

## Setting up an Administrator Account

To set up a free account go to:

<http://kidblog.org/home/>

1. Click on the set up class button:



2. Create your account:



**Create Your Free Kidblog Class**

Fill out this simple page form and you'll be instantly logged in to your new class.

Same with Google

Display Name:

OR

Password:

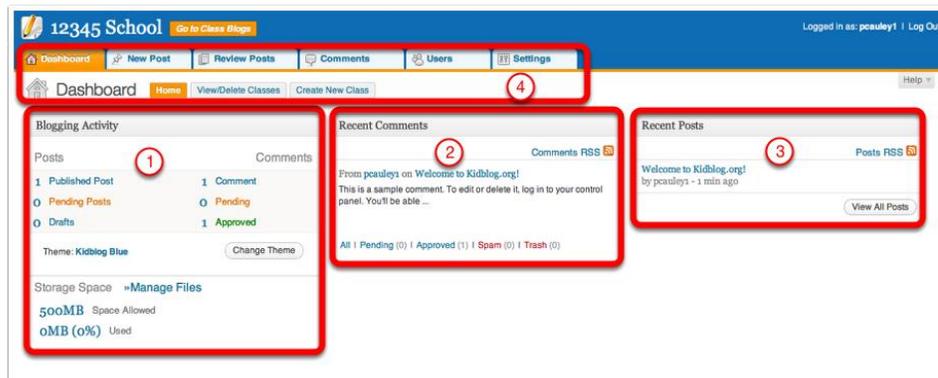
Email:

Class Name (e.g. Mrs. Anderson's Class):

Verification Code:  

By clicking the button below, you agree to the Terms of Service

3. Set up settings in Dashboard.



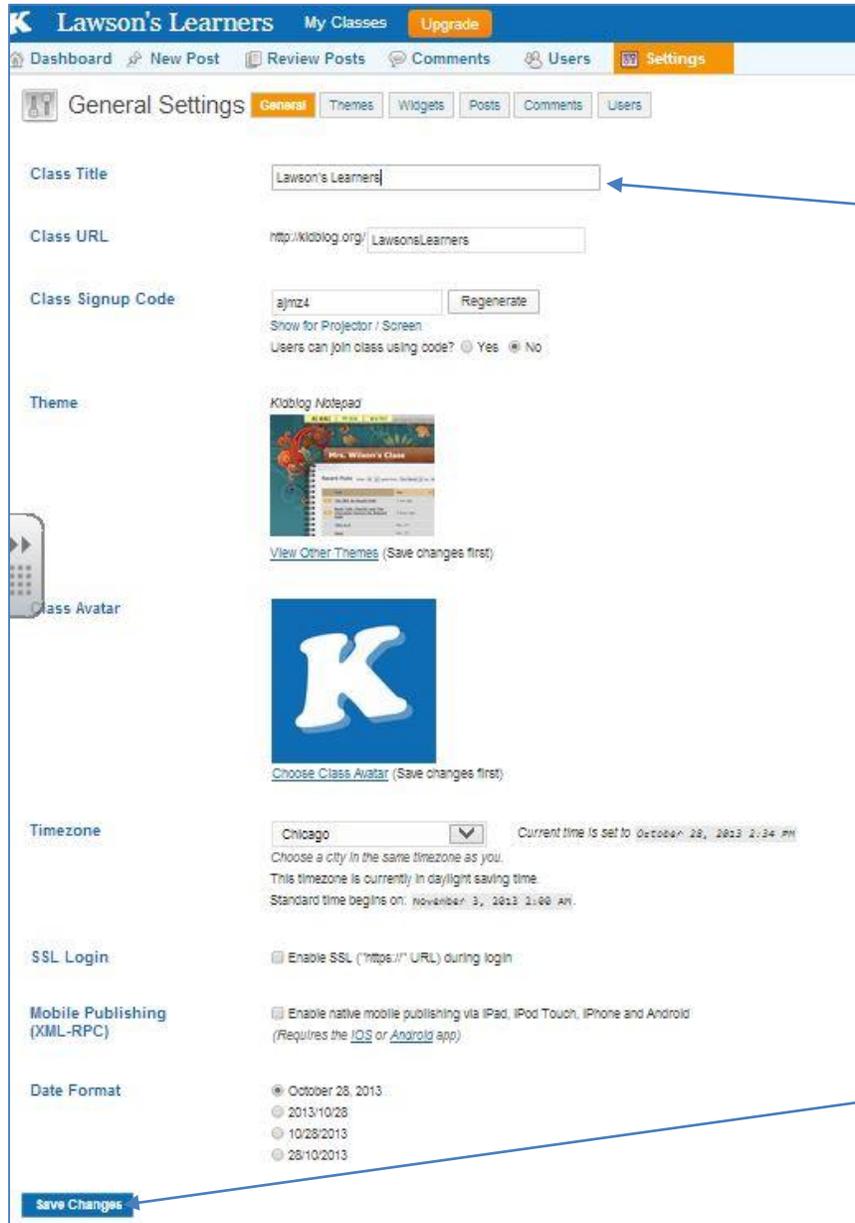
The screenshot shows the dashboard for '12345 School'. The top navigation bar includes 'Dashboard', 'New Post', 'Review Posts', 'Comments', 'Users', and 'Settings'. The main content area is divided into several sections:

