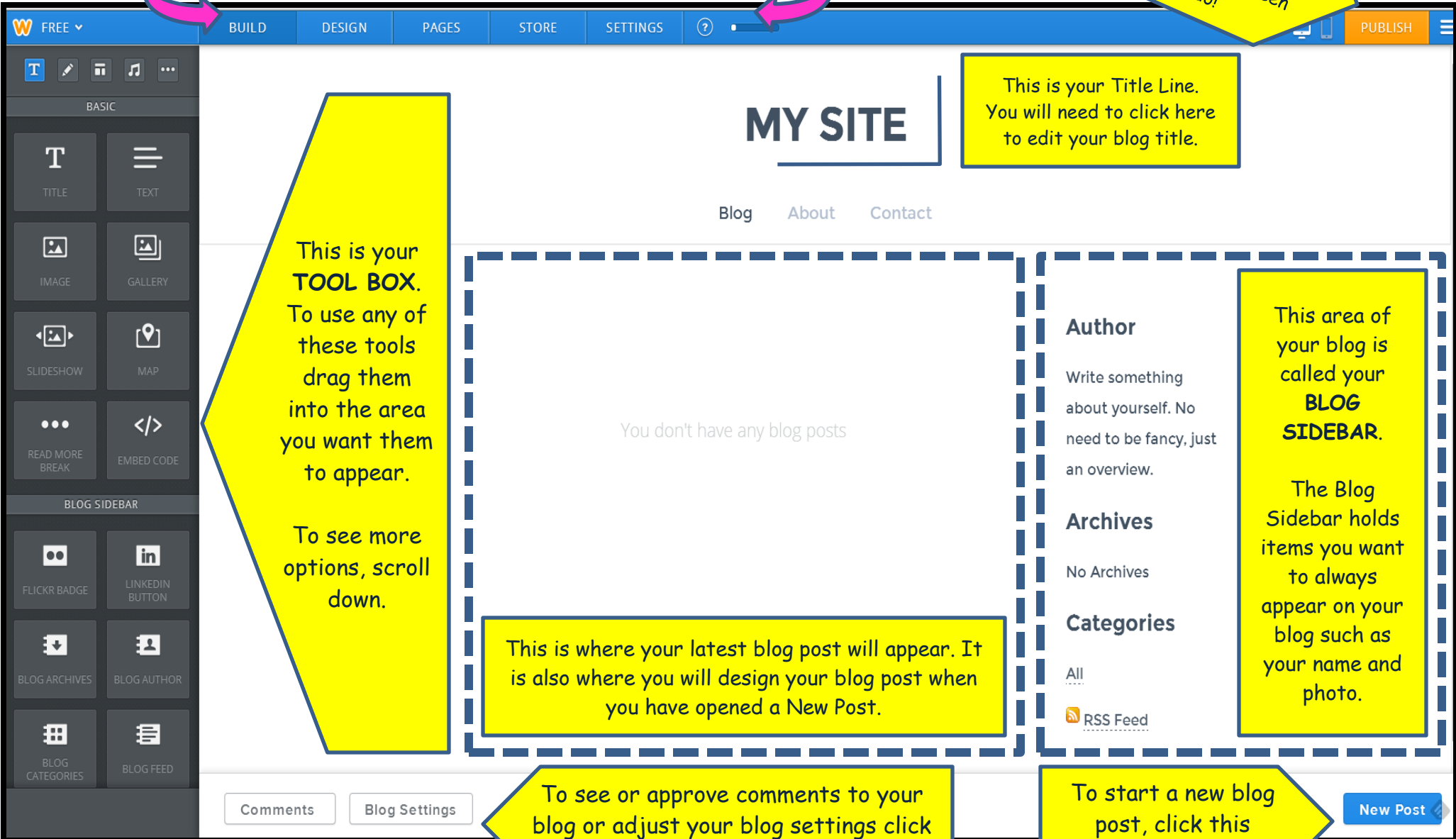
Comments

Blog Settings

To see or approve comments to your blog or adjust your blog settings click on either of these buttons.

To start a new blog post, click this button.

New Post



ADDITIONAL TASKS TO COMPLETE TODAY:

A. Change the Title of your Blog Page

You should automatically have "My Site" as a title at the top of your blog page.

