These are some notes for those setting up and using Global2 Blogs via http://global2.vic.edu.au/

The Global2 Site

To begin with Global2 you need to navigate to http://global2.vic.edu.au/. (Note the front page splash will change over time and may not look directly the same as this one.)

Once you have loaded the blog you need to click on the Make a New Global2 Blog link.
Signing Up

When the signup screen opens you need to decide on a Username. You need to choose your Username carefully as this will be the username for any blogs of which you are a member. Your username must be at least four characters long and cannot contain spaces, punctuation or other than letters and numbers.

Note that your username will be the URL for your first blog, (you can create other blogs with more specific names later). Note also that unless you have a totally unique username, you may need to modify your first choice.

You next need to enter your email address, this will either be your edumail address in the case of DEECD teachers, or an "@vic.edu.au" email address. Please make sure that your email address is correct as you will need to click on a link in an email sent to this address to get started with your blog.

HINT: the best idea for entering email addresses is to copy and paste your email addresses from an email rather than entering it via the keyboard.
You need next to read the Terms of Service, (note these are the edublogs, our campus supplier's TOS). Having read these you need to tick the box to agree to these terms.

Finally if you are wanting a blog you need to leave the "Gimme a blog!" button active. If you only want a username without a blog then you need to click on the "Just a username", please button.

Having done this you need to click on the Next link.

The next thing to do is decide on your Blog Domain or the internet address where your blog will be found. By default this will be the username that you entered in the previous step however if you wish you can change it to something more appropriate. Note again it must be 4 characters in length and use only numbers and letters with no spaces.

You can then enter the Blog Title which can be changed later if required.

Finally you need to decide if you want your blog to appear in search engines before clicking on the Signup link.
Congratulations

CONGRATULATIONS! YOUR NEW BLOG, MY FIRST BLOG, IS ALMOST READY.

But, before you can start using your blog, you must activate it.

Check your inbox at [ ] and click the link given. It should arrive within 30 minutes.

If you do not activate your blog within two days, you will have to sign up again.

STILL WAITING FOR YOUR EMAIL?

If you haven’t received your email yet, there are a number of things you can do:

• Wait a little longer. Sometimes delivery of email can be delayed by processes outside of our control.
• Check the junk email or spam folder of your email client. Sometimes emails wind up there by mistake.
• Have you entered your email correctly? We think it’s [ ], but if you’ve entered it incorrectly, you won’t receive it.

Having clicked on the Signup link the next screen will direct you to your email in order to activate the blog.

Note you must access this email within two days or the link will expire. If the link hasn’t arrived within 30 minutes please check your email junk or spam folder.

Should the email not arrive then it is possible that you have not entered it correctly.

The Activation Email

From: global2.vic.edu.au [mailto:wp mail from@server2.edublogs.org]
Sent: Monday, 28 March 2011 1:07 PM
To: [ ]

To activate your blog, please click the following link:


After you activate, you will receive *another email* with your login.

After you activate, you can visit your blog here:

http://iwantablog.global2.vic.edu.au/

When you check your email you will find an email that contains a couple of links. To activate your link you need to click on the "activate your blog" link.
Alternatively you can copy and paste the link into your browser.

### You're Activated

Dear User,

Your new global2.vic.edu.au blog has been successfuly set up at:
http://iwantablog.global2.vic.edu.au/

You can log in to the administrator account with the following information:

- **Username:** vickip2
- **Password:** 0071058

Your new blog is part of Global2 the space for DEECD and Victorian CEO schools to Collaborate, Communicate and Create and you have agreed to the Terms Of Service that can be found at [http://edublogs.org/terms-of-service/](http://edublogs.org/terms-of-service/).

As a member of the Global2 Community you are able to create more of your own blogs at [http://global2.vic.edu.au/wp-signup.php](http://global2.vic.edu.au/wp-signup.php). These blogs can be used for classes or for individual students to develop as either individual or group projects. Please note that you can only automatically register or create blogs at Global2 using emails with an edumail.vic.gov.au , vic.edu.au or from a Victorian Catholic Education Office eg: catholic.edu.au If you are looking to involve non-DEECD or non-CEO schools in your blog projects then you need to email global.teacher@edumail.vic.gov.au to arrange an invitation.

Having clicked on the activation link you will be presented with you account details plus the link to view your site or to Login to your blog.

### The Confirmation Email

Dear User,

Your new global2.vic.edu.au blog has been successfully set up at:

You can log in to the administrator account with the following information:

- **Username:**
- **Password:**

Your new blog is part of Global2 the space for DEECD and Victorian CEO schools to Collaborate, Communicate and Create and you have agreed to the Terms Of Service that can be found at [http://edublogs.org/terms-of-service/](http://edublogs.org/terms-of-service/).

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We hope you enjoy your new global2 weblog and that you keep checking in at the main Global2 site regularly for more news, details on projects as well as featured blogs and other information.

You will then also receive a confirmation email with your login details as well as reminders about the Terms of Service for Global2 and a description of the Global2 parameters.
Logging On For The First Time

When you click on the login link you will be taken to the blog login page where you need to enter your Username and your initial Password.