- Blogging Activity:** Shows 1 Published Post, 0 Pending Posts, and 0 Drafts. It also displays storage space: 500MB Space Allowed, 0MB (0%) Used.
- Recent Comments:** Shows a comment from 'pcasuleys' on 'Welcome to Kidblog.org!' with options to edit, delete, or mark as spam.
- Recent Posts:** Shows the post 'Welcome to Kidblog.org!' by 'pcasuleys' - 1 min ago.
- Menu Bar:** Located at the top, it contains 'Dashboard', 'Home', 'View/Delete Classes', and 'Create New Class'.

1. Blogging Activity – Here you can see how many posts are published or waiting to be published, pending or drafts there are on the blog. You can also see how much space you have left of your 500 mb.
2. Recent Comments – Here you can see and manage your most recent comments. You can see which comments are pending, if it has been approved. You can label it as Spam and you can even trash (delete) the comment.
3. Recent Posts – This shows you the most recent posts, the title of the post and who posted it
4. Menu Bar – Here you can do lots of things from create a new post, add users, change the theme of the blog and more. We will get into it a little later.

## Settings Tab

### General Settings



The screenshot shows the 'Lawson's Learners' settings page. At the top, there is a navigation bar with 'Dashboard', 'New Post', 'Review Posts', 'Comments', 'Users', and 'Settings'. Below this is a sub-navigation bar for 'General Settings' with tabs for 'General', 'Themes', 'Widgets', 'Posts', 'Comments', and 'Users'. The 'General' tab is active. The settings are organized into sections: 'Class Title' (text input), 'Class URL' (text input), 'Class Signup Code' (text input with a 'Regenerate' button and a checkbox for 'Users can join class using code?'), 'Theme' (image preview of 'Kidblog Notepad' with a 'View Other Themes' link), 'Class Avatar' (image of a blue square with a white 'K' and a 'Choose Class Avatar' link), 'Timezone' (dropdown menu set to 'Chicago' with a 'Current time is set to' indicator), 'SSL Login' (checkbox for 'Enable SSL'), 'Mobile Publishing (XML-RPC)' (checkbox for 'Enable native mobile publishing'), and 'Date Format' (radio buttons for 'October 26, 2013', '2013/10/28', '10/28/2013', and '28/10/2013'). A 'Save Changes' button is located at the bottom left of the settings area.

Class Title: Type in Class Title

Class URL: This is your URL to post on your website.

Class Signup Code: If you want your students to sign up for your blog through code they can choose their username and password. I would only recommend for older students. If younger students add student in settings.

Theme: How your blog looks.

Class Avatar:

Time Zone: Chicago

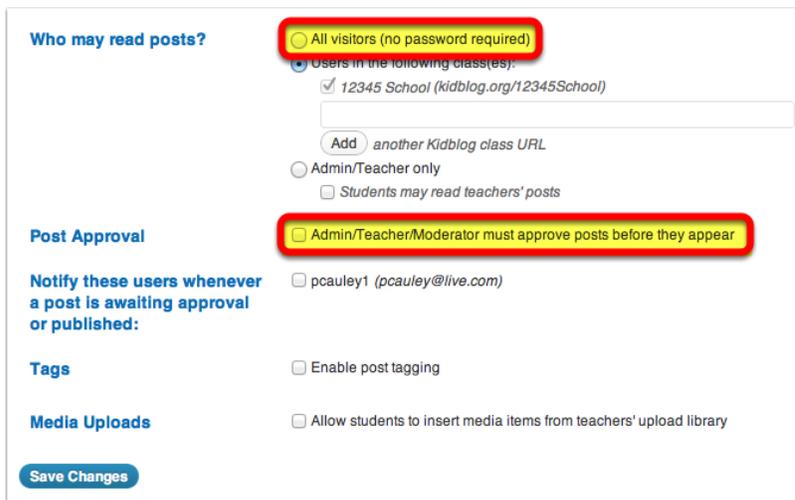
Save Changes: Be sure to click on "Save Changes" Button

## Post settings

Here you can see who is able to read the posts and who can post. By default it is set so only the people involved in the blog can read the blog. To allow parents to read click on all visitors (no password required).

You can also see that you can enable that all posts must be approved before they appear on the blog. This is your decision and if you want to ensure the quality of the post, then it may be a good idea to have this checked.

Just be sure to click on **Save Changes** before you leave this page.



The screenshot shows the 'Post Settings' interface. It is divided into several sections:

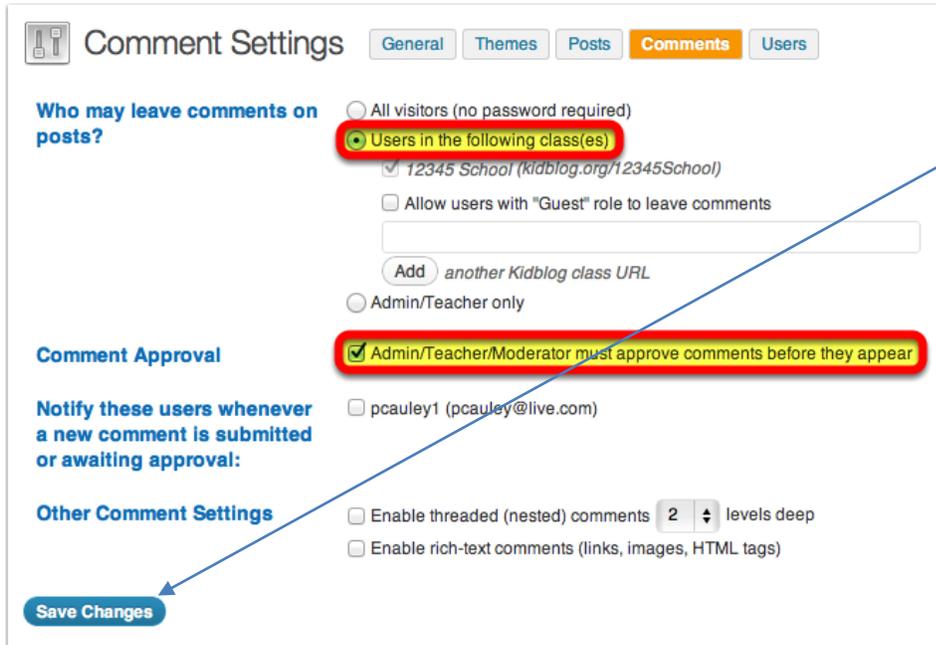
- Who may read posts?**: This section has two radio buttons. The first, 'All visitors (no password required)', is selected and highlighted with a red box. The second, 'Users in the following class(es):', is unselected. Below it, there is a checked checkbox for '12345 School (kidblog.org/12345School)' and an input field. There is also an 'Add' button and a text field for 'another Kidblog class URL'.
- Post Approval**: This section has a checkbox 'Admin/Teacher/Moderator must approve posts before they appear' which is checked and highlighted with a red box. Below it are two unselected checkboxes: 'Admin/Teacher only' and 'Students may read teachers' posts'.
- Notify these users whenever a post is awaiting approval or published:**: This section has one unselected checkbox for 'pcauley1 (pcauley@live.com)'.
- Tags**: This section has one unselected checkbox 'Enable post tagging'.
- Media Uploads**: This section has one unselected checkbox 'Allow students to insert media items from teachers' upload library'.

At the bottom left of the form is a blue 'Save Changes' button.

## Comment settings

These settings are similar to the posts settings. You can say who can leave a comment. By default only the people associated with the blog can leave a comment.