To change your title, **highlight** the words "My Site" and type in the Spanish/French name you gave your site earlier.

When you are done with this, click **PUBLISH**.



B. Add Author Information to Your Blog Side Bar

You should have an "Author" information box in your blog side bar.

Change this information by:

1. Highlighting the word AUTHOR and rewriting in Spanish or French.
2. Then, highlight the text under AUTHOR and write the following message in Spanish or French:
Hello! My name is (write your first name ONLY). I am a Spanish/French student in Texas. Welcome to my blog!

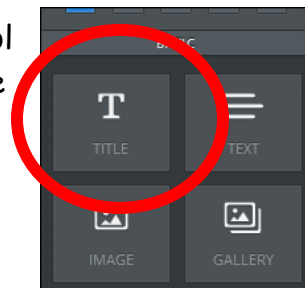


When you are done with this, click **PUBLISH**.



C. Create a Blog Roll in Your Side Bar

1. Find the TITLE tool in the black tool box menu on the far left side of the page.



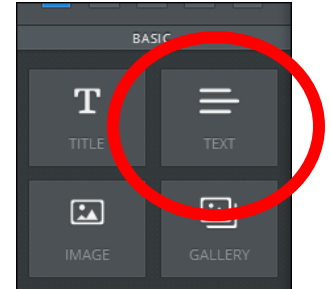
2. Drag and drop the TITLE tool over to your Blog Side Bar underneath your Author message you just edited. A long blue line should appear to tell you where you are dropping the tool. Release the mouse button to place the TITLE tool there.



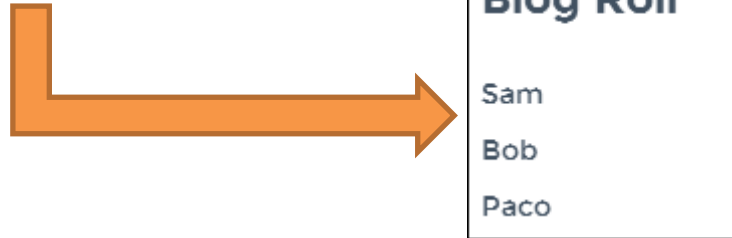
3. Now, follow the instructions it gives you. Click on the text "Click here to edit" and type in its place "Blog Roll."

Click here to edit.

4. Now, go back to the tool box and choose the TEXT tool. Drag and drop it underneath the "Blog Roll" title you just created.



5. Choose 3 of your classmates whose blogs you plan to read and list their names in this text box.



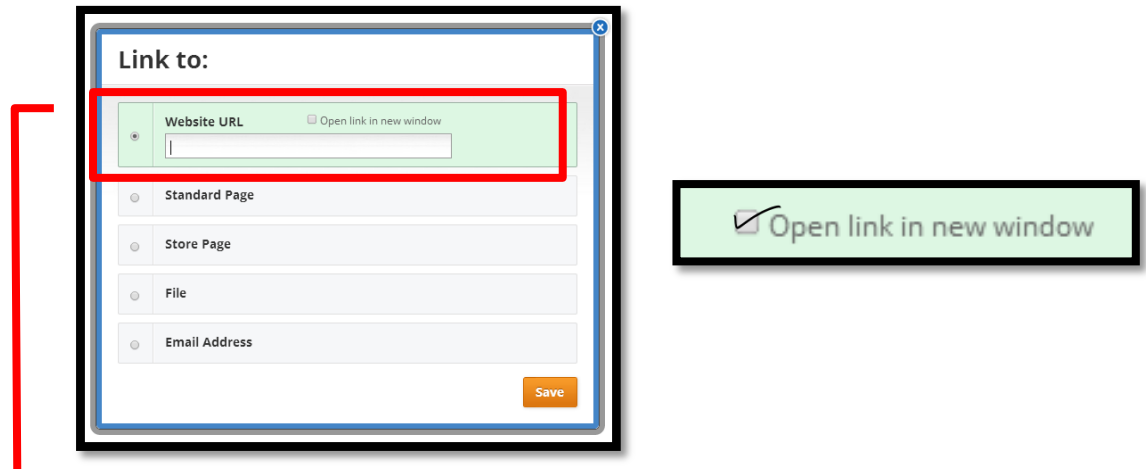
6. Now you need to link your blog to your friends' blogs. Ask each of them for their blog's web address.