Note even though you are logging in to a Global2 blog, they carry the edublogs logo as Global2 is an edublogs campus.

If you have forgotten these details you can check your email again as Global2 will also have emailed them to you along with the login URL.

The Dashboard

Once you have logged in for the first time you will find the Dashboard. This is where all of the blog options can be found. You will return to the Dashboard each time you login and any time that you wish to do work on your blog.
In the centre of the screen you will find the main feature modules which can be opened and closed and are moveable.

They provide an at a glance Right Now summary of activity within your blog, a summary of Storage Space, a list of Recent Comments, a QuickPress pane for making basic posts and a listing of Recent Drafts.

You will find all of the dashboard options listed down the left hand side of the screen. Note each of these options are modules that have drop down menus with other options related to each module.

On your first visit you need to click on the Users link

![Managing Your Profile](image_url)

On the users page you need to click on the Users Link to open it and then click on the Your Profile link.
### Changing Your Password

Scrolling to the bottom of the Your Profile page will show you where to change the temporary password that has been provided from edublogs.

Note you can add or modify other details on this page also before clicking on the Update Profile button to make the changes.

### Your First Post

To begin to add to your blog you need to open up the Posts drop-down menu in your dashboard.

Here you can use the Add New link to write a new post.
Note you can also elect to use the QuickPress pane to write your post.

**Writing A Post**

To write a post you need to add a Title before you begin to write in the Post panel.

You will notice that the editing panel has a limited range of options, if you wish to access some more options then you can click on the multi-coloured icon.

You can also open the writing pane to full screen by clicking on the screen icon next to the multi-coloured icon.

When you are ready to add the post to your blog you need to click on the Publish button.

You may also elect to save the work as a draft and/or preview it at any stage.
Once you have pressed on the Publish button you will be told that your post has been published.

To view the post you need to click on the View post link or the View Site at the top of the Dashboard.
When you click on the View Site link you will find your post on the top of the blog.

To return to the Dashboard of your site you need to click on the Site Admin link under the Meta link.
Once you have begun posting you will most likely need to change the settings for your blog.

To do this you need to click on the Settings drop down.
Under the general settings you can change your title and tagline as well as the administrator email address.

You can also adjust the Timezone amongst other formats.
Changing The Discussion Parameters

Once your blog is active, and especially if it is a student's blog, you may need to control the comments that come into your blog.

This is done by first clicking on the Discussion link.

The Discussion Settings

In the Discussion Settings you can modify how and under what conditions people can comment on your blog.
For student's blogs in particular it is good to change the default settings for what happens before a comment appears.

I always select that an administrator must always approve a comment and deselect that a comment author must have a previously approved comment.

**Changing The Appearance**

To change the way that your blog looks and feels you need to click on the Appearance drop-down on the Dashboard and then select the Themes link.

**The Themes**

You can then select from a range of themes that opens on the next page.

To choose a new theme you only need click on it and a preview window will open over the main screen.

You can activate the theme by clicking the Activate link in the top right corner. Alternately you can reject it by clicking on the cross in the to right corner

Some themes can be a bit tricky it is a good idea to right mouse click on the visit site link and open the preview in a new window.

Once you have selected a nice theme you can modify it even further by clicking on the Widgets link. Widgets sit in the right and/or left margins of your blog and enable additional information and functionality on your blog.

Note some themes do not allow you to modify widgets.

Some Themes also do not have a login link once activated. If this is the case and you are unable to login again you need to go to your blog URL and add the following text, "/wp-admin" to the end of the link, (the link would be then http://global2.vic.edu.au/wp-admin).
Adding Widgets

Once your theme has been changed you need to click on the Widgets link under the Appearance tab.

You can then add or remove widgets by dragging the widgets from the list to the sidebars on the right. Note there can be one or two sidebars to choose from.

I usually add Calendar, Pages, Categories, Archives, Meta, Search, Recent Posts, RSS and Recent Comments.

As you add a widget you will be given a chance to modify the default settings for each widget.

Note once you add one widget, all of the other default widgets are deleted. When modifying widgets you need to make sure that you add the Meta widget at least. If you haven't done so and you are unable to login again you need to go to your blog URL and add the following text, "/wp-admin" to the end of the link, (the link would be then http://global2.vic.edu.au/wp-admin).

If you wish to you can also re-order the widgets by dragging them around in the Sidebar pane.

Having completed your choices you click on the Save Changes link.
Adding Users

If you wish to add other users to your blog in order that they can post as well then you need to click on the Users drop down and then the Add Users link.

Here you can use Add New to add a new single user.

You can add New Users to add bulk new users.

Adding Existing Users allows you to add users who are already Global2 users to this blog.

The Blog & User Creator allows you to create up to 15 blog or user accounts at a time.
The Blog And User Creator

The Blog & User Creator enables you to add up to fifteen new users to the blogging portal at a time.

Note each user will be given a blog as well as a system generated password.

You can also elect to add yourself as a co-administrator of each blog.

Should you wish to create users who don't have a blog and/or users where you want to allocate a known password then you should select the Advanced option.