Also by default the teacher must approve all comments before they appear on the blog. This is a good idea at first as some kids may find it funny to post a comment that is not relevant or appropriate.



**Comment Settings**    General    Themes    Posts    **Comments**    Users

**Who may leave comments on posts?**

All visitors (no password required)

**Users in the following class(es)**

12345 School (kidblog.org/12345School)

Allow users with "Guest" role to leave comments

another Kidblog class URL

Admin/Teacher only

**Comment Approval**

**Admin/Teacher/Moderator must approve comments before they appear**

pcauley1 (pcauley@live.com)

**Notify these users whenever a new comment is submitted or awaiting approval:**

pcauley1 (pcauley@live.com)

**Other Comment Settings**

Enable threaded (nested) comments 2 levels deep

Enable rich-text comments (links, images, HTML tags)

Just be sure to click **Save Changes** button at the bottom.

## Adding users or Use Secret Code

You can add students in two ways. Add users in user tab or by secret code.

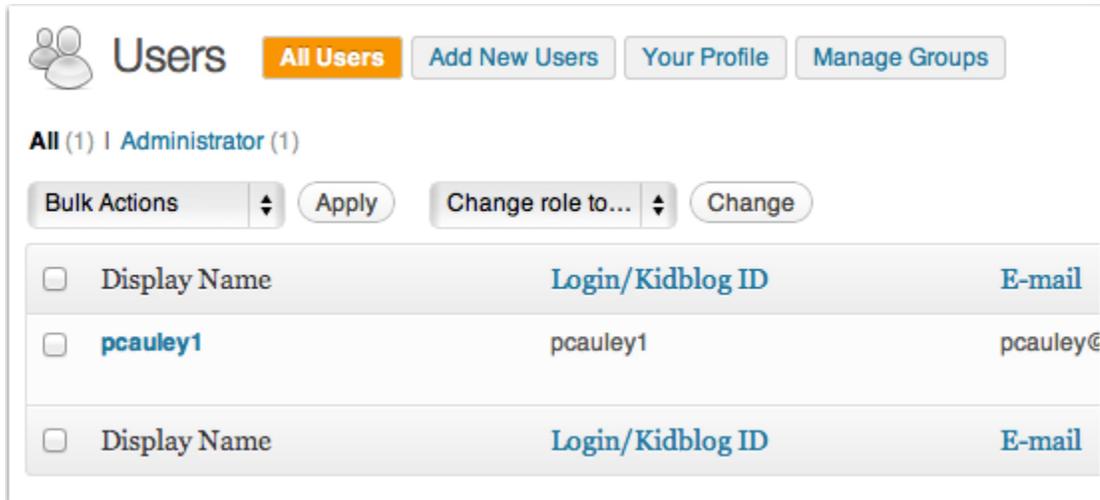
1. First click on the **Users** button in your menu bar

### Adding users

Adding students to the blog is very easy. First click on the **Users** button in your menu bar.



This is the page you will see. Simply click on **Add New Users** and it will take you to another page



**Users** All Users Add New Users Your Profile Manage Groups

All (1) | Administrator (1)

Bulk Actions Apply Change role to... Change

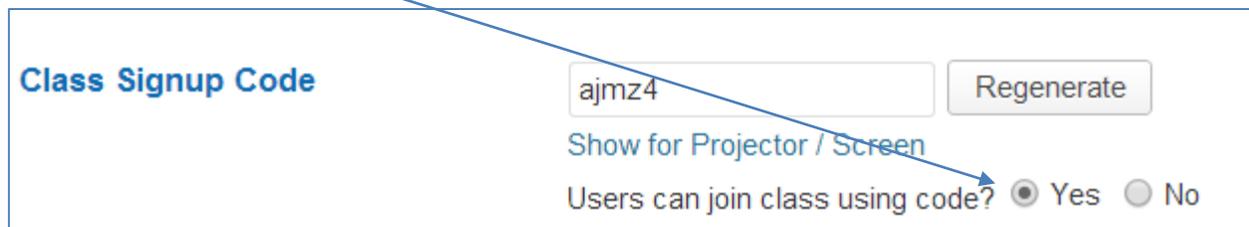
<input type="checkbox"/>	Display Name	Login/Kidblog ID	E-mail
<input type="checkbox"/>	pcauley1	pcauley1	pcauley@
<input type="checkbox"/>	Display Name	Login/Kidblog ID	E-mail