To create a hyperlink to their blog follow these steps:

7. Highlight their name in the text box you created. You will notice a black menu appear with different text editing options.



8. Click the HYPERLINK tool on this menu. This menu will appear:



9. Select the first option "Website URL" and check "Open Link in New Window." Repeat this process for each of the other classmates you listed on your Blog Roll.

10. When you are done with this, click **PUBLISH**.

PUBLISH

D. Link Your Blog Page to Your Teacher's Blog

Now, type your teacher's name into the Blog Roll and follow the same process to link his/her blog page to your own.

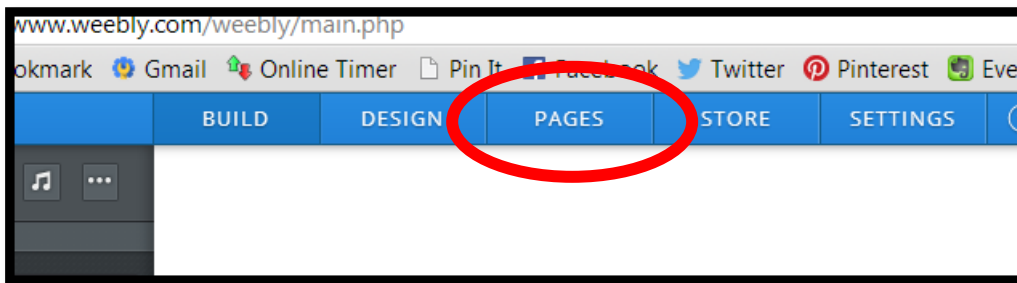
PUBLISH

When you are done with this, click **PUBLISH**.

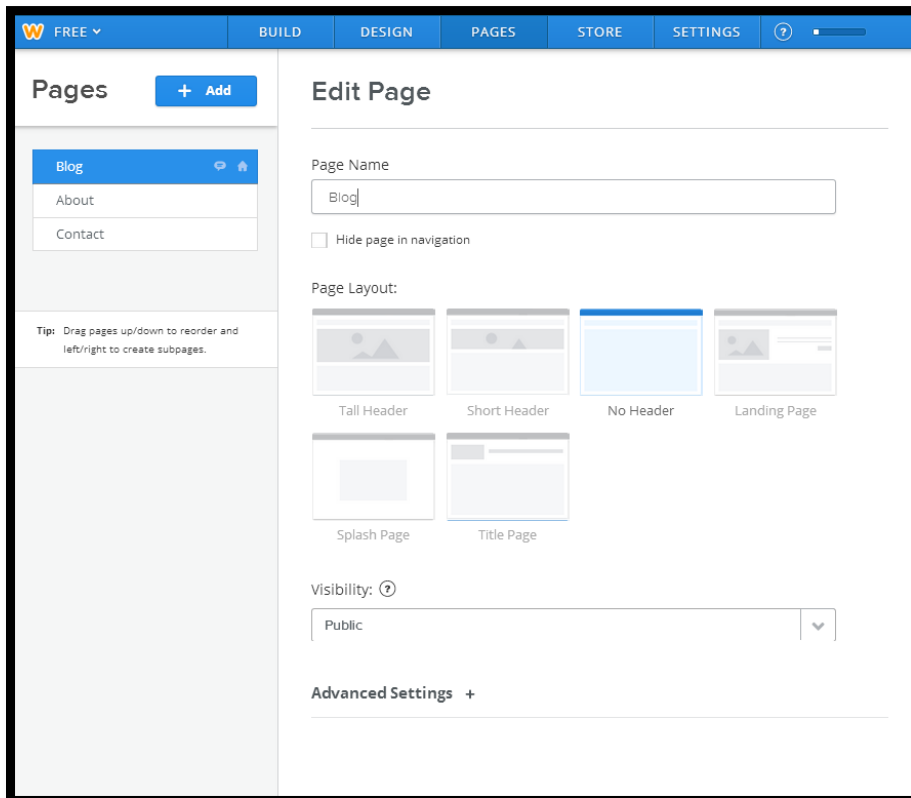
E. Delete the "About" and "Contact" Pages

Your blog format comes with additional pages you don't need. You are going to delete them now.