Note for the Global2 campus you cannot use the gmail hack to create blog users.
Creating Users Using The Advanced Creator

Up to fifteen students at a time can be added to the edublogs community and your blog. You will need a functioning email address, username and password for each student.

NB only complete the Blog URL and title if you wish your students to have their own blog.

Again note that for Global2 you cannot use the suggested gmail hack to add users.

You should always add yourself as a co-administrator to all student blogs under the Add Admin drop down.

Managing Users

To manage your blog users you need to click on the Authors & Users link.
Once you have added the users you may need to modify their level of privileges.

In this window you need to select the users who you wish to change.

You then need to click on the drop down arrow in the Change role to selection.

The roles that you can assign are

- **Administrator** who has access to all features of the blog
- **Editor** who can publish and manage posts and write pages
- **Author** who can publish and manage their own posts only
- **Contributor** who can write and manage their own posts but not publish them
- **Subscriber** who can read comments and receive newsletters etc.
When a reader decides to add a comment to your blog by clicking on the comment link in a post, the following window will open.

Dependent on your settings they will be asked to enter certain details before they write their comment and click on the submit comment button.
Dependent on your settings, when a comment has been entered you may be alerted via an email that also has a link back to the moderation panel.

Alternatively you can also open the Dashboard where you will find notification of the comments awaiting your moderation plus a shaded listing in the Recent Comments pane showing the comment.

Managing Comments

If you mouse over the shaded comment in the Recent Comments pane a series of coloured links will appear from where you can elect to Approve, Edit, Reply, Spam or Delete a comment.

If you have approved a comment you can later edit it.
You can also access the comments by clicking on the Comments drop-down menu in the Dashboard.

Once a comment has been acted upon the number indicator next to the Comment drop down will disappear.

**Writing Pages**

![Dashboard menu with Pages highlighted]

Normally posts on your blog move down the page and into the archives in chronological order as new ones are added.

Sometimes you will want to add some detail that stays permanently at the front of the blog. This can be done by writing pages.

To write or edit a page you can choose the Pages drop-down menu on the Dashboard.
Composing The Page

The write page window is essentially the same as the write post window.

In this case I have used the multi-colored button to open up the extended toolbar options, (these can also be accessed in the write post window).

Adding Images And Other Media

Your blog can be made much more interesting with the addition of images and other media.

To add an image you need to click on the Add an Image icon on the Upload/Insert toolbar.
Note you can also use this toolbar to add video, sound and other content by using the relevant icons.

The former can be inserted in the same way as the images using the different Add media buttons.

**The Image Browser**

When the image browser opens you will need to browse to where the image is on your computer or network.

Note you can also select images from a URL such as Flickr as well as re-use images that you have already uploaded to your gallery.
The image will then appear in the browser.

It is a good idea to add a title and maybe even a caption and description to the image.

You can also elect to align the image in the post and decide on the size that you want to insert into the post.

When you have done you can click on the Insert into Post button.
Posting The Image

Once you have clicked on the Insert into Post button the image will appear wherever the cursor was placed.

If required the image can be moved around in the post and even further manipulated by clicking on the Edit image icon that appears in the top left corner of the image when you mouse over it.
In order to make your blog easier to search you should get in the habit of adding tags. Tags are short descriptors of the post or page content. If you wish you can add multiple tags to a post.

If you have a multi-user blog such as a class blog, or a blog that deals with many different topics then you should consider using categories to group posts.

To add or manage categories you need to enter each category under the Add New Category Link and then click on the Add button. Note you can add sub categories as well.

The Categories can also be manipulated via the Categories link on the dashboard.
To manage your posts you need to go back to the dashboard again and then click on the Posts link.

From here when you mouse over each of the listed posts you will be given the option to Edit, Quick Edit, Delete or view the post.
When you write or edit a post or page you can also elect to modify the status of each.

If the status is published you can use the drop-down menu to revert it to a Draft or Pending Review status.

You can also change the Visibility of the post by sticking it to the front page or Password protecting or making the post private.

You can also manipulate the publish date to either post or pre-date the post.
Adding Links

Blogs are great for developing readership and collaboration.

One way to foster this is to add links to other blogs in a Blogroll.

To add links and edit the Blogroll you need to open up the links tab in the Dashboard.

Here you will find a list of links already added. These can be edited and deleted.

To add a new link click on the Add New under the Links Tab. Note you can also order links under Categories.

The Media Library

All of the media that you have uploaded to your blog can be re-used again and again.

To find your media you need to open up the Media Tab.
Again by mousing over the media item you can access options to Edit, Delete or view it.

Deleting Your Blog

Many school based blogs have a timeframe after which they no longer have currency or need to be online. When this is the case you might wish to delete your blog from the server permanently, (note this cannot be undone).

The option to delete your blog is found under the Settings Tab.

Note once you elect to delete your blog you will need to click on a link in an email sent to you to finalise the process.
These notes are an introduction only and may change over time. To access more extended notes Global2 users can access the edublogs help.

edublogs support can be found at http://help.edublogs.org/.