Just add their username and you create their password and the role. There are 5 different roles, from administrator to guest. To learn more about the roles go to this website:

<http://kidblog.org/support/knowledgebase.php?article=13&suggest=1>

## Secret Code

In general tab set the following settings



**Class Signup Code** ajmz4 Regenerate

Show for Projector / Screen

Users can join class using code?  Yes  No

Copy the code for students to use:

Students log in to:

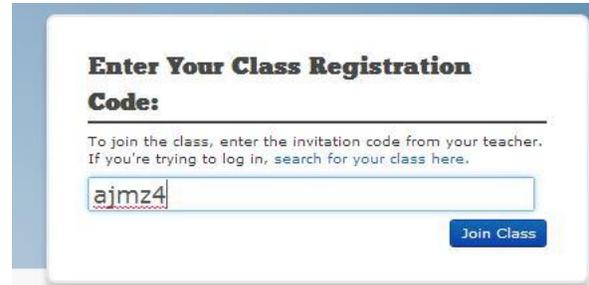
<http://kidblog.org/home/>

Click on the Secret code Button



Students enter secret code:

Click on “Join Class” Button



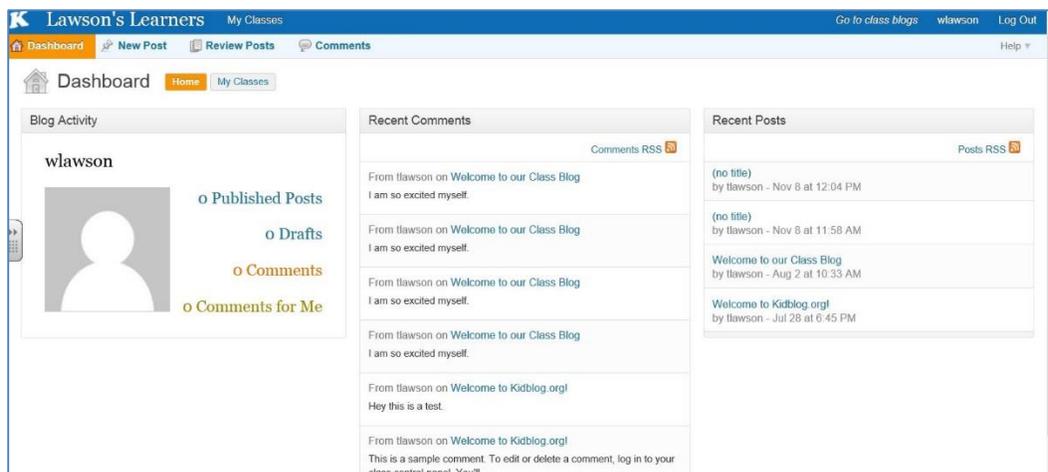
**Enter Your Class Registration Code:**

To join the class, enter the invitation code from your teacher. If you're trying to log in, search for your class here.

Student will type in display name and password/

Students will have options on Individual blog name and theme.



**Lawson's Learners** My Classes Go to class blogs wlawson Log Out

Dashboard Home My Classes

Blog Activity

wlawson

- o Published Posts
- o Drafts
- o Comments
- o Comments for Me

Recent Comments

Comments RSS 5

- From tlawson on Welcome to our Class Blog  
I am so excited myself.
- From tlawson on Welcome to our Class Blog  
I am so excited myself.
- From tlawson on Welcome to our Class Blog  
I am so excited myself.
- From tlawson on Welcome to our Class Blog  
I am so excited myself.
- From tlawson on Welcome to our Class Blog  
I am so excited myself.
- From tlawson on Welcome to Kidblog.org!  
Hey this is a test.
- From tlawson on Welcome to Kidblog.org!  
This is a sample comment. To edit or delete a comment, log in to your class control panel. You'll ...

Recent Posts

Posts RSS 5

- (no title)  
by tlawson - Nov 8 at 12:04 PM
- (no title)  
by tlawson - Nov 8 at 11:58 AM
- Welcome to our Class Blog  
by tlawson - Aug 2 at 10:33 AM
- Welcome to Kidblog.org!  
by tlawson - Jul 28 at 6:45 PM