1. At the top of your screen you will see this blue menu:
2. Click on the "Pages" tab.

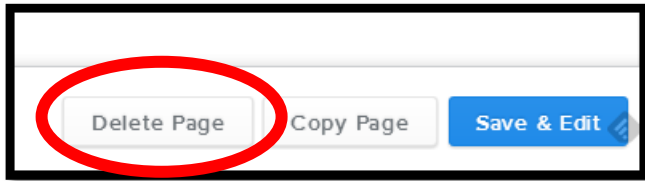
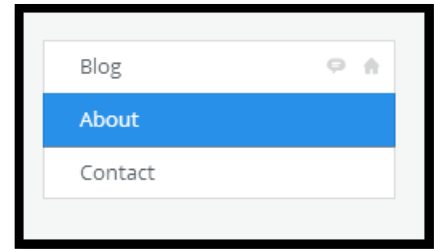


3. You should now be on a page that looks like this:

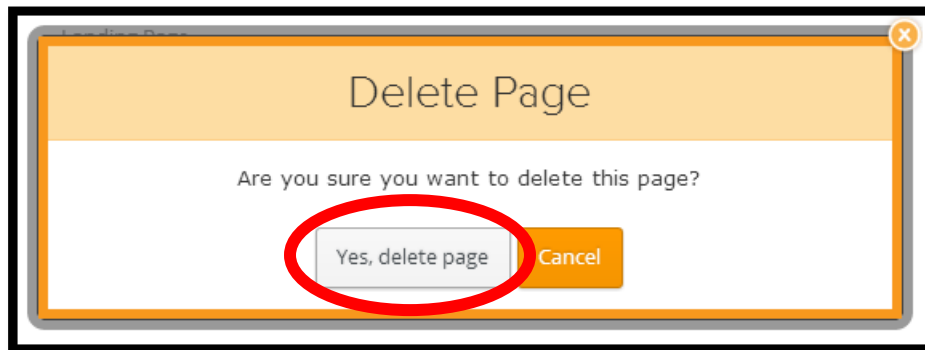


4. Click on the "About" tab

Then, click on the "Delete Page" button at the bottom right hand corner of the screen.



When the "Delete Page" notification appears, click "Yes, delete page."



Follow the same procedure to delete the "Contact" page as well.

When you are done with this, click **PUBLISH**.



CONGRATULATIONS! You just built a blog page!

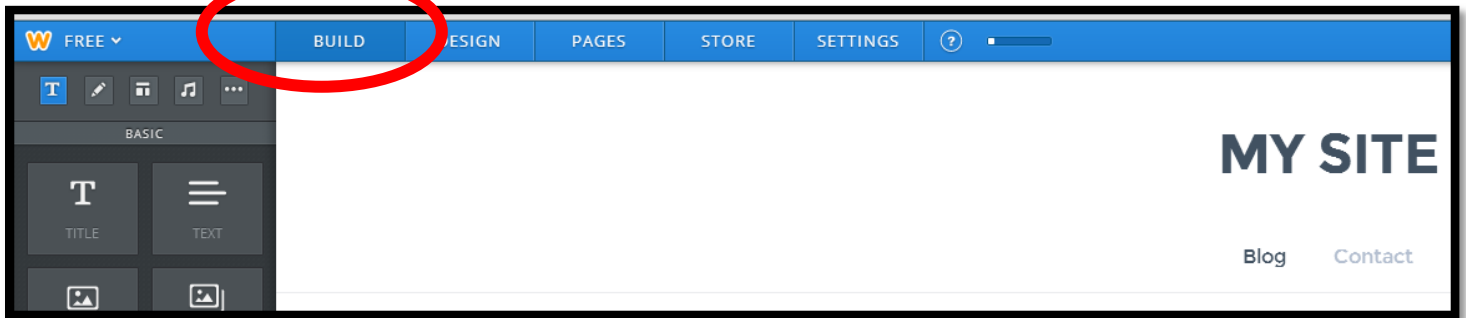
Continue to the next page to learn how to create and publish your first blog post.

IMPORTANT!!!

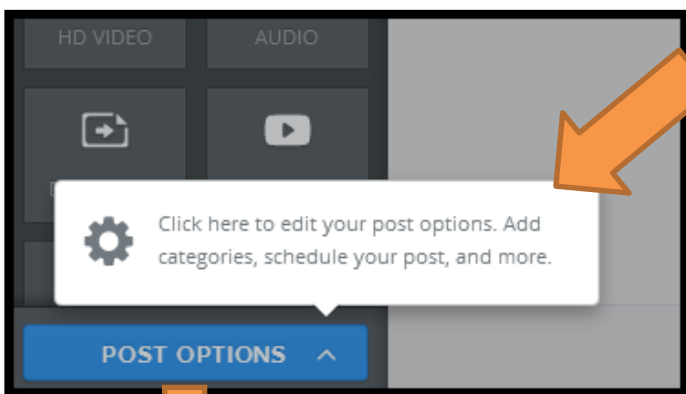
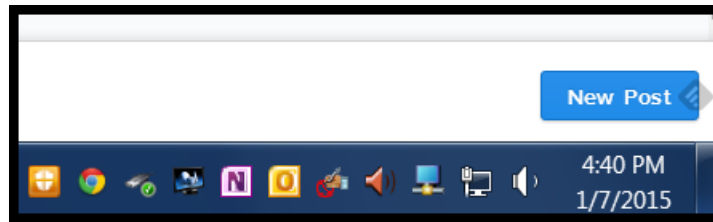
Now, complete your teacher's **STUDENT BLOG INFORMATION** form.
He/She will tell you how to access it.

Creating and Publishing Blog Posts

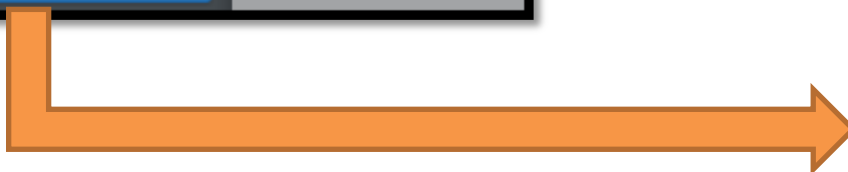
First make sure you are on the "Build" tab of your blog page. If you are not on "Build" you cannot proceed.



At the bottom of the "Build" page look for the "New Post" button. Click it to start building your first blog post.

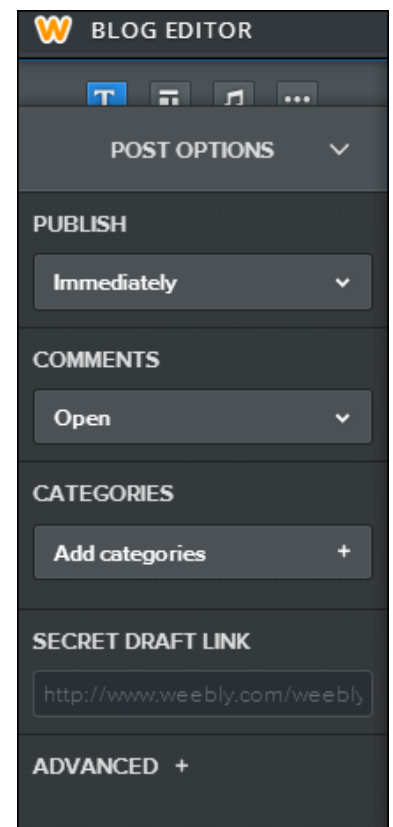


Notice the notification that pops up in the bottom left hand corner.



Clicking "Post Options" opens a menu that gives you additional options for your blog post.

The most important options are already defaulted where you need them to be, but the "Categories" option allows you to add tags to your posts so you and your readers can sort through them later. Don't worry about this right now, but you will need it later.



Now it is time to actually build your blog post. Your blog theme might look different than the example here, but generally here's what you should see:

The screenshot shows a blog post editor for a site named "MY SITE". At the top, there are navigation links for "Blog" and "Contact". The main content area is titled "Post Title..." and includes a date "01/07/2015" and "0 Comments". Below the title is a large text area with the placeholder "DRAG ELEMENTS HERE" and a visual representation of a toolbar being dragged into the space. On the right side, there are sections for "Author" (with a prompt to write about yourself), "Blog Roll" (listing Sam, Bob, and Paco), "Archives" (with "No Archives"), and "Categories" (with "All" and an "RSS Feed" link).

Click in the Post Title text box and write in the title of your post.

Drag tools from your tool bar here to add features to your blog post.

For a basic writing post drag the "Text" tool into this space and start writing the content your post.

At this point the text box is active and you can begin typing in the box.

This close-up shows the text editor toolbar, which includes buttons for Bold (B), Italic (I), Underline (U), Bulleted List (+), Numbered List (-), Text Color (A), Link (G), Justification (≡), Bullets (≡), Text (Tx), Undo (↶), and Redo (↷). A red arrow points from the right towards the text box, which is now active.

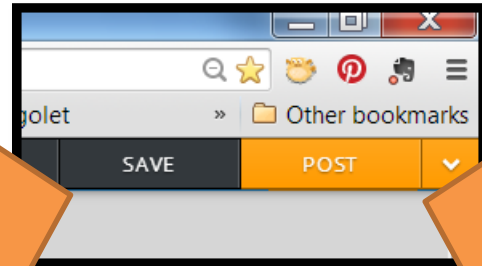
Click in the text box to begin typing.

Notice that the text menu appears now.

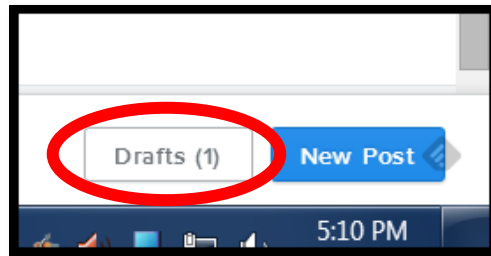
This menu allows you to change the size, color, and style of your text along with the options to use bullets, insert hyperlinks and select the justification of your text (left, right or centered). There are also the "undo" and "re-do" buttons.

You have some options to choose from during or after your writing.

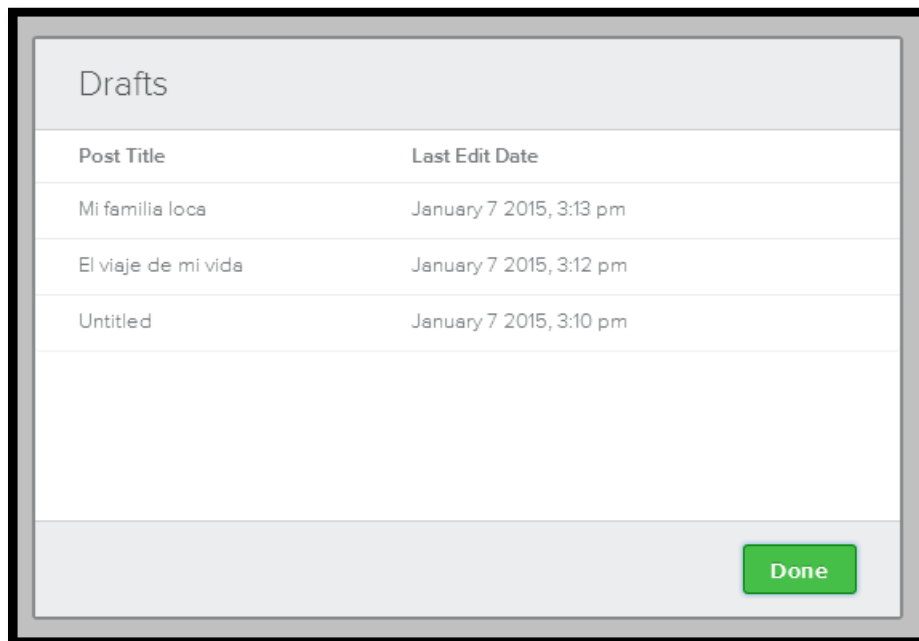
If you are NOT DONE with your post, are working ahead or just aren't ready for the world to see it, click "SAVE" and Weebly will save it as a draft.



If you ARE DONE with your post and you are completely ready to publish for the world to see, click "POST" and Weebly will publish it onto your blog site.

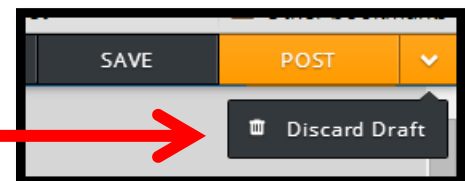


If you previously "SAVED" a blog post as a draft and you need to access it again, click the "DRAFTS" button to see a menu of the drafts you have saved.

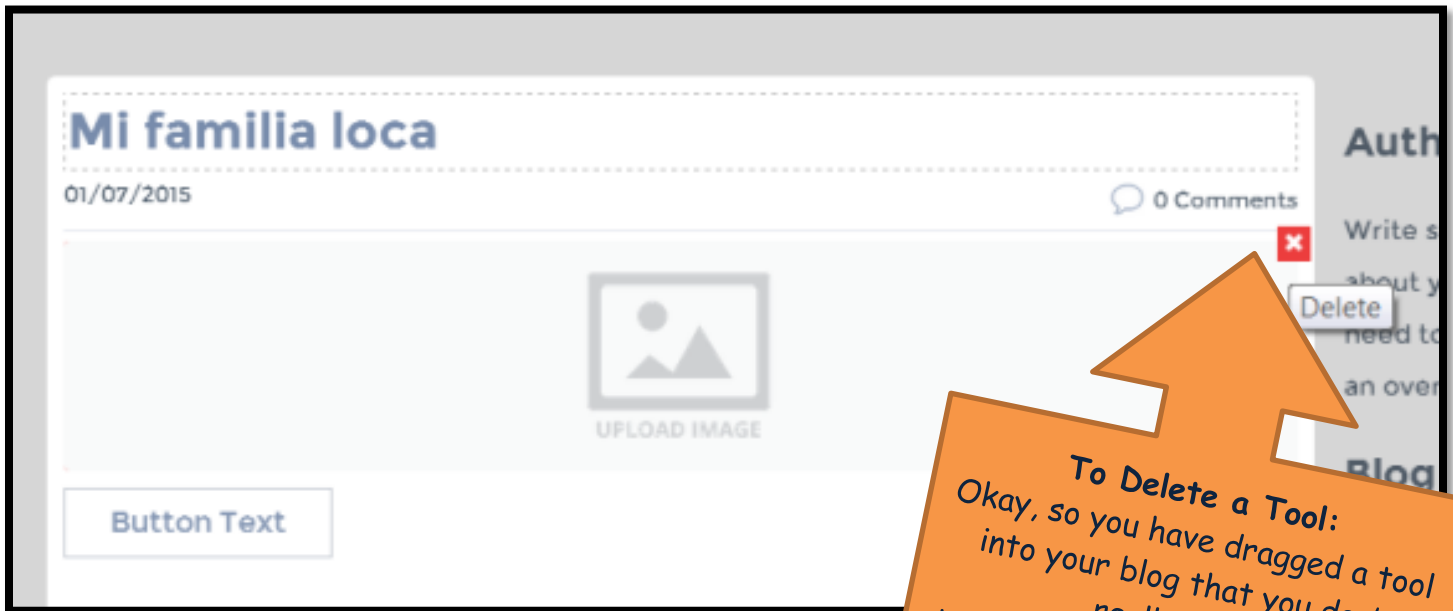


To access a draft so you can continue editing it **click** on the title of the draft you need.

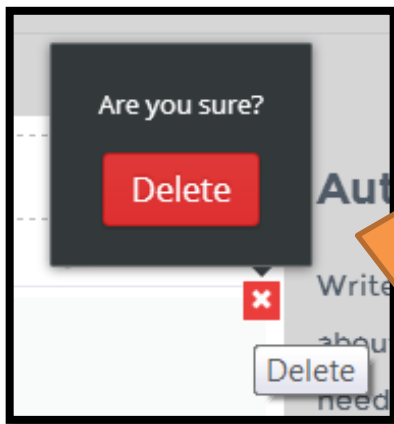
To DELETE a draft or post you are working on click the down arrow next to "POST" and select "DISCARD DRAFT."



Deleting a Tool from your site or blog post:



To Delete a Tool:
Okay, so you have dragged a tool into your blog that you don't really need. Hover over the top right corner of the tool and a red X should appear. Click on the X.



This notification should appear. To DELETE the item click the red "DELETE" button and it should disappear.

This process works for any part of a blog post or anywhere in your blog site. If you have dragged a tool into a part of your site, you can delete it this way.



YESSSSS!
You've got good skills!
You know like, web skills, blog skills, nun chuck skills, bow hunting skills... Teachers only like students with great skills!
You're a flippin' genius!